

### Std XII Information Technology (Commerce - 99)

Proposed Units for Self learning/Non-evaluation for the academic year 2020-2021 only under COVID-19 situation  
Theory (Commerce - 99)

Chapter no	Chapter Name	Unit for Self Learning/ Non-evaluative (From ....To)	Page No with Column no (from...to)
2	Digital Marketing	Mr. Suhas : Sir, I am also facing this problem. Many people visit my website..... Dr Ajay : Thank you I wish you success in your task. Bye! Have a nice day	37 Col 1 to 38 col 2 last line of the chapter
3	Computerised Accounting with GST	i) 3.3 Different Accounting Packages  ii) 3.5.7 Input Tax and Output Tax  iii) 3.5.8 Ledgers pertaining to GST for Supply of Goods  iv) 3.5.9 Ledgers pertaining to GST for Supply of Services	Pg46 col 2 up to Fig. 3.7 Akaunting Flash Screen Pg50  Pg 56 Col 1  Pg 56 Col 2  Pg 56 Col 2

5	Database Concept Using Libre office Base	<p>i) Screen of Base consist of following parts : ..... Right pane displays activities related to that particular object.</p> <p>ii) Editing a record in the table : Steps are as follows :.... 3. Click on 'Yes' button to delete it permanently.</p> <p>iii) Steps to create report in design view.....</p>	<p>Pg83 Col 1 to Pg 84 Col 1</p> <p>Pg87 Col 1 to Col 2</p> <p>Pg 91 Col 1 to Pg 93 upto Fig. 5.10 : Print View of the Report</p>
6	Enterprise Resource Planning (ERP)	<p>i) 6.8 ERP solution providers/ERP packages .... Selecting an ERP solution is a serious exercise and has to be executed with great care.</p> <p>ii) 6.11 Limitations in ERP implementation..... The system has to take care of unauthorized access at each level in an organisation</p>	<p>Pg 104 Col 1 to pg 105 Col 1</p> <p>Pg 106 Col 1 to pg 106 Col 2</p>

**Standard : 12<sup>th</sup> Mathematics**  
**Sub : Commerce Maths Part - 1**  
**(Academic Year 2020 – 21)**

Sr. No.	Chapter & No. Name	Page No.	Column	Matter of Self Study	Remark
1	Mathematical Logic	1	L and R	<b>Activity:</b> Table.	For Self Study
		4	R	<b>Solved Examples :</b> line No 8 to end of right column.	For Self Study
		5	L and R	<b>Solved Examples :</b> line No 1 to 16 from above of left column, line No 1 to 10 from below of right column.	For Self Study
		6	L	<b>Solved Examples:</b> full left column.	For Self Study
		7	L	<b>Solved Examples:</b> line No 8 to 19 from above of left column.	For Self Study
		8	R	<b>Solved Examples:</b> line No 1 to 18 from below of right column.	For Self Study

		9	L and R	<b>Solved Examples:</b> full page.	For Self Study
		10	L and R	<b>Solved Examples:</b> full left column and line No. 1-15 from above of right column.	For Self Study
		11	R	<b>Solved Examples:</b> line No 1 to 17 from below of right column.	For Self Study
		12	L and R	<b>Solved Examples:</b> line No 1-17 from above of left column and line No 1 to 17 from below of right column.	For Self Study
		13	L and R	<b>Solved Examples:</b> line No 1 to 6 of both columns and line No 7 to 25 from above of left column.	For Self Study
		14	L and R	<b>Solved Examples:</b> line No 1 to 29 of both columns.	For Self Study

		15	R	<b>Solved Examples:</b> line No 4 from above to end of right column.	For Self Study
		16	L	<b>Solved Examples:</b> line No 1 to 25 from above of left column.	For Self Study
		17	R	<b>Solved Examples:</b> line No 1 to 17 from above of right column.	For Self Study
		19	R	<b>Solved Examples:</b> line No 1 to 4 from below of right column.	For Self Study
		20	L	<b>Solved Examples:</b> line No 1 to 18 from above of left column.	For Self Study
		21	L and R	<b>1.4 Algebra of Statements:</b> line No 1 to 20 from below of both columns.	For Self Study
		22	L and R	<b>Solved Examples:</b> line No 8 from above of left column to line No 11 from above of right column.	For Self Study

