



**COUNCIL OF  
HIGHER SECONDARY EDUCATION  
ODISHA, BHUBANESWAR**

**COURSES OF STUDIES  
IN  
VOCATIONAL STREAM  
(PART-II)  
BUSINESS & COMMERCE**

**FOR THE  
HIGHER SECONDARY VOCATIONAL EXAMINATION  
2015 AD**

**Rs. 20.00**

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## INTRODUCTION TO NEW COURSE STRUCTURE & DISTRIBUTION OF MARKS IN SUBJECT, HAVING PRACTICALS

With the introduction of the New Course structure from the academic session 2008-09 basically to de-stress the students joining +2 vocational courses under the CHSE, Orissa, there will be yearly examinations at the end of 1st year and 2nd year classes. 1st year and 2nd year courses have been separated accordingly. The 1st Year examination will be conducted at the college / H.S. School level for 750 marks and the 2nd year examination will be conducted at the Council level for 650 marks. Marks secured in the 1st year examination shall be considered only for promotion of students to the 2nd year class and will have no bearing on the terminal examination, conducted by the Council at the end of the 2nd year.

Pass certificates will be awarded to successful candidates basing on the performance in the Council examination at the end of the 2nd year only.

### DISTRIBUTION OF MARKS IN THEORY

#### Group A

#### Objective type - Compulsory

- |    |  |   |                   |
|----|--|---|-------------------|
| 1. | Multiple Choice (from all units)   | - | 1 x 5 = 05 marks  |
| 2. | One word answer / Very short answer/correct the sentence / fill up the blanks (from all units) | - | 1 x 10 = 10 marks |

#### Group - B

- |    |   |   |                  |
|----|---|---|------------------|
| 3. | Short answer type bits of 2 marks each<br>(7 to be answered out of 10 from all units) | - | 7 x 2 = 14 marks |
|----|---|---|------------------|

#### Group C

#### Long Type

- |    |   |   |  |
|----|---|---|--|
| 4. | Answer any 3 questions for all units<br>(3 to be answered out of 5) | - | $\frac{7 \times 3 = 21 \text{ marks}}{50 \text{ marks}}$ |
|----|---|---|--|

(b) [5]

**DISTRUBUTION OF MARKS IN PRACTICAL**

1.	Major Experiments	- 40 marks
(i)	Theory and Procedure	- 20 marks
(ii)	Tabulation	- 10 marks
(iii)	Calculation & inference	- 10 marks
1.	Minor Experiments	- 20 marks
(i)	Theory a	- 10 marks
(ii)	Tabulation Calculati and inference	- 10 marks
1.	Bit Experiments	- 20 marks
	Specimen / Sample / Sporting / any other specific project / materials preparation by the students.	
4.	Viva Voce	- 10 marks
5.	Records	- 10 marks
		100 marks

external and Internal Examiners are requested to decide different experiments to be set during the course of examination.

## SCHEME OF STUDIES FOR VOCATIONAL

The following combinations in Vocational Business & Commerce Stream are allowed. Any deviation of this will not be entertained.

### **Compulsory Subjects**

(Compulsory subjects English and M.I.L. carry 200 marks) each  
(100 Marks in 1st year and 100 marks in 2nd year)

1. English
2. M.I.L. (Oriya / Telugu/ Bengali/ Urdu & Persian/ Sanskrit / Hindi/ Alternative English)
3. Environmental Education

The Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year + 2 course and the grades (A + A, B, C, D, in order of merit) are to be awarded by the college and the same shall be recorded in the body of the pass certificate given by the Council subsequently. The grade secured in the Environmental Education (EE) will not affect the result of the candidate.

4. Yoga

Yoga will be taught as a compulsory subject and assessed at the College level for 100 Marks (50 Marks in Theory and 50 Marks in Practical). The Theory Examination shall be conducted at the end of 1st year class (11th class) and Practical Examination shall be conducted at the time of Test Examination in 2nd Year (12th class)

The grades are to be awarded by the college and the same shall be recorded in the body of the pass certificate given by the Council. The grade secured in Yoga will not affect the result of the candidate.

<b>Marks</b>	<b>Grades</b>
70% and above	Gr - A+
60% to 69%	Gr - A
50% to 59%	Gr - B
35% to 49%	Gr - C
Below 35%	Gr - D

(A student can Continue his / her study any one of the following TRADE subjects)

### B.F.C. SUBJECT

- (i) Commerce
- (ii) Commerce
- (iii) Economics

### TRADE SUBJECTS

- .A. A.
- .INS.
- .O. M.
- .T. A.

**ENGLISH****COmpulsory**

Higher Secondary education for a large number of students is a preparation for the University, where a fairly high degree of proficiency in English language and literature is necessary. For another large and significant group, the higher secondary education is a preparation for entry into professional education. This Course, therefore, is designed to cater to both the groups by promoting higher skills of thinking as well as language skills required for academic study and for the workplace. In this sense, this syllabus is learner-centred or need-centred.

It is expected that students have acquired the basic language skills in English by the time they come to the First Year of the +2 class. It is necessary that by the end of +2 they should be equipped with adequate linguistic competence to comprehend and appreciate texts, and express themselves in clear and grammatical English using appropriate punctuation and cohesive devices. The aim of this syllabus, therefore, is to hone all the language skills (L-S-R-W) of the students.

Instructional Materials consist of 4 textbooks : (a) Invitation to English-I (New Edition), which includes non fictional prose pieces and poems, for intensive study (b) Invitation to English-II (New Edition), which includes genres like short fiction, one-act play and biography/autobiography for extensive study, (c) Invitation to English -3, a Work Book for developing writing skills, and (d) Invitation to English -4, a Work Book for grammatical exercises.

The present syllabus envisages a lot of teacher-pupil interaction. While dealing with texts for both intensive and extensive study, teachers should encourage group activity in the classroom for 'Pre-reading', 'While-reading', and 'Post-reading activities'. They should be careful not to put any question to an individual student but to a group of 3 - 4 students encouraging one of them to give the answer with the feedback he/she gets from the group so that none of the students shall feel diffident to interact. As Invitation to English -3 and Invitation to English -4 are Work Books, they should be worked out in the class-room.

The Scheme of Evaluation, at the end of the syllabus, specifies the allocation of marks for each skill. It should be noted that texts prescribed for detailed as well as non-detailed study have been allotted only 60 marks out of total 200. It would be appropriate, therefore, to devote the bulk of classroom time to Invitation to English -3, and Invitation to English -4,

## INSTRUCTIONAL MATERIALS FOR THE HIGHER SECONDARY CLASSES (ARTS/SCIENCE/COMMERCE)

1. For Intensive Reading: An anthology of non-fictional prose pieces and poems

Book prescribed: Invitation to English-I (New Edition, 2012)

Published by Odisha State Bureau of Text Book Preparation and Production, Bhubaneswar.

### Pieces to be studied in the 1st year

#### A. Prose:

- |  |                        |
|--|------------------------|
| i. Standing Up for Yourself                    | Yevgeny Yevtushenko    |
| ii. The Legend behind a Legend                 | Hariharan Balakrishnan |
| iii. The Golden Touch                          | Nathaniel Hawthorne    |
| iv. In London In Minus Fours                   | Louis Fischer          |
| v. The Cancer Fight, from Hiroshima to Houston | Ritsuko Komaki         |

#### B. Poems:

- |   |                    |
|---|--------------------|
| i. Stopping by Woods on a Snowy Evening | Robert Frost       |
| ii. Oft, in the Stilly Night            | Thomas Moore       |
| iii. The Inchcape Rock                  | Robert Southey     |
| iv. To My True Friend                   | Elizabeth Pinard   |
| v. Fishing                              | Gopa Ranjan Mishra |

### Pieces to be studied in the 2nd year

#### A. Prose:

- |                              |                      |
|------------------------------|----------------------|
| i. My Greatest Olympic Prize | Jesse Owens          |
| ii. On Examinations          | Winston S. Churchill |
| iii. The Portrait of a Lady  | Khushwant Singh      |



**CSV-II**

- iv. The Magic of Teamwork Sam Pitroda
- v. Development of Polio Vaccines Bonnie A. M. Okonek and Linda Morganstein

**B. Poems:**

- i. Daffodils William Wordsworth
- ii. The Ballad of Father Gilligan William Butler Yeats
- iii. A Psalm of Life Henry Wadsworth Longfellow
- iv. Television Roald Dahl
- v. Money Madness D.H. Lawrence

2. For Extensive Reading:

A collection of short stories, short plays, excerpts from biographies or autobiographies for non-detailed study

**Book Prescribed: Invitation to English-II (New Edition)**

**Published by Orissa State Bureau of Text Book Preparation and Production,  
Bhubaneswar**

**Pieces to be studied in the 1st year**

- i. Three Questions Leo Tolstoy
- ii. After Twenty Years O. Henry
- iii. The Open Window Saki
- iv. The One and only Houdini Robert Lado
- v. Childhood Jawaharlal Nehru
- vi. Marriage Dr. Rajendra Prasad

**Pieces to be studied in the 2nd Year**

- i. The Doctor's Word R K Narayan
- ii. The Nightingale and the Rose Oscar Wilde

- |      |                            |                 |
|------|----------------------------|-----------------|
| iii. | Mystery of the Missing Cap | Manoj Das       |
| iv.  | The Monkey's Paw           | W.W Jacobs      |
| v.   | My Mother                  | Charlie Chaplin |
| vi.  | Stay Hungry. Stay Fit.     | Steve Jobs      |
3. Writing Skills:

A Work-Book on writing designed to provide practice in different forms of writing and develop the different skills of writing as specified in the syllabus.

**Book Prescribed:**

***Invitation to English - 3***

**Published by Odisha State Bureau of Textbook Preparation and Production,  
Bhubaneswar.**

**Units to be studied in the 1st Year**

- I. Writing a Paragraph
- II. Developing Ideas into Paragraphs
- III. Writing Personal Letters and Notes
- IV. Writing Applications, Official Letters and Business letters
- V. Writing Telegrams, E-mails, Personal Advertisements and Short Notices
- VI. Using Graphics

**Units to be studied in the 2nd year**

- VII. Interpreting Graph, Charts Tables and diagrams etc
- VIII. Reporting Events and Business Matters
- IX. Note-making and summarizing
- X. Extended Writing:

4. Grammar:

A Work Book of Grammar is designed to provide practice in the use of selected grammatical items, in meaningful contexts

**Book prescribed:**

***Invitation to English - 4***

**Published by Odisha State Bureau of Textbook Preparation and Production,  
Bhubaneswar.**

**Units to be studied in the 1st Year**

- I. Countable and Uncountable Nouns
- II. Tense Patterns
- III. Modal Verbs
- IV. Prepositions
- V. The Imperatives

**Units to be studied in the 2nd year**

- I. Revision of 'Tense Pattern's' and 'Modal verbs'
- II. Conditionals
- III. The Passive
- IV. Direct and Reported Speech
- V. Interrogatives
- VI. Phrasal Verbs

**SCHEME OF EVALUATION**

There shall be two papers in English – English Paper I and English Paper II – each carrying 100 marks. A written examination for English Paper I shall be conducted by the colleges at the end of the First Year. A written examination for English Paper II shall be conducted by the CHSE, Odisha at the end of the Second Year to test the skills of reading and writing as well as the ability to use grammar in context.

**PAPER - I**  
**(To be evaluated at the College Level)**

1. Reading Comprehension	
(a) Prescribed Prose Pieces. (5 questions to be answered, each carrying 2 marks)	10 marks
(b) Prescribed Poems (5 questions to be answered each carrying 2 marks)	10 marks
(c) Prescribed Extensive Reading Texts (2 questions to be answered carrying 5 marks each; only global, inferential and evaluative questions to be set)	10 marks
2. Reading - related skills	
(a) Vocabulary skills	5 marks
(b) Information Transfer (Converting verbal information to non-verbal forms, such as diagrams, charts and tables)	5 marks
(c) Reordering/sequencing sentences	5 marks
(d) Dictionary/Reference skills (2 marks on using a dictionary, and 3 marks meanings of a word)	5 marks
e) Cohesive Devices	5 marks
3. Writing skills	
a) Letter Writing (personal/official/commercial: Word limit: 150)	10 marks
b) Description of object/event /process (Word limit: 1.50)	10 marks
c) Slogan/telegram/caption writing (Word limit: 10)	5 marks
4. Grammar in context	10 marks
5. Translation/story-developing	10 marks

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**Total: 100 Marks**

**PAPER -II**  
**(To be evaluated by the CHSE, ODISHA)**

1. Reading Comprehension

(a) Prescribed prose Pieces

(5 questions to be answered carrying 2 marks each) 10 marks

(b) Prescribed Poems

(5 questions to be answered carrying 2 marks each) 10 marks

(c) Prescribed Extensive Reading Texts 10 marks

(2 questions to be answered carrying 5 marks each,  
only global, inferential and evaluative questions

to be set on a passage of about 250 words) 10 marks

(d) Unseen Prose passage 10 marks

(5 questions including inferential ones, carrying 2 marks each) 10 marks

2. Reading- related skills

a) Vocabulary skills (to be tested on the unseen passage) 5 marks

b) Information transfer (70 words)

(Converting non-verbal information into verbal form) 5 marks

c) Dictionary/Reference skills 5 marks

3. Writing skills

(a) Report writing (200 words) 10 marks

(b) Guided Note making on a given passage 7 marks

(c) Summarizing on the same passage 8 marks

(d) Essay writing (250 words - on given outlines) 10 marks

4. Grammar in context 10 marks

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**Total: 100 Marks**

**M.I.L (ODIA)**

**ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଅନୁପାଠ୍ୟ) - ଇଂରାଜୀ**

**ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 1 ଶ୍ରେଣୀ**

**ଓଡ଼ିଆ ଶିକ୍ଷା - 100**

icd - 3 N û

**ଓଡ଼ିଆ ଶିକ୍ଷା - ଇଂରାଜୀ - 5 (ଅନୁପାଠ୍ୟ - 80)**

**ଓଡ଼ିଆ ଶିକ୍ଷା - ଇଂରାଜୀ (20 ଓଡ଼ିଆ)**

25 ^ 'e

1. ଓଡ଼ିଆ ଶିକ୍ଷା - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
2. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
3. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
4. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ

- ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 150 ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ) ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 8 ^ 'e
- ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 30 ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ) ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 3x2=6 ^ 'e
- ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 2 ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ) ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 2x2=4 ^ 'e
- ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 1 ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ) ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 1x2=2 ^ 'e
- ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ (ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 4 ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ) ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - 1x5=5 ^ 'e

**ଓଡ଼ିଆ ଶିକ୍ଷା - ଓଡ଼ିଆ (20 ଓଡ଼ିଆ)**

25 ^ 'e

1. ଓଡ଼ିଆ ଶିକ୍ଷା - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
2. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
3. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
4. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ
5. ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ - ଓଡ଼ିଆ ଶିକ୍ଷା ପୁସ୍ତକ

**CSV-II**

- Gjò GKKeé 2Uò \únö C e cìkK\_âgÿ\_ Wòà ö ùi [ôéé 1Uòe C e 150 gþùe ù\auKé ùja ö  
Gjûe cìfý - 8 ^´e
- 3Uò 3 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e 30 gþùe ù\auKé ùja ö  
Gjûe cìfý 3X2=6 ^´e
- 3Uò 2 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e 2Uò auKýùe ù\auKé ùja ö  
Gjûe cìfý 2X2=4 ^´e
- 3Uòe 1 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e ùMÛG auKýùe ù\auKé ùja ö  
Gjûe cìfý 1X2=2 ^´e
- 5Uò 1 ^´e aògòÁ\_âgÿ\_ Wòà ö\_âùZýK\_âgÿ\_ ûAñ 4Uò ùflûGñ i,ûayC e \òôû-òà ö ùi [ôœéé\_ eúlû[ôú ùKak  
VõpC e ùb aÛò ùflôà ö  
Gjûe cìfý 1X5=5 ^´e

**ZéZid GKk - GKúuokú (20\_òèòW)**

25 ^´e

1. \ie\_ùjûW - âùYasé Ke
2. cKýcú - ùMÛ ûk ùQûUeùd
3. Q\àagú - aògòRÿp \ùi

- Gjò GKKeé 2Uò \únö C e cìkK\_âgÿ\_ Wòà ö ùi [ôéé 1Uòe C e 150 gþùe ù\auKé ùja ö  
Gjûe cìfý - 8 ^´e
- 3Uò 3 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e 30 gþùe ù\auKé ùja ö  
Gjûe cìfý 3X2=6 ^´e
- 3Uò 2 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e 2Uò auKýùe ù\auKé ùja ö  
Gjûe cìfý 2X2=4 ^´e
- 3Uòe 1 ^´e aògòÁ\_âgÿ\_ Wòà ö ùi [ôéé 2Uòe C e ùMÛG auKýùe ù\auKé ùja ö  
Gjûe cìfý 1X2=2 ^´e
- 5Uò 1 ^´e aògòÁ\_âgÿ\_ Wòà ö\_âùZýK\_âgÿ\_ ûAñ 4Uò ùflûGñ i,ûayC e \òôû-òà ö ùi [ôœéé\_ eúlû[ôú ùKak  
VõpC e ùb aÛò ùflôà ö  
Gjûe cìfý 1X5=5 ^´e

**PZê[ð GKk - ayûKeY (20 òeò@W)**

25 ^'e

1. \_âaõ] eP^û / búa iõ âiûeY
2. eiXò \_âùdM
3. \_ \ ^%õd

- Gjò GKKeê \_âaSeP^û @ [aû búiãõ âiûeYùe 2Uò \_âgJ @ûiòã ö ùi [ôeê 1Uòe C e 150 g± çùe ù\auKê ùja Gjûe cìfý - 8 ^'e
- eiXò \_âùdMê 8Uò \_âgJ @ûiòã ö ùi [ôeê 5Uòe C e ù\auKê ùja ö \_âZyKeiXòe @ [ð ^%õd \_ûAñ 1 ^'e I auKýùe \_âùdM \_ûAñ 1 ^'e ejòã ö Gjûe cìfý - 2x5=10 ^'e
- \_ \ ^%õd \_ûAñ GKMy @ ^èQ\ \òèr-òã ö ùi [òe ayajéz 10Uò ùeLùòZ \_\eê 7UòKê PòjÛA ù\auKê ùja ö Gjûe cìfý - 1x7=7 ^'e

**M.I.L (ODIA)**

**ôû]é^òKbüzüdbûhû (aûZüçikK) - IWòôû**

**\ßòZüç- iûjòZý ieyú - 2 dbûM**

**\_i%õ iõLýú - 100**

**icd - 3 N û**

**\_òeò@WiõLýú - iû ùjòK - 5 (aûhòK - 80)**

**\_â[c GKk - Mý (20 òeò@W)**

25 ^'e

1. RZüçRúa^ùe iûjòZýe iUû^ - aògß^û[ Ke
2. lóu - cûdû]e cû^iòõj
3. bêf - bêaù^gße ùaùjeû
4. RZòe Rúa^ I iõÄézò - ùMùfûK aòjûeú ]k

- Gjò GKKeê 2Uò \ùNð C e cìkK \_âgJ \_wòã ö ùi [ôeê 1Uòe C e 150 g±ùe ù\auKê ùja ö Gjûe cìfý - 8 ^'e



CSV-II

- 3Uò 3 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e 30 g±ùe ù\auKê ùja ö  
Gjûe cìfý 3X2=6 ^'e
- 3Uò 2 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e 2Uò auKýùe ù\auKê ùja ö  
Gjûe cìfý 2X2=4 ^'e
- 3Uòe 1 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e ùMÛÜG auKýùe ù\auKê ùja ö  
Gjûe cìfý 1X2=2 ^'e
- 5Uò 1 ^'e aògòÁ\_âgÛ\_ wòà ö \_âùZýK\_âgÛ\_ ûAñ 4Uò ùflûGñ i,ûayC e \òôû-òà ö ùi [ôceê \_eúlû[ôú ùKak  
VôpC Ëb aûQ ùflûà ö  
Gjûe cìfý 1X5=5 ^'e

\BòZúd GKk - \_ý (20 òeò@W)

25 ^'e

1. P|âbûMû - eû]û^û[ eûd
2. iÚ ik Kùkae ^êjA @ce - Mwû]e ùcùje
3. ]cð \e @ûcôfò ò - ùMû aSê \ûi
4. Mâûc gâgû^ - iyò\û^| eûCZêûd
5. aògòRúa^ \_ù[ - eû]ûùcùj^ MW^ûòK

- Gjò GKKeê 2Uò \únö C e cìkK\_âgÛ\_ wòà ö ùi [ôeê 1Uòe C e 150 g±ùe ù\auKê ùja ö  
Gjûe cìfý - 8 ^'e
- 3Uò 3 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e 30 g±ùe ù\auKê ùja ö  
Gjûe cìfý 3X2=6 ^'e
- 3Uò 2 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e 2Uò auKýùe ù\auKê ùja ö  
Gjûe cìfý 2X2=4 ^'e
- 3Uòe 1 ^'e aògòÁ\_âgÛ\_ wòà ö ùi [ôeê 2Uòe C e ùMÛÜG auKýùe ù\auKê ùja ö  
Gjûe cìfý 1X2=2 ^'e
- 5Uò 1 ^'e aògòÁ\_âgÛ\_ wòà ö \_âùZýK\_âgÛ\_ ûAñ 4Uò ùflûGñ i,ûayC e \òôû-òà ö ùi [ôceê \_eúlû[ôú ùKak  
VôpC Ëb aûQ ùflûà ö  
Gjûe cìfý 1X5=5 ^'e

**ZÉZÚD GKK - MÍ (20 òèò@W)**

25 ^´e

1. Gúa ɔ a ôPò - ùMí\ùæúg cjú úZá
2. aùpNe I ùekMÚWò - Kúkò|úPeY ùYòMáújú
3. @ù^K iàòZ ji - cù^ùR \ùì
4. \gð^ - aúYú ùYò cjúò

- Gjó GKKeê 2Uò \ùNò C e cìkK \_âgJ \_Wòà ö ùì [ôeê 1Uòe C e 150 gþùe ù\auKÉ ùja ö  
Gjùe cìfý - 8 ^´e
- 3Uò 3 ^´e aògòÁ \_âgJ \_Wòà ö ùì [ôeê 2Uòe C e 30 gþùe ù\auKÉ ùja ö  
Gjùe cìfý 3X2=6 ^´e
- 3Uò 2 ^´e aògòÁ \_âgJ \_Wòà ö ùì [ôeê 2Uòe C e 2Uò aúKýùe ù\auKÉ ùja ö  
Gjùe cìfý 2X2=4 ^´e
- 3Uò 1 ^´e aògòÁ \_âgJ \_Wòà ö ùì [ôeê 2Uòe C e ùMÚòGaúKýùe ù\auKÉ ùja ö  
Gjùe cìfý 1X2=2 ^´e
- 5Uò 1 ^´e aògòÁ \_âgJ \_Wòà ö \_âúZýK \_âgJ \_úAñ 4Uò ùflúGñ i, úayC e \ò@ù-òà ö ùì [ôeê \_eúlú[óú ùKak  
VòKpC e ùò aùò ùflòà ö  
Gjùe cìfý 1X5=5 ^´e

**PZÉ[ð GKK - ayúKeY (20 òèò@W)**

25 ^´e

1. \eLúÉ fòL^ ö
2. @aùèù] \_eúlY ö
3. aò\_eúz @[ð ùaù]K gþ ö
4. iùòúyùeòZ bò^úù[ð ùaù]K gþ ö
5. GK \_úKeY ö

- \eLúÉ fòL^eê 2Uò \_âgJ \_Wòà ö ùì [ôeê 1Uòe C e ù\auKÉ ùja  
Gjùe cìfý - 6 ^´e
- @aùèù] \_eúlY ^òcùk GK Mý @^èù\ \ò@ù-òà ö ùì [ôeê 5Uò \_âgJ \_Wòà ö icÉ \_âgJ C e aùZùcìkK ö  
Gjùe cìfý - 2X5=10 ^´e
- aò\_eúz @[ð ùaù]K gþ, iùòúyùeòZ bò^úù[ð ùaù]K gþ Gað GK \_úKeY \_âúZýKeê 5Uò ùflúGñ ? \_âgJ \_Wòà ö  
ùì [ôeê 3Uò ùflúGñ KeòauKÉ \_Wòà ö  
Gjùe cìfý - 1X3=3, 1X3, 1X3= 9 ^´e

**M.I.L. (HINDI)**

**+2 1st Yr Arts, Com & Science**

Time : 3 Hours

Full Marks : 100

There shall be one paper carrying 100 marks. The duration of Examination will be three hours.

**Distribution of marks -**

**हिन्दी भाषा में परीक्षा -1 - भू.से.ज्ञान**

**-180 मिनट**

**-समावेश्य**

**यद्यपि, कि**

1. **Unit-I (आ) 18 Classes**  
महत्त्व (All)

2. **Unit-II (आ) 18 Classes**  
महत्त्व (All)

3. **Unit-III (यदि दो 3 3 3 3) 18 Classes**  
महत्त्व (All)

4. **Unit-IV (एवयव) 18 Classes**  
महत्त्व (All)

**Distribution of Marks for M.I.L. (Hindi)**

**Group - A (Objective Type)**

- 1. Multiple choice for all units 1x15=15
- 2. One word Answer /Correct the sentences/  
Very short Answers /Fill in the Blanks 1 x 15=15

**GROUP - B (SHORT TYPE)**

- 3. Answer within two/three sentences  
(Out of 15 bits one has to answer 11 bits) 2x11=22  
(From unit I, II & III)

4. Answer within six sentences 3 x 6 =18  
 (out of eight bits one has to answer six bits)  
 (From unit I, II and III)

**GROUP - C (LONG TYPE)**

7. Out of six questions from all units 7.5 X 4 =30  
 one has to answer 4 questions

**M.I.L. (HINDI)**

+2 IInd Yr

Time : 3 Hours

Full Marks : 100

There shall be one paper carrying 100 marks. The duration of Examination will be three hours.

**Distribution of marks -**

विषय: हिन्दी - II: म. वि. द्वितीय वर्ष के लिए  
 (कक्षा - 11)

- |                         |            |
|-------------------------|------------|
| 1. Unit -I (विद्युत)    | 18 Classes |
| 2. Unit -II (कक्षा 11)  | 18 Classes |
| 3. Unit -III (कक्षा 11) | 18 Classes |
| 4. Unit -IV             | 18 Classes |

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**BENGALI**  
**(Compulsory)**

The present syllabus in Bengali is designed to improve the Bengali language and knowledge in Bengal literature and Indian Culture. To strengthen the national integrity a profound sense of patriotism and nationalism tempered with the spirit of "Vasundhaiva Kutambakam.

The Syllabus has been divided into two parts. The first part is meant for the students of XI class and the examination of the first part shall be conducted at the end of the XI Class at College/ HS School level.

The Second part of the syllabus is meant for the students of XII Class and the examination of this part shall be conducted at the end of XII Class at Council level.

**M.I.L (BENGALI)**  
**(Compulsory)**  
**First year Paper-I**

*(F M. -100 Time -3 hours and consisting of four units.)*

The examination shall be conducted at the end of XI class at College / H.S. School level.

According to the educational policy and guideness given by the Council the Syllabus is prepared as follows:

**UNIT - I**

**Books Prescribed :**

**PROSE :**

Uchha Madhyamik Bangia Sankalan. (Gadya) for Class XI & XII. Published by paschim Banga uchha Madhyamik Siksha Sansad, Viswa Vharati.

*The following pieces are to be studied in the first year :*

1. Bangladeshe Nilkar - Pyarichand Mitra.
2. Sitar Banabas - Iswarchandra Vidyasagar.
3. Bisarjan - Bankimchandra Chattopadhyaya
4. Sudra gagan - Swami Vivekananda.

**UNIT - II****POETRY :**

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

The following pieces are to be studied in the first year :-

1. Srigoura Chandra - Gobinda das kabiraj.
2. Bhabollas - Vidyapati.
3. Premer Tulana - Durija Chandidas
4. Avigir Akshep - Gyandas.

**UNIT - III****NOVEL - (Non-Detailed)**

Srikanta - Sarat chandra chattopadhyay

(Chapter - 1 to 7 (one to seven) to be read in the first year)

**UNIT - IV****Grammar**

Proverbs and Idioms, Sentence and word formation Annonyms and Synonyms.

**Distribution of Marks of Unit wise :-****Unit - I Prose**

- A. Two short Answer type questions with alternatives -
- B. One explanation with alternatives
- C. Five very Short Answer type questions with alternative

**Unit -II Poetry -**

- A. Two short Answer type Questions with alternative-
- B. One explanation with alternative
- C. Five very short answer type questions with alternative

**Unit - III Novel (Non detail) -**

- A. Four short answer type Question with alternative

**Unit - IV Grammar & Essay -**

- A. Grammar objective type 10 Questions with alternative containing 2 marks each  
B. Essay/ One essay with three alternatives -

**M.I.L (Bengali)  
SECOND YEAR**

F.M. -100

Time -3 hrs.

The examination shall be conducted at the end of XII Class at Council level.

**Books Prescribed :**

**UNIT - I PROSE :**

Uchha Madhyamik Bangia Sankal"an (Gadya) for Class XI & XII.

Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

*The following pieces are to be studied in the Second year :-*

1. Bangia Bhasa - Haraprasad Sastri
2. Tota Kahini - Rabindra nath Tagore
3. Naisha Avijaa - Sarat Ch. Chattopadhyay
4. Aranyak - Bibhuti Bhusan Bandopadhyay

**UNIT -II POETRY :**

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

*Pieces to be Studied :*

1. Baisakh - Oebendra Nath Sen
2. Lohar Byatha - Jatindra Nath Sengupta
3. Swarga Haite Viday - Rabindra nath Tagore
4. Rupai - Jasimuddin

**UNIT - III NOVEL - (Non-detailed Study)**

Srikanta = Sarat Chandra Chattopadhyay

(Chapter (8 to 12) eight to twelve to be studied in the Second year.)

**UNIT - IV Grammar and Essay**

- (i) Pada Paribartan
- (ii) Somas
- (iii) Somo chharita-Bhinna Thark Sobda and its application in sentences.

**Distribution of marks of unit wise :-**

There shall be four units.

**Unit - I Prose -**

- A. Two short Answer type questions with alternatives -
- B. One explanation with alternatives -
- C. Five very Short Answer type questions with alternative -

**Unit -II Poetry**

- A. Two short Answer type Questions with alternative
- B. One explanation with alternative
- C. Five very short answer type questions with alternative

**Unit - III Novel (Non datail) -**

- A. Four short answer type Question with alternative

**Unit - IV Grammar & Essay -**

- A. Grammar objective type 10 Questions with alternative
- B. Essay/ One essay with three alternatives -

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**M.I.L (TELUGU)****FIRST YEAR****(Compulsory)****Time 3 hours****No. of Periods : Weekly-5****Full Marks 100 Yearly 80**

There shall be one paper carrying 100 marks of 3 hours duration consisting of four units. The examination shall be conducted at the end of First Year of college / H.S. School.

**DISTRIBUTION OF MARKS****Group- A (Objective Type)**

- |    |   |                |
|----|---|----------------|
| 1. | Thirty very short questions (from unit I, II & III) | 30x1 =30 Marks |
| 2. | Ten very questions (from unit IV- A)                | 10x1=10 Marks  |

**Group- B (short Type Questions)**

- |    |  |              |
|----|--|--------------|
| 3. | Six short questions(from Unit I, II & III)         | 6x2=12 Marks |
| 4. | Four explanation (only Bhavartha from unit I & II) | 4x2=8 Marks  |
| 5. | Five short questions (from Unit IV-A)              | 5x2=10 Marks |

**Group -C (Long Type Questions)**

- |    |  |                  |
|----|--|------------------|
| 6. | Three long questions with alternative                  | 3x7=21 Marks     |
| 7. | Letter writing /essay with alternative(from unit iv-B) | 1x9=9 Marks      |
|    | <b>TOTAL</b>   | <b>100 marks</b> |

**TOPICS TO BE STUDIED :****UNIT – I POETRY : (20 periods)**

- |    |                      |   |                          |
|----|----------------------|---|--------------------------|
| 1. | Ekalavyudu           | - | Nannaya Bhattu           |
| 2. | Balivamana Samvadamu | - | Bammera Potana           |
| 3. | Subhashitamulu       | - | Enugu Lakshmana Kavi     |
| 4. | Tokachukka           | - | Gurajada Apparao         |
| 5. | Gongali Purugulu     | - | Balagangadhara Tilak     |
| 6. | Pushpa Vilapamu      | - | Jandhyala Papayya Sastri |

**UNIT – II PROSE : (20 periods)**

- |    |                               |   |                             |
|----|-------------------------------|---|-----------------------------|
| 1. | Mitra Labhamu                 | - | Paravastu Chinnayasuri      |
| 2. | Vemana                        | - | Dr G.V.Krishna Rao          |
| 3. | C.P. Brown Sahitya Seva       | - | Prof. K. Sarvothama Rao     |
| 4. | A I D S                       | - | Dr. Singupuram Narayana Rao |
| 5. | Telugu Patrikala Purva Rangam | - | Namala Visveswara Rao       |

**UNIT – III NON – DETAIL : (16 periods)**

- |                    |   |                   |
|--------------------|---|-------------------|
| Raja Raja Prasasti | - | Prof. S. Gangappa |
|--------------------|---|-------------------|

**UNIT – IV (A) GRAMMER : (16 periods)**

Vibhaktulu - Pratyayalu, Prakruti - Vikrutulu, Vyatireka Padamulu,  
Paryaya Padamulu, Jateeyalu - Padabandhalu

**B) LETTER WRITING / GENERAL ESSAY: (08 periods)****BOOKS PRESCRIBED :**

- |    |                           |   |                                  |
|----|---------------------------|---|----------------------------------|
| 1. | <b>Poetry &amp; Prose</b> | : | <b>SAHITEE VIPANCHI</b>          |
|    |                           |   | - By Dr. Singupuram Narayana Rao |
| 2. | <b>Non-Detail</b>         | : | <b>RAJA RAJA PRSASTI</b>         |
|    |                           |   | -By Prof. S. Gangappa            |
| 3. | <b>Grammar</b>            | : | <b>VYAKARANA PARIJATAMU</b>      |
|    |                           |   | - By Dr. Singupuram Narayana Rao |

**M.I.L (TELUGU)**  
**SECOND YEAR**  
**(Compulsory)**

Time 3 hours

No of Periods : Weekly-5

Full Marks 100 Yearly 80

There shall be one paper carrying 100 marks of 3 hours duration consisting of four units. The examination shall be conducted at the end of Second Year at Council level.

**DISTRIBUTION OF MARKS**

**Group- A (Objective Type)**

- |    |   |                |
|----|---|----------------|
| 1. | Thirty very short questions (from unit I, II & III) | 30x1 =30 Marks |
| 2. | Ten very questions (from unit IV- A)                | 10x1=10 Marks  |

**Group- B (short Type Questions)**

- |    |  |              |
|----|--|--------------|
| 3. | Six short questions(from Unit I, II & III)         | 6x2=12 Marks |
| 4. | Four explanation (only Bhavartha from unit I & II) | 4x2=8 Marks  |
| 5. | Five short questions (from Unit IV-A)              | 5x2=10 Marks |

**Group -C (Long Type Questions)**

- |    |  |              |
|----|--|--------------|
| 6. | Three long questions with alternative                  | 3x7=21 Marks |
| 7. | Letter writing /essay with alternative(from unit iv-B) | 1x9=9 Marks  |

**TOTAL****100 marks**

**TOPICS TO BE STUDIED:**

**UNIT – I POETRY : (20 periods)**

- |    |                       |   |                                |
|----|-----------------------|---|--------------------------------|
| 1. | Sanjaya Rayabharamu   | - | Tikkana Somayaji               |
| 2. | Hanumatsandesamu      | - | Atukuri Molla                  |
| 3. | Piradausi Lekha       | - | Gurram Jashuwa                 |
| 4. | Manchi Mutyala Saralu | - | Sri Sri                        |
| 5. | Jateeyata             | - | Dr. Nagabhairava Koteswara Rao |
| 6. | Panjaramlo Amma       | - | Dr. Bhusurapalli Venkateswarlu |

**UNIT – II PROSE : (20 periods)**

- |                                       |   |                              |
|---------------------------------------|---|------------------------------|
| 1. Mitra Bhedamu                      | - | Paravastu Chinnayasuri       |
| 2. Rayaprolu streevada drukpadham     | - | Prof K.Yadagiri              |
| 3. Ahalya Sankrandanam Parta Chitrana | - | Dr. Nagabhairava Adinarayana |
| 4. Veyipadagalu Samajika Drukpadham   | - | Dr. Singupuram Nayayana Rao  |
| 5. Goutama Budhudu                    | - | Dr. V.R.Chakravarty          |

**UNIT – III NON – DETAIL : (16 periods)**

Rudrama Devi	-	Smt. P.B. Kausalya
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**UNIT – IV A) GRAMMAR : (16 periods)**

Paribhashika padamulu

Chandssu : Utpalamala, Champakamala,

Sardhulamu, Mathebhamu, Ataveladi, Tetageeti

Alankaramulu : Upama, Rupaka, Utpreksha, Ardhantaranyasa, Atisiyokti

**B) RE-TRANSLATION (English to Telugu) :( 08 periods)****BOOKS PRESCRIBED :**

- |                              |          |                                  |
|------------------------------|----------|----------------------------------|
| <b>1) Poetry &amp; Prose</b> | <b>:</b> | <b>Sahitee Mandaram</b>          |
|                              |          | - By Dr. Singupuram Narayana Rao |
| <b>2) Non-Detai</b>          | <b>:</b> | <b>Rudramadevi</b>               |
|                              |          | - By Smt. P.B. Kausalya          |
| <b>3) Grammar</b>            | <b>:</b> | <b>Vyakarana Parijatamu</b>      |
|                              |          | - By Dr. Singupuram Narayana Rao |

**M.I.L (URDU)****(Compulsory)****FIRST YEAR****Time- 3hrs****Total Classes-80****F.M-100**

There shall be one paper carrying 100 marks consisting of 3(three) groups and duration of examination will be of 3(three) hours at the college/H.S School Level

Distribution of marks

**Group-A****30 Marks**

Q. 1 Objective type questions from all units prose, Poetry and non-detailed

a. Five objective type questions from prose 1 x 5=5 marks

b. Five objective type questions from poetry 1 x 5=5 marks

c. Five objective type questions from Non-detailed 1 x 5 =5 marks

Total = 15 marks

Grammar

Q.2 a. One word answer five questions 1 x 5 = 5 marks

b. Very short answer five questions 1 x 5 = 5 marks

c. Fill up the Blanks five questions 1 x 5= 5 marks

Total = 15 marks**Group- B****40 marks**

Short Type Answer

Q.3 Answer within two/three sentences

a. Prose- Six questions to be answered out of eight questions 6 x2=12 Marks

b. Poetry- Five questions to be answered out of six questions 5x2= 10 marks

Q.4 Answer with in six sentences.

a. Prose- Three questions to be answered out of four questions

3x3=9marks

b. Ghazaliyat- Three Ashaar explanation to be answered out of four Ashaar

3x3=9marks

**Total- 18 marks**

**Group- C**

**30 marks**

Q.5

a. Prose : One long answer type question about 150 words with an alternative from prose portion.

7½ Marks

b. Poetry : One long answer type question about 150 words with an alternative from poetry portion

7½ Marks

c. Non detailed- one long answer type question about 150 words with an alternative from non-detailed portion

7½ Marks

d. Letter/Application : one Letter writing/application writing about 100 words.

7 ½ Marks

Books Prescribed :

MEYAR- E- ADAB

Compiled by prof: Suraiya Husain

To be had from Education Book

House Aligarh U.P

1. Prose portion :

20 Classes

Portions to be studied :

- i. Sair Pahle Darwesh Ki---Mir Amman
- ii. Lakhnow Ki Raisana Zindagi KI Ek Jhalak---Sharar
- iii. Khutut--Mirza Ghalib
- iv. Kalim Daulat A bad mein---Nazir Ahmed

**CSV-II**

- v. Ghalib Ki Shairi--- Hali
- vi. Bahaduron ke Karname --- Hasan Nizami
- vii. Namak Ka Darogha --- Premchand

2. (a) Poetry Portion :-

24 Classes

Portions to be studied

- i. Qaid Khane Ki Rat--- Mir Anis
- ii. Jogan Aur Chandni Rat--- Mir Hasan
- iii. Tazhiq- E- Rozgar--- Sauda
- iv. Israf--- Hali
- v. Ahd-E-Wafa--- Akhtarul Iman

(b) Ghazaliyat Portion :

First two Ghazals from the following poets

- i. Wali, ii. Meer, iii. Ghalib, iv. Momin, v. Atish

3. Non detailed studies :-

16 Classes

Any one of the following books only first half

Of the books in the 1st year

Books prescribed :

- i. Taubatun Nasooh :-

By Deputy Nazeer Ahemad

To be had from Maktab – E-Jamiya Ltd

Jamia Nagar New Delhi- 110025

- ii. Musaddas Hali

By Altaf Husain Hali

To be had from Educational Book House Aligarh (U.P)

## 5. Letter writing :

There shall be letter writing/Application writing

5 Classes

## 6. Grammar

15 Classes

Book Prescribed

Urdu Zaban –o- Quwaid Part- I

By Shafi Ahmed Siddiqui

Portions to be studied :

- i. Ism Ki Quismen
- ii. Fail Ki Quismen
- iii. Sabqueour Laahque
- iv. Mutashaba Alfaz

**Arts/Sc/Com Stream****SECOND YEAR****Time- 3 hrs****Total Classes- 80****F.M- 100**

There shall be one paper carrying 100 marks consisting of 3(three) groups and duration of examination will be of 3 (three) hours at the council level.