		22	R	<b>1.5 Venn Diagrams:</b> line No 1 to 8 from below of right column.	For Self Study
		23 to 26	L and R	<b>Venn Diagrams:</b> full pages.	For Self Study
		27	L and R	<b>Venn Diagrams:</b> full left column and line No 1 to 4 of right column.	For Self Study
		34	L and R	<b>Activities:</b> line No 1 to 36 from below of both columns.	For Self Study
2	Matrices	39	L and R	<b>Solved Examples:</b> line No 1 to 14 from above.	For Self Study
		43 to 45	L and R	<b>Solved Examples:</b> full page.	For Self Study
		46	L and R	<b>Solved Examples:</b> line No 1 to 8 from above.	For Self Study
		48	L and R	<b>Solved Examples:</b> line No 1 to 7 from below.	For Self Study
		49	L and R	<b>Solved Examples:</b> full page.	For Self Study

		50	L and R	<b>Solved Examples:</b> line No 1 to 15 from above.	For Self Study
		52	L and R	<b>Solved Examples:</b> line No 1 to 7 from below.	For Self Study
		53, 54	L and R	<b>Solved Examples:</b> full page.	For Self Study
		55	L and R	<b>Solved Examples:</b> line No 1 to 13 from above.	For Self Study
		61	L and R	<b>Solved Examples:</b> line No 1 to 4 from below.	For Self Study
		62	L and R	<b>Solved Examples:</b> full page.	For Self Study
		64	L and R	<b>Solved Examples:</b> line No 1 to 13 from below.	For Self Study
		65 to 67	L and R	<b>Solved Examples:</b> full page.	For Self Study
		68	L and R	<b>Solved Examples:</b> line No 1 to 4 from above.	For Self Study
		69, 70	L and R	<b>Solved Examples:</b> full page.	For Self Study

		71	L and R	<b>Solved Examples:</b> line No 1 to 9 from above.	For Self Study
		74	L and R	<b>Solved Examples:</b> line No 1 to 15 from below.	For Self Study
		75, 76	L and R	<b>Solved Examples:</b> full page.	For Self Study
		77	L and R	<b>Solved Examples:</b> line No 1 to 12 from above.	For Self Study
		78	L and R	<b>Solved Examples:</b> line No 4 to end of page.	For Self Study
		79	L and R	<b>Solved Examples:</b> line No 1 to 19 from above.	For Self Study
		86	L and R	<b>Activities:</b> line No 5 to end of page.	For Self Study
		87 and 88	L and R	<b>Activities:</b> full page.	For Self Study
3	Differentiation	90	L and R	<b>Solved Examples:</b> line No 7 to end of left column and full right column.	For Self Study
		91	R	<b>Solved Examples:</b> full right column.	For Self Study



		92	L	<b>Solved Examples:</b> line No 1 to 10 from above of left column.	For Self Study
		92	R	<b>Solved Examples:</b> line No 1 to 5 from below of right column.	For Self Study
		93	L and R	<b>Solved Examples:</b> full page.	For Self Study
		94	L	<b>Solved Examples:</b> line No 1 to 16 from above of left column.	For Self Study
		96	L and R	<b>Solved Examples:</b> line No 9 from above to end of left column and full right column.	For Self Study
		97	R	<b>Solved Examples:</b> line No 5 from above to end of right column.	For Self Study
		98	L	<b>Solved Examples:</b> line No 1 to 6 from above of left column.	For Self Study
		101	L and R	<b>Activities:</b> line No 9 from above to end of left column and full right column.	For Self Study
		102	L and R	<b>Activities:</b> full page.	For Self Study

4	Applications of Derivatives	104	L and R	<b>Solved Examples:</b> full page.	For Self Study
		105	R	<b>Solved Examples:</b> line No 1 to 11 from below of right column.	For Self Study
		106	L and R	<b>Solved Examples:</b> full left column and line No 1 to 11 from above of right column.	For Self Study
		108	L and R	<b>Solved Examples:</b> line No 4 from above to end of left column and full right column.	For Self Study
		109	L	<b>Solved Examples:</b> line No 1 to 8 from above of left column.	For Self Study
		110	R	<b>Solved Examples:</b> line No 9 from above to end of right column.	For Self Study
		111	L and R	<b>Solved Examples:</b> full page.	For Self Study
		112	L	<b>Solved Examples:</b> full left column.	For Self Study
		113	L and R	<b>Let's Remember:</b> line No 1 to 10 from	For Self Study

				below of left column and line No 1 to 2 from above of right column.	
		114	R	<b>Activities:</b> line No 10 from above to end of right column.	For Self Study
		115	L and R	<b>Activities:</b> full page.	For Self Study
5	Integration	117	R	<b>Solved Examples:</b> line No 1 to 4 from below of right column.	For Self Study
		118	L and R	<b>Solved Examples:</b> full page.	For Self Study
		119	L and R	<b>Solved Examples:</b> line No 1 to 13 from above of left column and line No 1 to 15 from below of right column.	For Self Study
		120 to 122	L and R	<b>Solved Examples:</b> full page.	For Self Study
		123	L and R	<b>Activities:</b> line No 3 to 10 from below of left column., <b>Solved Examples:</b> line No 1 to 16 from	For Self Study

			above of right column.	
124	L and R		<b>Solved Examples:</b> line No 6 from above of left column to end of right column.	For Self Study
125	L		<b>Solved Examples:</b> line No 1 to 12 from below of left column.	For Self Study
126	L and R		<b>Solved Examples:</b> full page.	For Self Study
127	L and R		<b>Solved Examples:</b> line No 1 to 3 above and line No 1 to 6 from below of left column and line No 1 to 10 from above of right column.	For Self Study
128	L and R		<b>Solved Examples:</b> full page.	For Self Study
129	L		<b>Solved Examples:</b> line No 1 to 11 from above of left column.	For Self Study
130	L and R		<b>Solved Examples:</b> full left column, line No 1 to 12 from above and line No 1	For Self Study

			to 7 from below of right column.	
	131	L	<b>Solved Examples:</b> line No 1 to 11 from above of left column.	For Self Study
	132	L and R	<b>Solved Examples:</b> full left column, line No 1 to 5 from above and line No 1 to 18 from below of right column.	For Self Study
	133	L	<b>Solved Examples:</b> line No 1 to 5 from above of left column.	For Self Study
	134	L and R	<b>Solved Examples:</b> full page.	For Self Study
	135	L and R	<b>Solved Examples:</b> full left column and line No 1 from above of right column., <b>Activity:</b> line No 1 to 10 from below of right column.	For Self Study
	136	L and R	<b>Activity:</b> line No 1 to 3 from above of left column., <b>Let's Remember:</b> line No 1 to 8 from	For Self Study

				below of left column and full right column.	
		139	R	<b>Activities:</b> full right column.	For Self Study
		140	L and R	<b>Activities:</b> full page.	For Self Study
6	Definite Integration	141	R	<b>Solved Examples:</b> full right column.	For Self Study
		142 to 144	L and R	<b>Solved Examples:</b> full page.	For Self Study
		145	L and R	<b>Solved Examples:</b> full left column and line No 1 to 3 from above of right column.	For Self Study
		146	L and R	<b>Solved Examples:</b> line No 1 to 5 from below of left column and full right column.	For Self Study
		147	L and R	<b>Solved Examples:</b> full page.	For Self Study
		148	L and R	<b>Let's Remember:</b> line No 1 to 7 from below of left column and line No 1 to 7 from above of right column.	For Self Study



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		150	R	<b>Activities:</b> line No 1 to 9 from below of right column.	For Self Study
		151	L and R	<b>Activities:</b> full page.	For Self Study
7	Applications of Definite Integration	154	R	<b>Solved Examples:</b> line No 1 to 9 from below of right column.	For Self Study
		155, 156	L and R	<b>Solved Examples:</b> full page.	For Self Study
		157	L	<b>Solved Examples:</b> line No 1 to 3 from above of left column.	For Self Study
		158	R	<b>Activities:</b> line N 1 to 3 from below of right column.	For Self Study
		159	L and R	<b>Activities:</b> full page.	For Self Study
8	Differential Equations and Applications	162	R	<b>Solved Examples:</b> line No 1 to 19 from below of right column.	For Self Study
		163	L and R	<b>Solved Examples:</b> full left column and line No 1 to 2 from above of right column.	For Self Study
		164	L and R	<b>Solved Examples:</b> line No 8 from above.	For Self Study