Distribution of marks

**Group-A****30 Marks**

Objective type compulsory

Q1. Objective type question from all units prose, poetry and Non-detailed

a. Five objective type questions from prose

1 x 5 = 5

marks

b. Five objective type questions from poetry

1 x 5 = 5

marks

c. Five objective type questions from no detailed

1x5=5 marks

---

Total: 15 marks



**GRAMMAR**

Q.2

- |                                      |                |
|--------------------------------------|----------------|
| a. One word answer five questions    | 1x5=5 marks    |
| b. Very short answer five questions  | 1x5=5 marks    |
| c. Fill up the blanks five questions | 1x5= 5 marks   |
|                                      | <hr/>          |
|                                      | Total:15 marks |

**Group-B**

**40 Marks**

Short Type Answer

Q.3 Answer within two/three sentences.

- |  |                  |
|--|------------------|
| a. Comprehension of an unseen passage of about 150 words followed by seven questions to be answered out of nine question | 7x2=14 marks     |
| b. Prose : Four questions to be answered out of five questions   | 4 x 2 =8 marks   |
|  | <hr/>            |
|  | Total = 22 marks |

Q4. Answer within six sentences

- |   |                  |
|---|------------------|
| a. Prose : Three questions to be answered out of Four questions             | 3x3=9 marks      |
| b. Ghazaliyat : Three Ashaar explanation to be Answered out of four Ashaars | 3x3=9 marks      |
|   | <hr/>            |
|   | Total = 18 marks |

**Group- C**

**30 Marks**

Long Type Answer

- |  |          |
|--|----------|
| Q.5 a. Prose : One long answer type question about 150 words with an alternative from Prose portions | 7½ marks |
|--|----------|

- b. Poetry : One long answer type question about  
150 words with an alternative from  
Poetry portion. 7½ marks
- c. Non- Detailed : One long answer type question  
About 150 words with an alternative  
From non-detailed portion 7½ marks
- d. Essay : One long answer type question about  
150 words with three alternatives 7½ marks  
Books prescribed

### MEYAR- E-ADAB

Compiled by Prof Suraiya Husain

1. Prose Portion : 20 Classes

Portions to be studied :

- i. Ek- Khat : Abul Kalam Azad  
ii. Kutte : Patras Bokhari  
iii. Nazir Ahmad Ki Kahani : Farhatullah Baig  
iv. Acchi Kitab : Abdul Haque  
v. Hali : Aale Ahmad Suroor

2. (a) Poetry portion

Portions to be studied :

- i. Bazmein Anjum : Iqbal 25 Classes  
ii. Kashmir : Chakbast  
iii. Badli Ka Chand : Josh Malleeh Abadi  
iv. Pairahane Sharar : Sardar Jafri

- (b) Ghazaliyat : First two Ghazals of the following poets

- i. Hasrat, ii. Faani, iii. Shaad, iv. Firaq, v. Faiz

**CSV-II**

3. Non detailed studies

15 Classes

Any one of the following books from the remaining

Half portion dis-continued in the 1st year

a. Taubatun Nasooh

By Deputy Nazeer Ahemad

To be had from Maktab- E-Jamiya Ltd

b. Musaddas Hali:

By:- Altaf Husain Hali

To be had from Educational Book House Aligarh ( U.P)

4. (a) Essay :

There shall be one general Easy with three alternatives 5 Classes

(b) Comprehension

5. Grammar

Book Prescribed

15 Classes

Urdu Zaban- O – Qawaid Part-1

By Shafi Ahmed Siddiqui

Person to be studies :

i. Tazkir-O-Tanis, ii. Wahid-O-Jama, iii. Mutazad Alfaz, iv. Mahaware

## QUESTION PATTERN AND MARK-DIVISION

**M.I.L. ( SANSKRIT )****1st Year****TIME:03 Hrs****GROUP -A****FULL MARKS - 100**

Q.1. Multiple Choises : 1 x 15 = 15

*MARK-DIVISION* : PROSE - 1X3 = 3

: POETRY - 1X2 = 2

: SANDHI - 1X3 = 3

: SANDHIVICCHEDA - 1X3 = 3

: KARAKA - VIBHAKTI - 1X4 = 4

Q.2. One word Answer / Correction / Fill up the Blanks : 1x15 =15

*MARK DIVISION* :PROSE - 1x2 =2

:POETRY - 1x3 =3

: PRAKRUTI-PRATYAYA - 1x3 =3

: SAMASA - 1X3 =3

: EKAPADIKARANA - 1X4 = 4

( from Stripratya and Samasa)

**GROUP -B**

Q.3. Short Type Answer (within 2/3 sentences / 12words) : 2x11 = 22

*MARK DIVISION* : (a) Comprehension - 2x6 = 12 (out of 07Qs.)

(passages from 1 to 8 of Samskrtaprabha)

(b) Translation

(from Unseen Sanskrit - 2x5 = 10 (out of 07Qs.)

sentences into Odiya/English)

CSV-II

Q.4. Short Type Answer ( within 06 sentences / 25words) : 3x6 = 18

MARK DIVISION : (a) PROSE - 3x3 = 09 (out of 04 Qs.)  
(b) POETRY - 3x3 = 09 (out of 04 Qs.)

**GROUP - C**

Q.5. 04 Long Questions out of 06 Qs,  $7^{1/2} \times 4 = 30$   
(within 08 sentences / 40 words )

- a) Letter /Application writing.
- b) Long Question (PROSE)
- c) Long Question (POETRY)
- d) Explanation (PROSE/ POETRY)
- e) Translation in to odia/sanskrit from prose/poetry.
- f) Precis Writing (OF UNSEEN PASSAGE)

N. B. Answers in Sanskrit are to be written either in Odia Script or in Devanagari Script.

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# M.I.L. (SANSKRIT) FIRST YEAR

*There shall be one paper carrying 100 marks.  
The duration of Examination will be of three hours.*

## COURSE STRUCTURE

<u>UNIT</u>	<u>CLASSES REQUIRED</u>	<u>MARKS ALLOTTED</u>
<b>Unit - I</b>		
Prose	20	21 <sup>1/2</sup>
<b>Unit - II</b>		
Poetry	20	21 <sup>1/2</sup>
<b>Unit - III</b>		
Grammar (Textual & Outside)	12	20
<b>Unit - IV</b>		
Translation & Comprehension	18	22
<b>Unit - V</b>	10	15
Letter/ Application, Expansion of ideas Precis writing		
<b>Total</b>	<b>80 Classes</b>	<b>Total 100</b>

## PORTIONS TO BE STUDIED

**Unit - I****Prose- Samskrtaprabha (Gadyabhagah)****नानुसंगीय (Nanusangiy)**

The following prose pieces from the above mentioned book are to be studied.

1. मनुस्मृतिकेवलाद (Manumatsyakhyanam)
2. चतुरशृगालः (Caturasrgalah)
3. नानुसंगीय (Nanusangiy)
4. जगन्नाथस्य (Jagannathasya)

**UNIT-II****Poetry- Samskrta Prabha (Padya Bhagah)****नानुसंगीय (Nanusangiy)**

The following poetry pieces from the above book are to be studied.

1. सुभाषितावली (Subhasitavali)
2. भाति मे भारतम् (Bhati me Bharatam)
3. जगन्नाथः (Vasantah)

**Unit - III****(A) Grammar from the text**

01. नानुसंगीय (Sandhi)
02. नानुसंगीय (Sandhi Viccheda)
03. नानुसंगीय (Karakavibhakti)
04. नानुसंगीय (Prakrti Pratyaya)

**(B) Grammar from outside the text /General**

01. ~~श्रुति~~ (Stripratyaya)
02. ~~समास~~ (Samasa)
03. ~~श्रुति~~ (Formation of single word from Stripratyaya and Samasa)

**Unit - IV****Translation and Comprehension**

- A) Comprehension - Sanskrit passage for the comprehension (Passage No. 01 to 08) of ~~श्रुति~~
- B) Translation of unseen Sanskrit sentences into Odia/English

**Unit - V**

The art of Writing of Letters, Applications, Expansion of Ideas, Textual Explanations, Textual Long Questions and Precis writing.

**Books Recommended:**

1. ~~Sanskrit Prabha~~ **Sanskrit Prabha**  
Published by Odisha State Bureau of Textbook Preparation and Production.
2. **Vyakarana-darpanah** - व्याकरण दर्पणः  
Published by Odisha State Bureau of Textbook Preparation and Production.



**QUESTION PATTERN AND MARK-DIVISION**  
**M.I.L. ( SANSKRIT )**  
**2ND YEAR**

TIME:03 Hrs

GROUP - A

FULL MARKS - 100

Q.1.MULTIPLE CHOICES :

1 x 15=15

<i>MARK</i>	<i>DIVISION</i> :	PROSE	- 1X3 = 3
		: POETRY	- 1X2 = 2
		: SAMASA	- 1X4 = 4
		: SABDARUPA	- 1x3 = 3
		: DHATURUPA	- 1x3 = 3

Q.2. One word Answer / Correction / Fill up the Blanks : 1x15 =15

<i>MARK</i>	<i>DIVISION</i> :	PROSE	- 1x2 =2
		: POETRY	- 1x3 =3
		: SANDHI	- 1X2 = 2
		: SANDHIVICCHEDA	- 1x2 =2
		: KARAKA VIBHAKTI	- 1X3 = 3
		: STRIPRATYAYA	- 1X3 = 3

GROUP-B

Q.3. Short Type Answer (within 2/3 sentences / 12words) : 2x11 = 22

<i>MARK</i>	<i>DIVISION</i> :	(a) Comprehension	- 2x6 = 12 (out of 07Qs.)
		(passages from 9 to16 of Samskrtaprabha )	
		: (b) Translation	- 2x5 = 10 (out of 07Qs.)
		(from Odiya/English into Sanskrit)	

Q.4. Short Type Answer ( within 06 sentences / 25words) : 3 x 6 = 18

<i>MARK</i>	<i>DIVISION</i> :	(a) PROSE	- 3 x 3 = 09 (out of 04 Qs.)
		(b) POETRY	- 3 x 3 = 09 (out of 04 Qs.)

**GROUP - C**

Q.5. 04 Long Questions out of 06 Qs,  $7^{1/2} \times 4 = 30$

(within 08 sentences / 40 words )

- a) Letter /Application writing.
- b) Long Question (PROSE)
- c) Long Question (POETRY)
- d) Explanation (PROSE/ POETRY)
- e) Translation in to odia/sanskrit from prose/poetry.
- f) Precis writing (OF UNSEEN PASSAGE)

N.B. Answers in Sanskrit are to be written either in Odia Script or in Devanagari Script.

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<b>M.I.L. (SANSKRIT)</b>
<b>SECOND YEAR</b>

There shall be one paper carrying 100 marks.  
The duration of Examination will be of three hours

### COURSE STRUCTURE

<u>UNIT</u>	<u>CLASSES REQUIRED</u>	<u>MARKS ALLOTTED</u>
<b>Unit - I</b>		
Prose	20	21 1/2
<b>Unit - II</b>		
Poetry	20	21 1/2
<b>Unit - III</b>		
Grammar (Textual & Outside)	12	20
<b>Unit - IV</b>		
Translation & Comprehension	18	22
<b>Unit - V</b>	10	15
Letter/ Application		
Expansion of ideas		
Precis writing		
<b>Total</b>	<b>80 Classes</b>	<b>Total 100 Marks</b>

## PORTIONS TO BE STUDIED

**Unit - I****Prose- Samskrtaprabha (Gadyabhagah)****भाष्यम् (Bhasya)**

The following prose pieces from the above mentioned book are to be studied.

1. कर्णव्याजः (Karnavyaj)
2. सुश्रुतस्य यन्त्रकर्मशास्त्रकर्माणि (Susrutasya Yantrakarma sastrakarmani)
3. गुणगणितम् (Gunigunahinavivekah)
4. रामायणव्याख्यानम् (Ramayanavakhyanam)

**UNIT-II****Poetry- Samskrtaprabha (Padyabhagah)****भाष्यम् (Bhasya)**

The following poetry pieces from the above book are to be studied.

1. दशवतारस्तुतिः (Dasavatarostuthih)
2. गीतासुराभवाम् (Gitasaurabhavam).
3. राघववाम् (Raghuvamsam)

**Unit - III****(A) Grammar from the text**

01. कर्कशास्त्रम् Karaka-Vibhakti
02. सूत्रम् Sandhi
03. सूत्रम् Sandhi Viccheda

**(B) Grammar from outside the text/General**

01. **Myōñī-Sabdārūpa-** (ej, Hāe, uke, ceve, cele, Jef, vea, efēle, cele, iōle, ceve, Dele, ke, efēle, Foe, Dece, ēce, ef, ef, cejd)
02. **Geleñī-Dhārūpa-** (Āt, iee, Hō, ke, Ā, De, uke, Hō)
03. **meeere**-(Samasa)
- 04 **ōerōel<sup>3</sup>e<sup>3</sup>e**-(Stripatyaya)

**Unit - IV**

**Translation and Comprehension**

**A)Comprehension** - Sanskrit passages for the comprehension (Passage No. 09 to 16) of **mañāle**

**B)** Translation of Odia/English sentences into Sanskrit.

**Unit - V**

The art of Writing of Letters, Applications, Expansion of Ideas, Textual Explanations, Textual Long Questions and Precis writing.