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				above of left column., <b>Let's Remember:</b> line No 1 to 5 from below of right column.	
		171	L	<b>Let's Remember:</b> full left column.	For Self Study
		173	L and R	<b>Activities:</b> line No 1 to 3 from below of left column and full right column.	For Self Study

### Changes for the year 2020-2021 due to COVID-19 Pandemic

Schools have a short academic year 2020-21 due to COVID-19 pandemic. Teachers will have fewer lectures and will not be able to cover the entire text book in the class. Some material in the text books is marked for self study. This material is useful for learning the subject, but will not be taught in the class due to shortage of teaching hours. There will be no questions on this material in examinations in 2020-21. This material is useful for higher education and competitive examinations and students are advised to study it at their convenience.

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**Standard : 12<sup>th</sup> Mathematics**  
**Sub : Commerce Maths Part - 2**  
**(Academic Year 2020 – 21)**

Sr. No.	Chapter & No. Name	Page No.	Column	Matter of Self Study	Remark
1	Commission, Brokerage and Discount	1	R	<b>Solved Examples:</b> line No 1 to 14 from below of right column.	For Self Study
		2	L and R	<b>Solved Examples:</b> full page.	For Self Study
		3	L and R	<b>Solved Examples:</b> line No 1 to 24 from above of left column and line No 1 to 24 from below of right column.	For Self Study
		4	L and R	<b>Solved Examples:</b> full page.	For Self Study
		5	L	<b>Solved Examples:</b> line No 1 to 15 from above of left column.	For Self Study
		7	R	<b>Solved Examples:</b> full right column.	For Self Study
		8, 9	L and R	<b>Solved Examples:</b> full page.	For Self Study

		10	L and R	<b>Solved Examples and Let's Remember:</b> full page.	For Self Study
		14, 15	L and R	<b>Activities:</b> full page.	For Self Study
2	Insurance and Annuity	17	R	<b>Solved Examples:</b> line No 6 from above to end of right column.	For Self Study
		18,19	L and R	<b>Solved Examples:</b> full page.	For Self Study
		23	R	<b>Solved Examples:</b> line No 1 to 10 from below of right column.	For Self Study
		24,25	L and R	<b>Solved Examples:</b> full page.	For Self Study
		26	L and R	<b>Solved Examples:</b> full left column and line No 1 to 11 from below of right column.	For Self Study
		27	L and R	<b>Solved Examples:</b> line No 1 to 19 from above and line No 1 to 9 from below of left column, line No 1 to 9 from above of right column.	For Self Study
		28	R	<b>Let's Remember:</b> line No 1 to 15 from below of right column.	For Self Study

		32	L and R	<b>Activities:</b> line No 1 to 11 from below of left column and full right column.	For Self Study
		33	L and R	<b>Activities:</b> full page.	For Self Study
3	Linear Regression	39	L and R	<b>Solved Examples:</b> line No 1 to 9 from below of left column and full right column.	For Self Study
		40	L and R	<b>Solved Examples:</b> full page.	For Self Study
		41	L	<b>Solved Examples:</b> line No 1 to 17 from above of left column.	For Self Study
		44	R	<b>Solved Examples:</b> full right column.	For Self Study
		45,46	L and R	<b>Solved Examples:</b> full page.	For Self Study
		47	L	<b>Solved Examples:</b> line No 1 to 8 from above of left column.	For Self Study
		48	R	<b>Solved Examples:</b> line No 1 to 23 from below of right column.	For Self Study
		49	L and R	<b>Solved Examples:</b> full left column and line No 1	For Self Study

				to 16 from above of right column.	
		51	L and R	<b>Let's Remember:</b> full left column and line No 1 to 15 from above of right column.	For Self Study
		54	R	<b>Activities:</b> line No 1 to 5 from below of right column..	For Self Study
		55,56	L and R	<b>Activities:</b> full page.	For Self Study
4	Time Series	59	L and R	<b>Solved Examples:</b> line No 1 to 13 from below of left column and line No 1 to 10 from above of right column.	For Self Study
		62	L and R	<b>4.4.1 Method of Freehand Curve:(Graphical Method), Solved Examples:</b> line No 9 from above of left column to end of right column.	For Self Study
		64	R	<b>Solved Examples:</b> line No 1 to 5 from below of right column.	For Self Study

		65	L and R	<b>Solved Examples:</b> full page.	For Self Study
		66	L	<b>Solved Examples:</b> line No 1 to 27 from above of left column.	For Self Study
		70	R	<b>Activities:</b> line No 1 to 31 from below of right column.	For Self Study
		71	L and R	<b>Activities:</b> full page.	For Self Study
5	Index Numbers	75,76	L and R	<b>Solved Examples:</b> full page.	For Self Study
		77	L	<b>Solved Examples:</b> line No 1 to 24 from above of left column.	For Self Study
		79	R	<b>Solved Examples:</b> line No 3 from above to end of right column.	For Self Study
		80,81	L and R	<b>Solved Examples:</b> full page.	For Self Study
		82	L	<b>Solved Examples:</b> line No 1 to 8 from above of left column.	For Self Study
		84	R	<b>Solved Examples:</b> line No 1 to 11 from below of right column.	For Self Study
		85,86	L and R	<b>Solved Examples:</b> full page.	For Self Study

		88	L and R	<b>Let's Remember:</b> line No 1 to 13 from above of left column and full right column.	For Self Study
		89	L	<b>Let's Remember:</b> line No 1 to 8 from above of left column.	For Self Study
		94	R	<b>Activities:</b> line No 1 to 24 from below of right column.	For Self Study
6	Linear Programming	96	L and R	<b>Solved Examples:</b> line No 1 to 13 from below of left column and full right column.	For Self Study
		97	L and R	<b>Solved Examples:</b> full left column and line No 1 to 21 from above of right column.	For Self Study
		100	L and R	<b>Solved Examples:</b> line No 1 to 11 from below of left column and full right column.	For Self Study
		101	L and R	<b>Solved Examples:</b> full left column and line No 1 to 3 from above of right column.	For Self Study

		105	R	<b>Activities:</b> line No 1 to 8 from below of right column.	For Self Study
		106, 107	L and R	<b>Activities:</b> full page.	For Self Study
7	Assignment Problem and Sequencing	113	L and R	<b>Solved Examples:</b> line No 1 to 18 from below of left column and full right column.	For Self Study
		114	L and R	<b>Solved Examples:</b> full left column and line No 1 to 13 from above of right column.	For Self Study
		115	L and R	<b>Solved Examples:</b> line No 1 to 19 from below of left column and line No 1 to 30 from above of right column.	For Self Study
		118	L and R	<b>Let's Remember:</b> line No 1 to 20 from below of left column and line No 1 to 7 from above of right column.	For Self Study
		121	R	<b>Solved Examples:</b> line No 7 from above to end of left column.	For Self Study
		122	L and R	<b>Solved Examples:</b> full page.	For Self Study

		123	L and R	<b>Solved Examples:</b> line No 1 to 28 from above of left column and line No 1 to 14 from below of right column.	For Self Study
		124	L and R	<b>Solved Examples and Let's Remember:</b> full page.	For Self Study
		125	L	<b>Let's Remember:</b> line No 1 to 13 from above of left column.	For Self Study
		130	R	<b>Activities:</b> line No 1 to 14 from below of right column.	For Self Study
		131	L and R	<b>Activities:</b> full page.	For Self Study
8	Probability Distributions	136	R	<b>Solved Examples:</b> line No 1 to 28 from below of right column.	For Self Study
		137	L and R	<b>Solved Examples:</b> full page.	For Self Study
		138	L and R	<b>Solved Examples:</b> full left column and line No 1 to 23 from above of right column.	For Self Study
		139	L and R	<b>Solved Examples:</b> line No 1 to 14 from below of	For Self Study