**Books Recommended:**

1. **SanskritPrabha-~~mañāle~~**  
Published by Odisha State Bureau of Textbook Preparation and Production.
2. **Vyakarana-darpanah - व्याकरणदर्पण :**  
Published by Odisha State Bureau of Textbook Preparation and Production.

## ALTERNATIVE ENGLISH

**1. Introduction :** The course is meant for the students

- (a) who opt to study English in lieu of a Modern Indian Language, and
- (b) who seek-to develop a high level of competence in English.

It is assumed that the students who offer to study this course have high motivation and competence in English. Hence, it aims at building up on their previous learning and their acquisition of skills in compulsory English course which they are exposed to simultaneously.

**2. Objectives :** By the end of the course a student should be able to

- (a) transact real-life business in English, and
- (b) appreciate, evaluate and enjoy different types of writing in English

By the end of the Higher Secondary Course in Alternative English, the learners are expected to acquire the language skills specified below :

**3.1. Reading (Non-fictional prose) :**

- (a) To make predictions and guesses while reading a prose text
- (b) To understand relations between the parts of a reading text and recognize the indicators in discourse.
- (c) To understand the writer's intention/attitude, to discriminate between facts and opinions, to recognize the writer's bias, if any, and to assess the communicative value of a given text.
- (d) To identify the structure of a text, such as descriptive sequence, chronological sequence, cause-and-effect chain, argumentative and logical organization, etc.
- (e) To compare and contrast two texts on similar themes
- (f) To use reference skills to select a suitable text for reading.
- (g) To use the title, blurb, contents and index of a book in order to form an overall idea of what the book is about and of whether it will be relevant reading with reference to a particular topic.

**3.2. Reading (Poetry) :**

- (a) To recognize the structure of a poem and to appreciate the themes and ideas presented therein.
- (b) To recognize, identify and interpret poetic structure in a given poem.
- (c) To recognize and appreciate the effects of different poetic devices like simile / metaphor / symbol / personification / irony / alliteration / assonance, etc.

**3.3. Reading (short stories, one-act plays)** The students are expected to develop in them the capacity

- (a) To comprehend the plot and characters of a given short story/play, and
- (b) To interpret the themes and points of view contained in a given story/play.

**4.1. Writing :** The students will be able

- (a) to formulate ideas for compositions, to brainstorm and organize ideas, to write and revise their writing on common themes/situations for given purpose.
- (b) to identify grammatical errors and to correct them in their own writing or in peer writing.
- (c) To design and write a brochure or pamphlet
- (d) To write the dialogues of a face-to-face/telephonic conversation.

**4.2. Creative Writing :** The students are expected to develop in them the ability

- (a) To add a suitable beginning/ending/title to a given poem/story
- (b) To reconstruct a story from a given set of questions/fillers/outlines.
- (c) To rewrite a poem/short story as a different form of discourse, i.e. a page of a diary, a newspaper article or a script for a play etc.

**4. Grammar and Usage :** Points relating to Grammar and usage will be mainly discourse-based. These points are discussed in 'Approaches to English Book I' and in Reference Books for Grammar mentioned under 'Instructional Materials'. They are related to the following broad topics :

- i) Tense and Aspect
- ii) Modals
- iii) Non-finite Verb forms
- iv) The Passive
- v) Prepositions

- vi) Phrasal Verbs
- vii) Clause-types
- viii) Linking Devices
- ix) Word Order and Emphasis

**5. Instructional Materials :**

- (a) Approaches to English, Book-I
- (b) Approaches to English, Book-II

Published by the Orissa State Bureau of Textbook Preparation and Production, Pustak Bhavan, Bhubaneswar.

- (c) Reference Books for Grammar and Usage :
  - (i) A University Grammar of English (Quirk, Greenbaum et al)
  - (ii) English Grammar Practice (Bijoy Kumar Bal)

**FIRST YEAR**

**A. APPROACHES TO ENGLISH, BOOK-I**

**Prose**

**Units to be studied :**

- i. The Adventure of Learning
- ii. Men and Women
- iii. Modern Living
- iv. Food for Thought

**B. APPROACHES TO ENGLISH, BOOK -II**

**Poetry**

**Units to be studied :**

- i. Ecology (A.K.Ramanujan)
- ii. Dog's Death (John Updike)
- iii. The Fog (W.H.Davies)
- iv. Girl Lithe and Tawny (Pablo Neruda)
- v. Ballad of the Landlord (Langston Hughes)



### **Short Stories**

#### **Units to be studied :**

- xi. The Rainbow-Bird (Vance Palmer)
- xii. The Eyes Have it (Ruskin Bond)
- xiii. The little Wife (William March)

### **One-Act Plays**

#### **Units to be studies :**

- xvii. Mother's Day (J.B. Priestley)
- xviii. The Unexpected (Ella Adkins)

### **C. GRAMMAR & USAGE**

- i. Tense and Aspect
- ii. Modals
- iii. Non-finite verb forms
- iv. The passive
- v. Prepositions and Phrasal Verbs

## **SECOND YEAR**

### **A. APPROACHES TO ENGLISH, BOOK-I**

#### **Units to be studied**

- vi. The Wonder World of Science
- vii. Our Environment
- viii. The World of Business
- ix. The Changing World

### **B. APPROACHES TO ENGLISH, BOOK-II**

#### **Poetry**

#### **Units to be studied :**

- vi. Indian Children Speak (Juanita Bell)
- vii. The Goat Paths (James Stephen)

- viii. Of a Questionable Conviction (Jayanta Mahapatra)
- ix. Mirror (Sylvia Plath)
- x. Toads (Philip Larkin).

### **Short Stories**

#### **Units to be studied :**

- xiv. The Happy Man (W.S.Maugham)
- xv. The Tree (Manoj Das)
- xvi. The Watch Man (R.K.Narayan)

### **One Act Plays**

#### **Units to be studied**

- xix. The Hour of Truth (Percival Wilde)

### **C. GRAMMAR & USAGE**

- i. Revision of 'Tense and Aspect'
- ii. Revision of Prepositions and Phrasal Verbs
- iii. Clause-types
- iv. Linking Devices
- v. Word Order and Emphasis

### **Scheme of Evaluation**

There will be a college examination in Alternative English at the end of the First Year. This will be Alternative English Paper -I carrying 100 marks. The final examination to be conducted by CHSE at the end of the second year of the course will consist of one written paper of Alternative English carrying 100 marks. The paper shall test the student's proficiency in English with respect to correctness, appropriacy, tone and style.

### **Alternative English (1st Year) - (To be evaluated at the college level)**

#### **1. Reading Comprehension :**

- (a) A prescribed prose piece or extract  
(5 questions - including inferential questions-are to be answered)

**CSV-II**

- (b) A prescribed poem/extract (5 questions including inferential questions and those on poetic devices, figures of speech, mood, tone and style etc.)
- (c) A prescribed story / one-act play or its extract (5 questions including inferential questions and those on literary devices, tone etc.)
- (d) An unseen passage of at least 200 words (5 questions including Inferential ones)

**2. Reading related skills.**

- (a) Guided note making based on the passage 1 (d)
- (b) Cohesive devices

**3. Writing skills.**

- (a) Summarising an unknown passage as given in 1 (d) with caption
  - (b) Reconstruct a story from a given set of questions/fillers/outlines or completion of a story
  - (c) Essay writing (including brainstorming, organizing, outlining, writing first draft and revising)
4. Grammar and usage (in context) (3 questions on the prescribed grammar units)

**Alternative English (2nd year) To be evaluated at CHSE level**

**1. Reading Comprehension.**

- (a) A prescribed prose piece or extract (5 questions including inferential questions are to be answered).

- (b) A prescribed poem / extract (5 questions including inferential questions and those on poetic devices, figures of speech, mode, tone and style etc.)
- (c) A prescribed story / one-act play or its extract (5 questions including Inferential questions and those on literary devices, tone etc.)
- (d) An unseen passage of at least 200 words (5 questions including inferential ones)

**2. Reading related skills.**

Unguided note making (based on the passage given in 1 (d).

**3. Writing skills.**

- (a) Designing and writing a brochure / pamphlet
  - (b) Writing dialogues of a face-to-face / telephonic conversation.
  - (c) Rewriting a poem/short story as a different form of discourse i.e. a page of a diary, a newspaper report/article or a script for a play etc.
  - (d) Adding a suitable beginning/ending/title to a given poem/story.
4. Grammar and usage (in context)  
(3 questions on the prescribed grammar units including modified cloze tests).

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## **ENVIRONMENTAL EDUCATION**

**(Compulsory)**

The Environmental Education (EE) is incorporated in the New Syllabus of Higher Secondary (+2) students of all streams (Science, Arts & Commerce) from 2006 (admission batch). The theory course shall be taught in 40 periods.

The syllabus is compulsory for all students. To reduce the work-load of students EE will be taught in XI class only. The syllabus shall be of 100 marks of which 70 marks assigned to theory paper and 30 marks for project work.

Questions for theory paper shall be prepared by the Council and examination will be held on a stipulated date fixed by the Council.

The questions for theory paper will be prepared as per the norms of Council as done for all other subjects, 40 marks for short (which also includes objectives) and 30 marks for long questions.

Students are required to answer three long questions one from each unit. Each unit will have 2 questions with internal choice. The short questions (covering all units) will be compulsory.

Each students has to submit a project work positively to the Principals of the respective colleges before Annual Examination.

There shall be 10 project work titles specified in the course and students are free to choose any one of them. A group of teachers will be assigned to guide them. The project shall be evaluated in the respective colleges. The best project (as will be decided by the Principal) may be sent to Council for consideration for award of a special prize.

The grade secured (taking both the theory and project marks) will be reflected in the mark sheet and pass certificate.

(Above 70% - Gr. A<sup>+</sup>, above 60% - Gr. A, above 50% - Gr. B, above 35% - Gr. C and below 35% - Gr. D)

**THEORY (70 Marks)****Unit - I****(A) *Man and Environment* 8 Periods**

Atmosphere, Lithosphere, Hydrosphere and Biosphere- Human being as a rational social partner in environmental action - Impact of human activities on environment -Environmental Problems of urban and rural areas- Stress on civic amenities, supply of water, electricity, transport and health services.

**(B) *Natural Resources* : 6 Periods**

Land, water, forest as primary natural resources- Fresh water and Marine resources- Natural resources of Orissa -Concept of Biodiversity and its conservation. Renewable and non- renewable natural resources, Conventional and non- conventional energy.

**Unit - II*****Environmental Pollution* : 6 Periods**

Types of pollution and pollutants Causes, effects and control of air pollution, water pollution; soil pollution and noise pollution, Green house effect, Global Warming, Eutrophication, Ozone layer depletion.

**Unit - III****(A) *Environmental Management* : 6 Periods**

Scope of Environmental Management- Management of solid, liquid and gaseous wastes - Resource Management- disaster Management (flood, cyclone and earthquake) -Concept of sustainable development- Management of agricultural produce.

**(B) *Environmental Laws* : 5 Periods**

Constitutional Provisions -Major provisions of Environmental Laws and Pollution Control Laws with particular reference to the Water Act; 1974, the Air Act, 1981, the E(P) Act 1986, CPCB and SPCB- Central and State Pollution Control Boards.

**PROJECTS**

5 Periods F. M. : 30

1. To study the changes that have taken place in the given land area of a city/Village/locality/market during the last five years in respect of at least five parameters like number of houses, residents and families, food habits, number of household goods in a family, consumption of water, electricity and fuel including that for personal vehicles by a family, sources of noise (public address systems being used, television, radio and vehicles on the road), common facilities like number of schools, hospitals, shops, theatres, public conveyance, public utilities, public transport, number of factories, industries and/or the facilities for production and processing of goods, loss of water bodies, types and quantity of wastes, their disposal and treatment facilities with a view to discuss the patterns of changes and impact on the environment and quality of life. One specific project on these aspects may be to study the changes that have taken place in a given land area during the last five years in respect of the number of houses, residents and families and to prepare a report on the effects on civic amenities like availability of water, electricity and fuel; the drainage system, disposal of wastes including night soil.
2. To study the environmental profile of a town/ locality/village in respect of population density, green cover, educational level of residents, social problems and sources of pollution and their effect on air, water and soil.
3. To collect data on monthly consumption of electricity and fuel from at least five families, any two commercial establishments and four public utilities in a given locality. To plan strategies for educating consumers to economise on the consumption of electricity and fuel by reducing their over-use, misuse and improper use.
4. To study, for a period of one month, the status of sanitary conditions and methods of waste disposal of a given locality vis-a-vis the role of Panchayat, Municipality or Corporation and to prepare an action plan for making the conditions more environment friendly.
5. To investigate the impact of an industry or a large manufacturing unit on the local environment. The parameters could be land use, the ratio of the covered area and the open space, the raw materials used for production, inputs like electricity and water, the types of waste generated and the modes of waste disposal, use of environment friendly and efficient technology, types of pollutants emitted or discharged, the average health status of the employees and residents in the area.