			left column and full right column.	
		140	L and R	<b>Solved Examples:</b> full left column and line No 1 to 5 from above of right column. For Self Study
		142	L and R	<b>Solved Examples:</b> line No 1 to 11 from below of left column and full right column. For Self Study
		143	L and R	<b>Solved Examples:</b> full page. For Self Study
		144	L and R	<b>Solved Examples:</b> full left column and line No 1 to 8 from above of right column. For Self Study
		145	R	<b>Let's Remember:</b> line No 11 to 20 from above of right column. For Self Study
		147	L	<b>Ex. 1:</b> line No 7 to 27 from below of left column. For Self Study
		149	L and R	<b>Ex. 2:</b> full page. For Self Study
		150	L and R	<b>Ex. 2:</b> line No 1 to 9 from above of left column, <b>Ex. 4</b> and <b>Ex. 5:</b> line No 1 to 12 from For Self Study

			below of left column., <b>Ex. 6:</b> line No 1 to 8 from above of right column.		
		151	R	<b>Solved Examples:</b> line No 9 from above to end of right column.	For Self Study
		152	L and R	<b>Solved Examples:</b> line No 1 to 19 from above of left column., <b>Let's Remember:</b> line No 1 to 15 from below of right column.	For Self Study
		153	L	<b>Solved Examples:</b> line No 1 to 9 from above of left column.	For Self Study

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प्रति शांति

**NON-EVALUATIVE PORTION FOR THE ACADEMIC YEAR 2020-21**

Sr. No.	Name of the Chapter / Subtopic	Page No.	Column	Content kept for self study	Details/ Suggestions/ Instructions regarding content kept for self study
1.	<b>Ch. 1 :</b> Introduction to Microeconomics and Macroeconomics	1 & 2	2	You should know ..... who have contributed to the development of macroeconomics.	Should be considered for internal evaluation
		3 4	2 1	Importance of Microeconomics ..... It also studies how taxes affect social welfare	”
		5 6	2 1 & 2	Importance of macroeconomics , You should know ..... Microeconomics and Macroeconomics at a glance.	”
2.	<b>Ch. 2 :</b> Utility Analysis	11	1	You should know ..... Total Utility at previous level.	”
		14	1 & 2	Significance of the Law ..... Hence he would buy additional units of a commodity only at a lower price.	”
3.	<b>Ch. 3 (A) :</b> Demand Analysis	19	1 & 2	Reasons justifying downward sloping demand curve are as follows : ..... Thus, the total demand of commodity increases with fall in price.	”
		25	1 & 2	You should know ..... from the sale of the output produced at a given level of employment during a year.	”
4.	<b>Ch. 3 (B) :</b> Elasticity of Demand	27	2	You should know ..... Necessary goods for which demand remains constant with increase in income of the consumer.	”

		28	1	You should know ..... ..... Zero cross elasticity : Non-related goods. For example, tea and books	Should be considered for internal evaluation
		33 & 34	1 & 2 1 & 2	Factors affecting the elasticity of demand, Importance of elasticity of demand ..... If the proportion of expenditure is large, then demand for the product is relatively elastic.	”
5.	<b>Ch. 4 :</b> Supply Analysis	39	1 & 2	Determinants of supply ..... If all factors are favourable, supply of a commodity will be more and vice versa.	”
		43	1	You should know ..... ..... It refers to the minimum amount of sales proceeds which entrepreneurs expect to receive from the sale of output at a given level of employment.	”
6.	<b>Ch. 5 :</b> Forms of Market	49	1 & 2	Types of monopoly, You should know..... electricity charges are different for domestic and commercial uses.	”
7.	<b>Ch. 6 :</b> Index Numbers	53 & 54	2 1	You should know ..... Quantity of the commodity consumed or purchased in the current year.	”
		58 & 59	2 1	Limitations of index numbers ..... it cannot be used for any other purpose	”
8.	<b>Ch. 7 :</b> National Income	63	2	You should know .....(Net fall in stock of natural capital + pollution load) with adjacent picture.	”
		67	1	You should know ..... ..... to produce various goods and services.	”

		68 & 69	2 1 & 2	Importance of National Income ..... disparities in the income of different sections of the society.	Should be considered for internal evaluation
9.	<b>Ch. 8 :</b> Public Finance in India	72	1 & 2	Classification of Public Expenditure ..... For example, administrative costs, war expenditure, etc. These are unproductive in nature.	”
		74	1 & 2	You should know ..... such a tax cannot be considered as a good tax.	”
		78 & 79	1 1 & 2	Types of budget, Importance of budget ..... immense changes since last 100 years.	”
10.	<b>Ch. 9 :</b> Money Market and Capital Market in India	87 & 88	2 1	Problems of Indian Money Market ..... Delays in upgradation of technology hampers the working of the money market.	”
		90 & 91	1 & 2	Problems of Capital Market ..... The stock exchange in India lacks informational efficiency compared to advanced countries.	”
11.	<b>Ch. 10 :</b> Foreign Trade of India	96 & 97	1 & 2 1	Trends in India's Foreign Trade since 2001 ..... The share of iron and steel in import expenditure declined from 4.9 % to 2.1 % in 2016-17.	”



**Standard: XII<sup>th</sup>**  
**Subject: Secretarial Practice**

(Due to Covid-19 pandemic the following part of your syllabus is for self-study and not for evaluation only for Academic year 2020-21)

Sr. No	Topic No.	Page No.	Point No.	Details of content for self-study	Instructions
1.	Introduction to Corporate Finance (Ch-1)	7 to 9	1.4	Capital Structure	Self-study
2.	Sources of Corporate Finance (Ch-2)	22	2.1.2	Determinants of Retained Earnings	Self-study
3.	Sources of Corporate Finance (Ch-2)	28 to 29	2.2.6	Financial Institutions	Self-study
4.	Sources of Corporate Finance (Ch-2)	29 to 30	2.2.7	Trade Credit	Self-study
5.	Issue of Shares (Ch-3)	40 to 42	3.1	Classification of Share Capital	Self-study
6.	Issue of Shares (Ch-3)	51 to 52	3.4.2	Procedure for Allotment of Shares	Self-study
7.	Issue of Shares (Ch-3)	54	3.6	Calls on Shares	Self-study
8.	Issue of Shares (Ch-3)	54	3.7	Forfeiture of Shares	Self-study
9.	Issue of Shares (Ch-3)	54 to 55	3.8	Surrender of Shares	Self-study
10.	Issue of Debentures (Ch-4)	74	4.3	Debenture Trustees	Self-study
11.	Deposits (Ch-5)	84 to 85	5.3	Procedure for accepting Deposits from Public	Self-study

12.	Deposits (Ch-5)	85 to 86	5.4	Procedure for accepting Deposits from Members	Self-study
13.	Depository System (Ch-9)	133 to 135	9.6	Functioning of Depository System	Self-study
14	Dividend and Interest (Ch-10)	147	10.5	Modes of payment of Dividend	Self-study
15	Financial Market (Ch-11)	160 to 161	11.3.1	Some important Participants in Money Market	Self-study
16	Financial Market (Ch-11)	161 to 162	11.3.1	Instruments of Money Market	Self-study
17	Stock Exchange (Ch-12)	173 to 174	12.4	Important Terms Related to Stock Exchange	Self-study
18	Stock Exchange (Ch-12)	175	12.6	Distinction between Jobber & Broker	Self-study

**NOTE:** Self Study topics are non-evaluative. No questions will be asked on the above mentioned components in the Question Paper for the Academic Year 2020-21.

प्रति  
प्रति गणेश

**Standard : 12<sup>th</sup> Commerce**  
**Sub : Organisation of Commerce & Management**  
**(Academic Year 2020 – 21)**

- Questions will not be asked in any examination on the sub units mentioned below.
- This change is temporary for the current academic year (2020-21) only.

Sr. No.	Chapter & No. Name	Sub Unit No. & Heading	Page No.	Column	Matter of Self Study	Remark
1	1. Principles of Management	1.4 Significance of Management Principles	3	-	From-As we have discussed... Up to - .....it builds confidence in the minds of managers.	Additional information
2		1.7 Techniques of Scientific Management	10	-	From- Some of the major..... Up to - .....earn wages i.e. remuneration at higher level.	Additional information
3	3. Entrepreneurship Development	3.6 Qualities of successful Entrepreneur	39	-	From – Successful business people ..... Up to- ..... to make the business better.	Self study for better understanding