6. To study the impact of changes in agricultural practices or animal husbandry including poultry, piggery, fishery and apiculture over a period of time on the local environment of a given area or village. The components for analysis may include: types of crops, land area under cultivation, mechanization, use of electricity, mode of irrigation and agrochemicals, agro-waste and their disposal, types of animal breed and their feed, types of shelter and health care, methods of preservation and processing of products and animal wastes and their disposal. To suggest an action plan for modifying the prevailing practices so as to make them environment friendly and sustainable.
7. To collect samples of water from different sources and study their physical characteristics like turbidity, colour, odour; the measure of pH, the nature of suspended and dissolved impurities and pollutants, the presence of toxic materials like mercury, lead, arsenic, fluorine and the presence of living organisms. For testing the presence of toxic materials and living organisms the help of a local laboratory or institution may be taken, if available. To identify the most polluted sample of water and locate the sources of its pollution. To devise an action plan for mobilising public opinion for checking the pollution.
8. To study the practices followed in the region for storage, preservation, transportation and processing of perishable or non- perishable farm products and to assess the extent of their wastage due to faulty practices.
9. To prepare a status report on the prevalence of child labour in a given area through simple surveys on children engaged as domestic help and as workers in farms, commercial establishments and manufacturing units. The survey may be in respect of age group, education, wages, working hours, working conditions, safety in work place, health, handling hazardous materials and the like. Units dealing with hazardous materials and processes may be identified and an action plan for mobilising public opinion against the practice of child labour may be prepared.
10. To conduct a survey of plants in a locality and to collect information about their cultural, economic and medicinal values from the local people and the available literature. To prepare an action plan for their propagation.

***Book Prescribed :***

**Bureau's Higher Secondary (+2) Environmental Education - Orissa State Bureau of Textbook Preparation & Production, Bhubaneswar.**





## YOGA (Theory)

+2 1st year

Full Marks - 50

Time 2 hrs.

Unit - I

10 marks

### CONCEPT YOGA

Meaning. Definition and Scope of yoga, Importance and aim of yoga for the students, Misconception of Yoga

Yoga and Spirituality

Unit - II

10 marks

### BASIC PRINCIPLES OF YOGA PRACTICE

Place, Time, Age, Diet, Dress, Do's and Don'ts  
Power of Silence

Unit - III

10 marks

### BRANCHES OF YOGA

Karma Yoga, Bhakti Yoga, Raja Yoga, Jnana Yoga

Yoga in Srimad Bhagavat Gita

Unit - IV

10 marks

### CONCEPT OF ASTHANGA YOGA

Yama, niyama, asana, pranayama, pratyahara, dharana, dhyana and samadhi

Unit - V

10 marks

### YOGA AND PERSONALITY DEVELOPMENT

Meaning, Definition of Personality

Dimension of Personality: physical, mental,

emotional, intellectual and spiritual. Personality Development in relation to external world civic, social, patriotic and global consciousness. Concept of Personality According to swami Vivekananda and Sri Aurobindo.

## YOGA (Practical)

+2 2nd year

Full Marks - 50

Time 2 hrs.

Unit - I

20 marks

### ASANA

PRILIMINARY PRACTICES : Greeva Sanchalana, skandha chakra (shoulder rotation), purna, titali asana (full butterfly), marjari asana (cat stretch pose), Surya Namaskara

**STANDING POSTURE** : Tadasana, tiryak tadasana, katichakrasana pada-hastasana, ardha chakrasana, ardhakati chakrasana, ekapada pranasmasana, garudasana, natarajasana.

**SITTING POSTURE** : padmasana janusirasana, paschimottanasana, supta vajrasana, shashankasana, ustrasana, ardhmatsyendrasana.

**PRONE LYING POSTURE** : shalabhasana, bhujangasana, dhanurasana.

**SUPINE POSTURE** : uttanapadasana, supta pawanamuktasana, naukasana, halasana, sarvangasana, matsyasana, chakrasana.

Unit-II (10 marks)

**RELAXATION** : savasana, yoganidra

Unit - III (10 marks)

**PRANAYAMA** : Priliminary practices: abdominal, awareness, awareness of the spontaneous thought  
thoracic, clavicular and full yogic breathing process.

kapalabhati, nadisodhana, bhramari

seetali/seetkari

Unit - IV and Unit - V (10 marks)

**MEDITATION** : Antarmouna - sensorial awareness  
: (sound, touch, vison, smell, taste), breath

Unit-V

**KRIYA** : Trataka (internal and external)

**For +2 1st year 50 marks theory examination  
and For +2 2nd year 50 marks practical  
examination but in 1st year and 2nd year  
students will learn practical**

The grade secured taking together both the theory and Project/Practical marks will be refelected in the Marks sheet and the pass certificate of the Council.

Grade A<sup>+</sup> = 70% above, Grade B<sup>+</sup> = 60% and Grade B = 50% above, Grade C = 35% and Grade D = before 35%

**Books Prescribed : An Introduction to Yoga, ଯୋଗ ପରିଚୟ**

**Published by Orissa State Bureau of Textbook Preparation and Production**



# BASIC COMPUTER EDUCATION

**+2 1st Year**

## **UNIT-I**

Computer Fundamentals : Necessity and uses of computer, what is computer?, Computer as a system, problem and problem solving technique, Important terminology, Input-Output levides, types of computer, (Digital, Analog, Hybrid, Super computer, Main Frame, Mini, Jc, Note Book, and Laptop). Generation of Computer, Computer Memory, (Main, Secondary, Virtual. Buffer, Cache,) Computer Languages and its types.

**8 Hours**

## **UNIT-II**

Operating System: types, software, Dos and Windows : Fundamentals and Commands , Security and Anti-virus

Introduction to MS\_OFFICE:

MS- WORD: Creating a File, setting and typing text, page formatting, editing, printing, saving the files, creating Folders , Insertion tables and objects, Bulleting, Page Numbering, spell check, indenting , paragraph setting and mail merge, CD writing.

MS-EXCEL: Spread sheet and its uses , an introduction, formatting work sheet, setting columns/ Rows, range, Format, protect, sorting, types of graphs, functions and formula, printing text, copying and saving the document.

MS-POWER POINT : Features, Uses, Menus, Toolbars, creating a presentation through auto context wizard, templates, manual slides show, saving, deleting, opening a presentation, Editing.

MS-ACCESS: Data base, data base Management system, RDBMS, advantages and limitations of MS-Access, parts, tables, integrity constraints, relationship and designing tables.

15hours

## **UNIT-III**

INTERNET AND COMPUTER SECURITY:

Introduction to Internet, net browsing, Emails, Networking and its types, topology, computer crime, components required for internet, saving and printing the web files.

APLLICATIONS: in Education, Medical Science, Business, Entertainment, Social services and Research etc. 7 hours

**For +2 1st year 50 marks theory examination and 50 marks practical examination.**

**TOTAL HOURS: 30 (THEORY) AND 10 HOURS (PRACTICAL).**

**PRACTICALS :**

DOS, Windows, MS-Office, web page, browsing, sending and creating a mail

The grade secured taking together both the theory and Project/Practical marks will be refelected in the Marks sheet and the pass certificate of the Council.

Grade A<sup>+</sup> = 70% above, Grade A = 60% and Grade B = 50% above, Grade C = 35% above and Grade D = below 35%

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**BASIC FOUNDATION COURSE - I (BFC- I)**  
**IN COMMERCE**  
**FIRST YEAR**  
**PAPER - I**

Marks - 50

**UNIT - I**

Accounting for Business : Meaning of Book Keeping and Accounting, Importance, objective, advantages and limitations of accounting. Branches of Accounting. Basic accounting terms.

Capital and Revenue Receipts and Expenditures.

Types of Account : Personal, Real and Nominal. Rules of debit and credit.

Journal : Meaning and format : Steps in Journalising. Sub division of Journal - Subsidiary Books. Transactions recorded in Cash Book (all types), Sales Books and Purchase Book.

**UNIT - II**

Ledger : Meaning importance, need and format. Posting and Balancing in ledger accounts. Debit balance and credit balance.

Trial Balance : Concept, need and methods of preparation.

Trading Profit and Loss account and Balance Sheet : Meaning, objectives and importance and preparation (simple). Meaning of gross profit, Gross profit, Net Profit and Net Loss.

# **BASIC FOUNDATION COURSE - I (BFC-I) IN COMMERCE FIRST YEAR**

## **PAPER - II**

Marks - 50

### **UNIT - I**

Business : Meaning features, objectives and importance. Classification of business activities : Industry, Trade and Aids to Trade. Forms of business: Sole Proprietor, Partnership, Co-operative and Company. Their meaning features, merits, and limitations. factors considered for selection of a particular form of business.

Office Management : Meaning importance and functions of an office. Filing and indexing.

Business letter : Meaning and characteristics. Parts of a Business letter. Letters relating Enquiry, Order, claim and Complaint.

### **UNIT - II**

Banking and Insurance : Meaning functions and importance of Commercial Bank. Meaning importance, objectives and types of insurance. Basic principles of Insurance. Insurance organisation in India.

Tax : Definition of Tax . Kinds of Tax. Direct Tax and Indirect Tax. Basic idea about Income Tax, Value Added Tax, Motor Vehicle Tax, Entertainment Tax, Local Taxes, Customer Duty, Central Excise Duty, Central Sales Tax.

**BASIC FOUNDATION COURSE-II (BFC-II)  
IN COMMERCE  
SECOND YEAR**

PAPER - I

Marks - 50

**UNIT - I**

Cost Accounting : Meaning definition, objectives, scope, advantages and limitations of cost accounting Distinction between Cost Accounting and Financial Accounting.

Cost : Meaning and importance. Types of cost: Fixed, Variable and Semi-variable cost. Direct cost and Indirect cost.

Element of cost : material, labour and overhead.

**UNIT - II**

Cost Sheet : Meaning, format and preparation, Prime Cost, Works Cost, Cost of Production Cost of Sales, Total Cost, Cost per unit.

Types of Costing. Meaning and Use of job Costing and Contract Costing.

**BASIC FOUNDATION COURSE-II (BFC-II)**  
**IN COMMERCE**  
**SECOND YEAR**

**PAPER - II**

Marks - 50

**UNIT - I**

Statistics : Meaning definition, importance, function, uses and limitations of statistics.

Types of Data. Collection of Data : Primary and secondary. Methods of collection: Census and sample method.

Classification of Data : meaning, objectives and types of Classification.

**UNIT - II**

Tabulation : Meaning and types of tabulation.

Presentation of Data : Graph and Diagram



Measurement of central tendency : Mean Median and Mode.

**BASIC FOUNDATION COURSE-III  
IN ECONOMICS  
(HUMANITIES AND COMMERCE)  
SECOND YEAR**

(Elementary micro Economics)

PAPER - I

(Marks - 50)

**Unit - I**

**Fundamental Concepts and Consumer Behaviour.**

(15 periods)

**Basic Concepts** : Utility, Goods, Human Wants, Wealth, Value, Price.

**Laws of Consumption** : Law of Diminishing Marginal Utility,

Law of Equi-Marginal Utility.

**Demand**: Its Meaning, and Law of Demand, Price Elasticity of Demand and its determinants.

**Unit - II**

**Production, Cost, Revenue and Market structure.**

(25 periods)

**Productions**: Meaning, Law of Variable Proportions.

**Cost**: Money Cost, Real Cost, Opportunity Cost, Fixed and Variable Cost, Total Cost, Average Cost and Marginal Cost. (Short run only)

**Revenue**: Total Revenue, Average Revenue and Marginal Revenue.

**Supply**: Meaning and Law of supply.

**Market Forms**: Perfect competition, Monopoly, Monopolistic competition, Price and output Determination under Perfect competition.

**UNIT - III**

**Distribution**

(15 periods)

Rent : Contract Rent, Economic Rent, Ricardian Theory of Rent.

Wage : Money and Real wage, Determinants of real wage.

Interest : Its definitions, Gross and Net interest.

Profit : Its Characteristics. Gross Profit and Net profit, Normal Profit and Abnormal Profit.

## **BASIC FOUNDATION COURSE-III (BFC-III) IN ECONOMICS**

**(Indian Economics, Money, Banking and Public Finance)**

**SECOND YEAR**

**PAPER - II**

(Marks - 50)

### **Unit - I**

**Indian Economics** (25 Periods)

Characteristics of Indian Economy, Structural changes in the Indian economy

**Agriculture** : Its importance, Causes of Low productivity New Agricultural Strategy, Green Revolution.

**Industry** : Its Importance, Industrial Policy of 1956 and 1991.

**Population** : Demographic Features of Indian economy Causes and effects of population Explosion population control measures.

**Poverty and Unemployment** : Their causes, Poverty-unemployment alleviation Programmes.

### **Unit - II**

**Money and Banking** : (15 periods)

**Money**: Barter system and its inconveniences Definition and functions of money, Near money.

**Banking**: Meaning and Functions of Commercial Bank Balance-sheet of Commercial Bank. Central Bank and its functions.

### **UNIT - III**

**Public Finance:** (15 periods)

Distinction between Public Finance and Private Finance, Sources of Government revenue, Direct and Indirect Taxes - Their merits and demerits.

**Public expenditure :** Concepts of Revenue and Capital Expenditure, Plan and Non-Plan Expenditure, Developmental and Non-Developmental Expenditure.

**Budget :** Meaning and Types of Budget (Balanced, Surplus and Deficit Budgets).

## **TRADE SUBJECTS ACCOUNTING AND AUDITING (Trade - I) FIRST YEAR**

(Theory ) PAPER - I

Marks - 50

Total = 68 Classes

### **UNIT - I**

Accounting : Meaning, Definition, Importance, Functions, Advantages and Limitations. Types of Accounting Information. Branches of Accounting. Users of Accounting Information.

Basic Accounting Terms : Transaction, Event, Voucher, Debit, Credit, Asset, Liability, Capital, Drawing, Income, Gain, Revenue, Profit, Loss, Expense, Expenditure, Stock, Goods, Depreciation, Purchase, Sale, Debtor, Creditor, Receivable, Payable.

Accounting Concepts and Conventions. Accounting Equations.

Types of Accounts : Personal, Real and Nominal.

Systems of Account Keeping : Double Entry System - features, merits and demerits. Rules regarding debit and credit.

Journal : Meaning features, format. Steps in Journalising. Simple and Compound Journal Entries.

### **UNIT - II**

Subsidiary Books : Meaning, uses, format, advantages and recording therein, Purchase Book, Sales Books, Purchase Return Book, Sales Return Book, Bills Receivable Books, Bills Payable Book, Journal Proper.

Cash Book - Single, Double and triple Colum Cashbook, Petty Cashbook.

Bank Reconciliation Statement : Meaning Objectives and Preparation.

Ledger : Meaning utility and format. Postings from Journal and Subsidiary Books. Balancing Subsidiary Books and Accounts.

Trial Balance : Meaning, Types and Preparation of Trial Balance. Meaning Types, Detection, Errors disclosed and not disclosed by Trial Balance. Rectification of Errors. Suspense Account : Meaning and objectives. Rectification of errors through Suspense account.

Capital and Revenue Transactions : Meaning and features. Capital and Revenue Income. Capital and Revenue Expenditure. Deferred Revenue expenditure.

## **ACCOUNTING AND AUDITING (Trade - I) FIRST YEAR**

**(Theory ) PAPER - II**

### **UNIT - I**

**Marks - 50, 68 Classes**

Auditing : Meaning definition, objects, features, scope, advantages, and importance, Statutory equirements of Audit. Distinctions between Auditing and Accounting.

Object of Audit : Primary and Secondary.

Classification of Error and Fraud.

Auditor : Qualification, duties and responsibilities. Types of Auditor.

### **UNIT - II**

Types of audit : Continuous, Periodical, partial, interim, internal, external and statutory.

Audit Technique, Audit, Procedure, test Check, Overall Checks

Meaning and Importance of Audit Programme, Audit Note Book and Working paper.

Internal Check and Internal Control : Meaning scope, objectives, advantages and limitations.

Distnctions between internal check and internal control.

Internal Check as regard to (i) Cash Transaction, (ii) Wage payment, (iii) Sale and (iv) Purchase.

# **ACCOUNTING AND AUDITING (Trade - I)**

## **SECOND YEAR**

**(Theory ) PAPER - I**

**Marks - 50, 68 Classes**

### **UNIT - I**

Final Accounts : Meaning use and preparation of Manufacturing Account, Trading Account, Profit and loss Account and Balance Sheet. Marshalling of assets and liabilities in the Balance sheet. Preparation of final accounts with adjustments, such as : Closing stock, Outstanding expense, Pre-paid expenses. Accrued income, Income received in advance, Depreciation, bad debt, Provision for Bad and doubtful debt, Provision for discount on debtors, Manager's commission, Interest on capital, Interest on drawings.

### **UNIT - II**

Bills of Exchange and Promissory Note : Meaning, features, parties, specimen and distinctions between the two. Accounting for Trade bill and accommodation bill, accepting, discounting endorsing, retiring renewal, dishonour and nothing.

Introduction to Computer : Meaning and components of computer. Meaning of Input, Output, Storage Devices, Hardware and Software.

Operating System : WINDOW XP or any advance version of WINDOW.

MS Office 2003 or any advance version: Its use in creating naming editing copying deleting calculating presenting and printing documents.

Use of Accounting Package - Tally.

# **ACCOUNTING AND AUDITING (Trade - I) SECOND YEAR**

**(Theory ) PAPER - II**

**Marks - 50, 68 Classes**

## **UNIT - I**

Voucher : Meaning, definition and objectives,

Distinction between vouching and routine checking. Meaning and essential features of Voucher.

Steps for vouching.

Vouching cash book and other books of account.

## **UNIT - II**

verification and valuation of assets and liabilities.

Audit report : Meaning objectives and types.

Company auditor : Qualification, appointment, remuneration, removal, duties. power status and responsibilities.

# **ACCOUNTING AND AUDITING (Trade - I) FIRST YEAR**

**(Practical ) PAPER - I**

**Marks - 50, 34 Classes**

- Preparation of bill, invoice, debit and credit note.
- Preparing subsidiary books and balancing them.
- Use of Ledger: Postings and balancing ledger accounts.
- Preparation of Bank reconciliation statement.
- Preparation of Trial balance.

- Detection of errors and their rectification.
- Classifying expenditure and income into capital and revenue nature.

## **ACCOUNTING AND AUDITING (Trade - I) FIRST YEAR**

**(Practical ) PAPER - II**

**Marks - 50, 34 Classes**

- Preparation of a simple audit program.
- Identification and listing of errors and fraud.
- Classification of errors according to their nature.
- Preparation of audit note.
- Rectification through entries and with the help of suspense account.
- Drawing a corrected Trial balance and tallying Trial balance with the help of working papers.
- Suggesting internal check for different types of transactions.

## **ACCOUNTING AND AUDITING (Trade - I) SECOND YEAR**

**(Practical ) PAPER - I**

**Marks - 100, 68 Classes**

- Preparation of Final accounts.
- Passing adjustment entries.
- Marshalling assets and liabilities in the Balance sheet.
- Preparation of Bills of exchange and Promissory note.
- Calculation of due date of the bills.
- Identification of components of a computer system.
- Operating a computer.
- Use of WINDOW commands.



- Create, modify, add, delete, edit and print file in MS Word and Excel.
- Preparation of Journal, Ledger and final accounts by using Tally package.

## **ACCOUNTING AND AUDITING (Trade - I) SECOND YEAR**

**(Practical ) PAPER - II**

**Marks - 100, 68 Classes**

- Preparation of voucher.
- Listing essentials of a voucher.
- Planning verification and valuation of assets and liabilities.
- Listing documents required for verification of different assets.
- Listing documents required for verification of different liabilities.
- Verification of individual assets and liabilities.
- Listing documents for valuation of different assets and liabilities.
- Valuation of individual assets and liabilities.
- Preparation of audit report.

### **Books PRESCRIBED (Accounting & Auditing)**

1. Accounting, Orissa Text Book Bureau.
2. Double Entry Book Keeping by Juneja, Chowla & Saxena Kalyani Publisher.
3. New Approach to Accounting by Bal, Sahoo & Das, S. Chand & Co.
4. Principles of Auditing by B.N. Tandon, S. Chand & Co.

# **INSURANCE TRADE - 2**

## **(Principle of Insurance and Life Insurance)**

### **FIRST YEAR**

**(Theory ) PAPER - I**

#### **UNIT - I**

**Marks - 50, 68 Classes**

1. Meaning, nature, functions, Importance of Insurance. Insurance as a means to cover risk, Origin of Insurance and Insurance business, and its Scope in India; Concept of Re-Insurance and double Insurance.
2. Types of Insurance and their organisations in India / Objective and functions. Principles of Insurance. Insurance Contract - essentials and Classification, Principles of indemnity, and doctrine of subrogation and cause-Proxima, Insurable Interest, Mitigation of Loss.

#### **UNIT - II**

1. Nature of Life Insurance, Life Insurance and other insurance comparison classification of policies, Annuities, classification and Selection of Risks. Measurement of Risk and mortality table.  
Policy conditions in life Insurance - Conditions relating to Commencement of risk, Premium, Continuation of policies, Lapse Conditions and claim Conditions.

# **INSURANCE TRADE - 2**

## **(Principle of Insurance and Life Insurance)**

### **FIRST YEAR**

(Theory ) PAPER - II

#### **UNIT - I**

**Marks - 50, 68 Periods**

1. Calculation of Premium :-

Types of Premium, Steps for calculation, Assumptions Underlying rate Premium. Calculation of Net Single Premium in different types of Policies - Term Insurance, whole life Policies, Pure Endowment Policy, Double Endowment, Joint life policy; Calculation of level of Premiums.

2. Surrender Value :

Nature, and Meaning of Surrender Value :

Bases of Calculating Surrender Value - Accumulation approach and saving approach. Forms of payment of surrender value.

#### **UNIT - II**

1. Official Structure of life Insurance Corporation of India, duty of an Insurance agent, planning for life Insurance selling.

Evaluation of life Insurance, Purpose of evaluation, Surplus declaration and distribution of bonus.

# **INSURANCE TRADE - 2**

## **(Marine and Fire Insurance)**

### **SECOND YEAR**

**(Theory ) PAPER - I**

#### **UNIT - I**

**Marks - 50, 68 Periods**

##### **1. Marine Insurance :**

- Meaning and classification of Marine Insurance.
- Element of marine Insurance contract : Features of General Contract, Insurable Interest, Utmost Goodfaith.  
Doctrine of Indemnity, Subrogation, warranties.  
Proximate cause, Assignment and nomination of the policy, Return of Premium.
- Description of the various clauses in a Marine Insurance  
Policy : Premium Calculation.
- Marine Losses.
- Payment of Claims.

#### **UNIT - II**

##### **1. Fire Insurance :**

- Nature and Use of Fire Insurance.
- Fire Insurance Contract.
- Kinds of Policies.
- Policy conditions.
- Rate Fixation in Fire Insurance.
- Payment of Claim.
- Re-Insurance.
- Progress of Fire Insurance.

**INSURANCE (Trade - 2)**

**SECOND YEAR**

**(Theory ) PAPER - II**

**UNI - I**

**Marks - 50, 68 Periods**

Motor Insurance.

Burglary Insurance

Personal Accident Insurance.

Employer's liability Insurance : - Classification of Risk and Coverage, Policy Form.

Employees State Insurance Act.

Fidelity Guarantee Insurance : - Types of Policy,

Application Form.

Boiler explosion Insurance.

**UNIT - II**

Live stock and Poultry Insurance

Crop Insurance

Agricultural Pump set Insurance.

Fishery Insurance.

bankers indementy Insurance.

Jewellers block Insurance.

# **INSURANCE (Trade - 2)**

## **FIRST YEAR**

**(Practical ) PAPER - I**

**Marks - 50, 34 Classes**

Exposure to the forms related to Insurance and how to fill up:

Whole life policy.

Limited Payment whole life Policy.

Convertible whole life Policy.

anticipated whole life Policy.

endowment Policy.

Marriage.

education / an unity term assurance.

various life insurance plans and Policies.

existing policies and new policies from time to time.

group insurance and its benefit.

amount of sum insured

how to pay the Premium.

group super Annuation and group gratuity schemes.

salary Saving Schemes.

Premium Calculation.

age Calculation.

agents Commission with Some examples.

proposal forms and how to fill up them.

general Principles to fill up proposal forms and

Personal Statements.

Confidential report of agents.

Tax Rebate Calculation.

Income Tax.

Wealth Tax.

Gift Tax.

## **INSURANCE (Trade - 2)**

### **FIRST YEAR**

**(Practical) PAPER - II**

**Marks - 50, 34 Classes**

- Difference in Rebate for different life Insurance plans.
- Conditions and Privileges of Insurance Policies.
- Policy Documents.
- Age Proof.
- Suicide / days of grace.
- Paid up - policy / Surrender.
- Assignment.
- Nomination.
- Statement of option.
- accident benefits.
- Documents to be used : Claim settlement, maturity claim Early Claim.

## **INSURANCE (Trade - 2)**

### **SECOND YEAR**

**(Practical) PAPER - I**

**Marks - 100, 68 Classes**

- Filling up the proposal forms for cargo, Hull, and freight Insurance.
- Understanding the implication of the important queries of the Proposal form.
- Understanding the Policy and its Various Clauses, interpretation of important Clauses with Actuarial Problems.
- determination of various types of Losses with mathematical Problems.
- Determination of the application of the doctrine of causa Proxima.
- drafting and filling notice of Loss.
- Filling up the claim forms.
- Settlement of claims.
- Acquainting the Students with Various types of documents necessary for the Claimants.

# INSURANCE (Trade - 2) SECOND YEAR

(Practical) PAPER - II

**Marks - 100, 68 Classes**

- Understanding the fire Policy and its Various clauses.
- Filling up the Proposal Form.
- Procedure of assignment and Insurance.
- Fixation of Premium.
- Procedure of renewal and Cancellation of fire Policy.
- Acturial Problems in case of a Policy containing an average clause and also in case of reinsurance.
- Settlement of claim. Determination of Insuren's liability.
- Drafting claim notice etc.
- Acquainting the students with the proposal forms for various types of Insurance.
- Claim procedure in each type of Insurance, Acquainting students with. Court bonds and government bonds incase of fidelity guarantee Insurance.
- Settlement of claims in case of important types of Insurance.

## BOOK PRESCRIBED

**(Insurance)**

1. ବୀମା ପାଠ୍ୟକ୍ରମ ଭି଼ (ମୌ : ପା:) -  
**Published by ORISSA State Bureau of Textbook Preparation and Production**
2. ବୀମାନୀତ ଓ ଜୀବନ ବୀମା -  
**Published by ORISSA State Bureau of Textbook Preparation and Production**
3. ସାଧାରଣ ବୀମା (ସାମୁଦ୍ରିକ ଏବଂ ଅନୁବୀମା) -  
**Published by ORISSA State Bureau of Textbook Preparation and Production**
4. ବିବିଧ ବୀମା ଏବଂ ବୀମା ବିକ୍ରୟ -  
**Published by ORISSA State Bureau of Textbook Preparation and Production**
5. ବୀମା ବିଜ୍ଞାନ -  
**Published by ORISSA State Bureau of Textbook Preparation and Production**
6. Insurance - Principles and Practice  
By M.N. Mishra (S. Chand and Company LTD)



# OFFICE MANAGEMENT (Trade - 3) FIRST YEAR

(Theory ) PAPER - I

## UNIT - I

Marks - 50, 68 Periods

Introduction :

Meaning purposes, functions and importance of an office.

Office Manager : Qualification, functions, duties and responsibilities of an office manager.

Office layout and environment : Principles of lay out. Factors considered in physical layout. Office lighting. Features of an adequate lighting system. Office furniture : Types of office furniture. Factors considered for selcting office furniture. Centralised and decentralised office. Various departments of a modern office.