4	4. Business Services	4.7 Transport	74	-	From – In India, transport plays .....	Can be self studied by using inter net
5		4.9 Communication	80	-	Up to - ..... for petroleum and natural gas. From – Communication is an art of .....	Can be self studied by using inter net
6	6. Social Responsibilities of Business Organisations	6.4 Business Ethics	122	-	Up to - .....send or receive messages. From – Concept.....	Additional information
7	7. Consumer Protection	7.3 Need & Importance of Consumer Protection	134	-	Up to - ....efficient & dynamic.	Self study for better understanding
8		7.5 Responsibilities of Consumers	137	-	From – Generally, safeguarding the rights..... Up to - ..... for the benefit of the people.	Additional information
9	8. Marketing	8.4 Types of Markets	153	-	From – The Act has given..... Up to- .....for consumer welfare.	Additional information
					From – Markets can be broadly.....	Additional information

					Up to – a commodity or service	for better understanding
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अभिमान  
प्रति भावना

**Standard : 12<sup>th</sup> Commerce**  
**Sub : Book keeping & Accountancy**  
**(Academic Year 2020 – 21)**

Sr. No.	Chapter Name	Page No.	Matter of Self Study	Remark
1.	Introducing to Partnership and Partnership final Accounts	164	Activity Box	Extra Work
2.	Accounts of Not for Profit Concerns	124	Activity Box	Extra Work
3.	Admission of Partner	167	Activity Box	Extra Work
4.	Retirement of Partner	186	Activity Box	Extra Work
5.	Death of Partner	205	Activity Box	Extra Work
6.	Dissolution of Partnership firm	250	Activity Box	Extra Work
7.	Bills of Exchange	308	Activity Box	Extra Work
8.	Issue of Shares	343	Activity Box	Extra Work
9.	Analysis of Financial Statement	380	Activity Box	Extra Work
10.	Computer in Accounting	387 to 389	Practical Activity	Extra Work
		390	Activity Box	Extra Work
11.	Retirement of Partner	168 to 182	Self Study	सूचना
12.	Bills of Exchange	251 to 300	Self Study	
13.	Analysis of Financial Statement	344 to 374	Self Study	
14.	Computer in Accounting	381 to 386	Self Study	

• सूचना -

- 1) नवीन प्रश्नपत्रिका आराखड्यात कोणता घटक कोणत्या घटकाला 'विकल्प' (Option) असेल ते जाहिर केले जाणार नाही. परंतु चालू शैक्षणिक वर्षात (2020-21) कोविड - 19 मुळे उद्भवलेल्या आपत्कालीन परिस्थितीमुळे प्रश्नपत्रिका आराखड्यातील प्रश्न क्र. 2 ते 5 साठी खालीलप्रमाणे विकल्प (Option) असतील.

Q. 2) (Solve any one Problem)

Admission of a Partner

Or

Retirement of a Partner

Q. 3) (Solve any one Problem)

Dissolution of Partnership firm

Or

Bills of Exchange

Q. 4) (Solve any one)

Issue of Shares

Or

Computer in Accounting

Q. 5) (Solve any one Problem)

Death of a Partner

Or

Analysis of Financial Statement

- 2) वरील प्रमाणे 'विकल्प' (Options) शैक्षणिक वर्षात (2020-21) सुरुवातीलाच जाहिर केल्यामुळे अध्ययन - अध्यापन प्रक्रिया, पर्यायाने, अभ्यासक्रमाचे ओझे निश्चितच कमी होईल.
- 3) हायलाईट केलेले घटक स्वयं अध्ययनासाठी (Self Study) आहेत. ज्या विद्यार्थ्यांना विकल्पाचा लाभ घ्यायचा आहे किंवा ज्यांना वाणिज्य शाखेत पुढील/उच्च शिक्षण घ्यायचे आहे. उदा. पदवी शिक्षण, वाणिज्य शाखेतील स्पर्धा परीक्षा, C.A., C.S., CMA. इत्यादी त्यांनी स्वयंअध्ययनाचे घटक अभ्यासावेत.
- 4) प्रत्येक घटकामधे दिलेले कृतिकार्य (Activities) हा अभ्यासक्रमातील जादा भाग/कार्य (Extra work) असल्यामुळे तो मूल्यमापनासाठी नाही व पूर्ण वगळण्यात आलेला आहे.

वरील सर्व सूचना/बदल केवळ चालू शैक्षणिक वर्षासाठीच (2020-21) आहेत.

गुणाने  
प्रति गणित