Office Comunication : Meaning importance and medium of communication. Internal communication and External communication. Communication. Communication Process - written, verbal and electronic. Barriers to communication steps for overcoming those barriers. factors considered for Selection of an appropriate communication system.

## UNIT - II

Mail service : Meaning and types of mail service. Handling and disposal of mail. Organising Mailing department. Centralised mail service.

Mailling arrangement with post office : Types of postal services. Mailing different types of letters. M.O and T.M.O. Electronic mail services (e-mail).

Procedure for handling outward and inward mail. Supervising mailing service.

Filing and Indexing : Meaning, features, advantages and importance of Filing system.

Classification and arrangement of files. Methods of Filing.

Indexing : Mening and types of Indexing.

# OFFICE MANAGEMENT (Trade - 3) FIRST YEAR

(Theory ) PAPER - II

## UNIT - I

Marks - 50, 68 Periods

Office Forms and Records : Meaning purposes, advantages and types of office forms.

Statements, Records and Registers, Issue Register and Diary Book.

Form designing : Principles and factors of form designing. Designing different office forms, invoices, receipts and challan etc.

Office Systems and Procedures : Meaning concept, characteristics, objectives of office procedure.

Developing office procedures. Flow of work. Meaning and analysis of flow of work. Problems in the flow of work.

Steps for improving efficiency in office work : Acquaintance with Telephone Directory, Local Trade Directory, Railway Time Table, Flight Schedule and e-ticketing.

## UNIT - II

Office Manual : Meaning and content of Office Manual. Information to be included in Office Manual.

Office Stationery and Supplies : Meaning importance and types of office stationery. Selection and purchase procedure, Storage and Record and cost control measures for stationery and supplies. Maintenance of register of consumables and non-consumable stock.

Training in Human Relations : relation with public, Relation with superiors / subordinates.

Maintenance of Reception counter, Handling complaints and suggestions.

# OFFICE MANAGEMENT (Trade - 3) SECOND YEAR

(Theory ) PAPER - I

## UNIT - I

Marks - 50, 68 Periods

Office Machines : Need, advantages and disadvantages of mechanisation of office work. Types of office machines : Typewriter, Duplicating Machine, Photo Copier, Calculating Machine, Pager, Franking Machine, Telephone, Cellular Phone, Accounting Machine, Fax Machine and Computer. Basic knowledge and operation of these office machines.

Banking Operation : Types of Bank Account. Opening of an Account. Bank Overdraft. Writing a cheque. Crossing a cheque. Banker's Cheque. Bank draft. Withdrawals and deposit in Bank account. Debit Card. Credit Card, Traveller's cheque. Transaction through Automated Teller Machine (ATM). Core Banking Net Banking.

## UNIT - II

Office Accounting : Maintenance of Cash Book - simple, with bank and discount column petty cash book. Preparation of Acquittance Roll of employees and Bank Reconciliation Statement.

Secretarial Work for Meeting and Conference : Meaning and types of meeting. Procedure for conducting meeting Notice, Agenda, Quorum and adjournment, Resolution,

Human Resource Management : Meaning objectives, importance and functions of Human Resource Management. Meaning and importance of job Evaluation, Merit Rating and Training.

# OFFICE MANAGEMENT (Trade - 3) SECOND YEAR

(Theory ) PAPER - II

## UNIT - I

Marks - 50, 68 Periods

Office Correspondence :

Noting and Drafting : Meaning and Importance.

Business Correspondence : Style, design and drafting business letter.

Parts of Business Letter - Heading Inside address, Salutation, Body of the letter,

Complimentary close, Signature, Enclosure, Post script.

Government Correspondence : Style, design and drafting different types of Government letters.

## UNIT - II

Types Writing : Importance and historical development of Typing by the use of manual Typewriter to computer (word processor).

Typewriter : Basic idea about various components and operation of the Typewriter.

Manipulative control : Margin, Step, shift Key, Space Bar etc. insertion and removal of paper in and out of the type writer. Typing Alphabets, Numbers, Punctuations, and symbols.

Computer : Basic of a Computer and Its operation. Components of computer and their use. Input and Output devices.

Operating System : WINDOW. Use of WINDOW to create, access, edit, delete and print content of file.

MS OFFICE : Creating editing printing, saving and exit word document. Use of various MS WORD commands.

# OFFICE MANAGEMENT (Trade - 3) FIRST YEAR

(Practical ) PAPER - I

Marks - 50, 34 Classes

Office Layout :

- Demonstration of an office set up in the classroom by arranging desks with emphasis on lighting ventilation and movement between inter related work seats.
- Preparation of a model office layout after visiting some ideal office under guidance of a teacher.
- Office work flow chart.
- Instances of bottlenecks and delay in smooth flow of office work and their removal with examples.

Office communication :

- Use of Telephone, Cellular Phone, Internet and Intercom.
- Remitting and receiving messages through Telegram, Fax, Cellular phone and Internet.
- Developing skill in filing different postal forms like, M.O., T.M.O., Postal Order, V.P.P.
- Rates and Charges for different mailing services of Post Office and Courier Organisation.

Mailing :

- Diarying and Marking Incoming Mails.
- Sorting numbering and addressing letters. Sealing Stamping and Booking Packets for Outward Mail.

Filing :

- Materials required for filing : Different type of File Cover, Tag Pin, Clip, Stapler, Punching Machine, and FilingRack. Filing practies.
- Index : Numbering of Files. Tagging papers with relevant files. Preparation and use of Index for locating files and placing them back. Visit office for acquiring practical knowledge.

# **OFFICE MANAGEMENT (Trade - 3) FIRST YEAR**

**(Practical ) PAPER - II**

**Marks - 50, 34 Classes**

Office Forms :

- Filling importance forms like, T. A. Bill, Indent Form, Requisition Slip, Treasury Challan, Form for booking Railway and Flight ticket.
- Maintaining Dairy and despatch Register.

Office manual :

Collection and study of one manual.

Office Stationery :

- Making Tenders (Open and Close). Opening Tenders. Preparing Comparative Statement. Placing Order.
- Use of Bin card, Stores Ledger and Other type of Stock Register.

Office Relations :

- Use of Suggestion Box and Complaint Box.
- Maintenance of Data cell and Record Management.
- Dealing with Tax related matters.

# OFFICE MANAGEMENT (Trade - 3) SECOND YEAR

(Practical ) PAPER - I

Marks - 100, 68 Classes

Office Machines :

- Identification of components of various office machines.
- Handling and using the machines : Type writer, Photo Copier, Fax, Telephone, Cellular Phone and computer.

Banking Operation :

- Opening and operation procedure of different type of Bank account. Operating account through Pay-in Slip and withdrawal form.
- Preparation of Cheque. general and special crossing of a cheque. Developing skill on Endorsing cheque.
- Requesting for Bank Draft, Traveller's Cheque and Banker's Cheque.
- Operation of Debit and Credit card.

Office Accounting :

- Identification of cash and credit memos. Preparation of vouchers like debit note, credit notes, invoices, cash memos, bills receivable, bill payable, pay roll.
- Maintaining Cashbook and Petty Cash book.

Secretarial Work for Meeting :

- Drafting of Notice, Minutes and Resolution of different meetings.
- Preparing Agenda for the meeting.
- Preliminary arrangement necessary for conducting meeting.

Human Resource Management :

Visit an ideal office and know about performance appraisal methods and training procedure adopted for skill development of the employees.

**OFFICE MANAGEMENT (Trade - 3)**  
**SECOND YEAR**  
**(Practical ) PAPER - II**  
**Marks - 100, 68 Classes**

Office Correspondence :

- Drafting Letters for commercial and Government offices.
- Writing letters in different style and design to Bank, Insurance organisation, Agents and Debtors for collection of dues.
- Writing Circulars letter, enquiries, reply to enquiries, complaints and claims.

Type Writing :

- Typewriter : Identification of different components of the Typewriter.
- Exercise on the Typewriter. Position of fingers of home, upper and lower keys. Spacing, paragraphing centring tabular writing use of eraser, replacing ribbon. Manuscript typing.

Computer :

- Identification of the components of a computer. Operating the computer.
- Use of WINDOW commands - Entering, processing creating adding, deleting, printing and renaming file and directories.
- Creating editing, modifying, adding, deleting and printing documents using a word work sheet. Use of various word commands.
- Accessing Network and sending e-mail.

**BOOKS PRESCRIBED (Office Management)**

1. Office Management and Administration by Sharma & Gupta  
Kalyani Publishers.
2. Manual Office Management & Correspondence - S. Chand & Co.
3. Office Organisation and Management by S.P. Arora (Vikash)



# **TAX ASSISTANT (Trade - 4) FIRST YEAR**

(Theory) PAPER - I

Marks - 50, 68 Periods

## **UNIT - I**

Tax : Definition of tax, Kinds of tax, Direct and Indirect tax, Income tax and Sales tax. Entertainment tax.

## **UNIT - II**

Drafting and Type Writing

Idea of typewriting machine, use and importance operation of key board, Letter writing, Report writing, Precis writing, Office method, Filing and Indexing.

# **TAX ASSISTANT (Trade - 4) FIRST YEAR**

(Theory) PAPER - II

Marks - 50, 68 Periods

## **UNIT - I : Local Tax**

Municipal Law, Imposition of different types of taxes and its restriction. Computation of Annual value of holdings. Exemption of taxes, Appeal against Taxation.

Grampachayat tax : Types, Appeal against tax.

Motor Vehicle tax: Different authorities, licensing of drivers, Registration of motorvehicle, Penalties, Prosecution.

## **UNIT - II : Value Added Tax (VAT)**

Concept, Application, Definitions of Assessee, Assessing Authority, Assessment of tax, Taxable goods, Taxable turnover Tax on Sale and Purchase Rates of tax.

# **TAX ASSISTANT (Trade - 4) SECOND YEAR**

**(Theory) PAPER - I**

**Marks - 50, 68 Periods**

**UNIT - I : Custom Duty :**

Custom Act 1962, Meaning of Custom duty, officers appointed for customs ports, airports, Detection of illegal imported goods, Prevention and detection, Levy and Exemption.

Conveyance, Clearance, Warehousing, Seizure Arrest Confiscation, Appeal and revision.

**UNIT - II : Central Excise Duty :**

Central Excise Act 1944, Study of various provisions Levy, Refunds & Exemption rules.

Centrakl excise tariff, Export free trade zone\* Excise procedure.

# **TAX ASSISTANT (Trade - 4) SECOND YEAR**

**(Theory) PAPER - II**

**Marks - 50, 68 Periods**

**UNIT - I : Income Tax :**

Concepts, Terminology, Heads of Income, Various Deduction out of Gross total income.

Assessment of ncome Tax (Individual)

H.U.F and non corporate assessess.

**UNIT - II : Wealth Tax :**

Concepts, exemptions, Valuation of Proper Assessment Procedure, Penalties, Calculation of Tax.

## **TAX ASSISTANT (Trade - 4) FIRST YEAR**

**(Practical) PAPER - I**

**Marks - 50, 34 Classes**

1. Taxation, Types of tax.
2. Entertainment tax, Study of office Procedure, Methods of entertainment tax. Tax office and its functions.
3. Drafting official correspondences for taxation purposes, Preparation of tax reports, Drafting of appeals.
4. Type writing, Typing simple passage at a minimum speed of 30 W.P.M., Typing dictation within limited time.

## **TAX ASSISTANT (Trade - 4) FIRST YEAR**

**(Practical) PAPER - II**

**Marks - 50, 34 Classes**

1. Local Tax, study of procedure with municipal and Grampachayat office. Its functions related to house tax, Property tax and licence Valuation of properties for tax purpose.
2. Motorvehicle tax, drafting various documents, Identification of the forms relating to taxation. Exposure to office procedure of R.T.O. Familiarity with insurance rules, Third party & Comprehensive.
3. Filling up of registration under different sections of different organisations.  
Preparation of Annual, Quarterly and Monthly Taxable turn over.  
Familiarity with office procedure, Uses of different types of forms and challans.

# **TAX ASSISTANT (Trade - 4)**

## **SECOND YEAR**

**(Practical) PAPER - I**

**Marks - 100, 68 Classes**

1. Sales Tax (Central) : Filling up of Registration under different sections of different business organisations. Familiarity with office procedure and use of different forms and challans.
2. Preparation of Annual sales return of different business organisation & Computation of Annual taxable turnover for central sales tax.
3. Custom duty : Drafting of various documents and related papers. Familiarity with all forms available in the office and department.
4. Central Excise Duty : Drafting of various documents and related papers. Familiarity with all forms available in the office and department.

# **TAX ASSISTANT (Trade - 4)**

## **SECOND YEAR**

**(Practical) PAPER - II**

**Marks - 100, 68 Classes**

1. Income Tax : Assessment of broad income sources of different categories of assesses classified on the basis of different salary group, professionals.
2. Income Tax of small business houses, large size business houses and Industrial houses.
3. Familiarity with different types of forms and chalans of income tax. Office procedure.
4. Wealth Tax : Filling up of returns of wealth tax, chalan forms for payment of tax and enclosures. Familiarity with different forms available for wealth tax.

**BOOK PRESCRIBED. (Tax Assistant)**

୧. କର ସହାୟକ ଶିକ୍ଷା (ମୌ : ପା:) -

**Published by ORISSA State Bureau of Textbook Preparation and Production**

୨. କର ସହାୟକ ଶିକ୍ଷା (ପ୍ରଥମ ଭାଗ) -

Published by ORISSA State Bureau of Textbook Preparation and Production

୩. କର ସହାୟକ ଶିକ୍ଷା (ଦ୍ୱିତୀୟ ଭାଗ) -

Published by ORISSA State Bureau of Textbook Preparation and Production

୪. କର ସହାୟକ ଶିକ୍ଷା (ତୃତୀୟ ଭାଗ) -

**Published by ORISSA State Bureau of Textbook Preparation and Production**

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