

Maharashtra State Bureau Of Textbook Production And Curriculum Research,

Pune- 411 004.

XII Syllabus

SUBJECT: English

Sr.No.	Name
Section One (Prose)	
1.1	An Astrologer's DAY
1.2	On SAYING "PLEASE"
1.3	The Cop AND The Anthem
1.4	Big DATA–Big Insights
1.5	The New Dress
1.6	Into The Wild
1.7	Why We TRAVEL
1.8	VOYAGING TOWARDS Excellence
Section Two(Poem)	
2.1	Song Of The Open ROAD
2.2	INDIAN WEAVERS
2.3	The INCHCAPE Rock
2.4	HAVE You EARNED Your Tomorrow
2.5	FATHER Returning Home
2.6	Money
2.7	She WALKS In BEAUTY
2.8	SMALL Towns AND Rivers
Section Three(Writing Skills)	
3.1	SUMMARY Writing
3.2	Do Schools REALLY Kill CREATIVITY? (MIND-MAPPING)
3.3	NOTE–MAKING
3.4	STATEMENT Of Purpose
3.5	DRAFTING A VIRTUAL MESSAGE
3.6	Group Discussion
Section Four(Genre-Novel)	
4.1	HISTORY OF NOVEL
4.2	TO SIR, WITH LOVE
4.3	AROUND THE WORLD IN EIGHTY DAYS
4.4	SIGN OF FOUR

004.

Syllabus

SUBJECT: ECONOMICS

STANDARD – XII

Chapter No : 1	Introduction to Micro Economics and Macro Economics
	1.1 Introduction 1.2 Meaning and Definition 1.3 Features of Micro Economics 1.4 Importance of Micro Economics 1.5 Features of Macro Economics 1.6 Importance of Macro Economics 1.7 Theories of Micro & Macro
Chapter No : 2	Utility Analysis
	2.1 Introduction 2.2 Features of Utility 2.3 Types of Utility 2.4 Concepts of Utility 2.4 Law of Diminishing Marginal Utility 2.5 Significance of the Law
Chapter No : 3	(A) Demand Analysis
	3.1 Introduction 3.2 Meaning & Definition of Demand 3.3 Demand Schedule 3.4 Law of Demand 3.5 Determinants of Demand 3.6 Types of Demand 3.7 Variations in Demand 3.8 Changes in Demand (B) Elasticity of Demand 3.1 Introduction 3.2 Concept of Elasticity of Demand 3.3 Types of Elasticity of Demand 3.4 Methods of Measuring Price Elasticity of Demand 3.5 Factors influencing the elasticity of demand 3.6 Importance of Elasticity of Demand
Chapter No : 4	Supply Analysis
	4.1 Introduction 4.2 Meaning 4.3 Definition 4.4 Concept of Total Output, Stock and Supply 4.5 Supply schedule 4.6 Determinants of Supply 4.7 Law of Supply 4.8 Variations in Supply 4.9 Changes in Supply 4.10 Concepts of Cost and Revenue
Chapter No : 5	Forms of Market

	<p>5.1 Introduction</p> <p>5.2. Meaning</p> <p>5.3 Classification of Market</p> <p>5.4 Price determination under Perfect Competition:</p> <p>5.5 Monopoly</p> <p>5.6 Monopolistic competition</p>
Chapter No : 6	Index Numbers
	<p>6.1 Introduction & Definition</p> <p>6.2 Features of Index Numbers</p> <p>6.3 Types of Index numbers</p> <p>6.4 Significance of Index Numbers in Economics</p> <p>6.5 Construction of Index Numbers</p> <p>6.6 Methods of Constructing Index Numbers</p> <p>6.7 Limitations of index numbers</p>
Chapter No :7	National Income
	<p>7.1 Introduction</p> <p>7.2 Meaning and Definition</p> <p>7.3 Features of National Income</p> <p>7.4 Circular Flow of National Income</p> <p>7.5 Different Concepts of National Income</p> <p>7.6 Methods of Measurement of National Income</p> <p>7.7 Difficulties in the Measurement of National Income</p> <p>7.8 Importance of National Income :</p>
Chapter No : 8	Public Finance in India
	<p>8.1 Introduction</p> <p>8.2 Meaning and Definition</p> <p>8.3 Structure of Public Finance</p> <p>8.4 Public Expenditure</p> <p>8.5 Public Revenue</p> <p>8.6 Public Debt</p> <p>8.7 Fiscal Policy</p> <p>8.8 Financial Administration</p> <p>8.9 Types of Budget</p>
Chapter No : 9	Money Market and Capital Market in India
	<p>9.1 Introduction</p> <p>9.2 Meaning and Definition</p> <p>9.3 Indian Financial System</p> <p>9.4 Money Market in India</p> <p>9.5 Capital Market in India</p> <p>9.6 Central bank & Commercial Banks</p>
Chapter No : 10	Foreign Trade of India
	<p>10.1 Introduction</p> <p>10.2 Meaning and Definition</p> <p>10.3 Types of foreign trade</p> <p>10.4 Role of Foreign Trade</p> <p>10.5 Composition and Direction of India's foreign trade</p>

	10.6 Direction of India's foreign trade 10.7 Recent Trends in Exports 10.8 Trends in Imports 10.9 Concept of Balance of payments
--	---

**Maharashtra State Bureau of Textbook Production and Curriculum
Research, Pune- 411 004.**

Syllabus

**SUBJECT: BOOK KEEPING AND ACCOUNTANCY
STANDARD - XII**

Chapter No : 1	Introduction to Partnership and Partnership Final Accounts
	1.1 Meaning and Definition of Partnership 1.2 The Indian Partnership act 1932. 1.3 Methods of Capital Account
Chapter No : 2	Accounts of 'Not for Profit' Concerns
	2.1.1 Introduction 2.1.2 Meaning of Not for Profit concern. 2.1.3 Features of Not for Profit concern. 2.1.4 Difference between Profit organisation and Not for Profit organisation. 2.1.5 Need for maintaining books of accounts and preparing final accounts. 2.2.1 Meaning of Receipts and Payments Account. 2.2.2 Features of Receipts and Payments Account. 2.2.3 Types of Receipts i) Capital Receipts ii) Revenue Receipts 2.2.4 Types of Payments i) Capital Expenditure ii) Revenue Expenditure iii) Deferred Revenue Expenditure. 2.2.5. Specimen of Receipts and Payments Account. 2.3.1 Meaning of Income and Expenditure Account 2.3.2 Features of Income and Expenditure Account 2.3.3 Specimen of Income and Expenditure Account 2.3.4 Distinction between Receipts and Payments Account and Income and Expenditure Account 2.3.5 Preparation of Income and Expenditure Account 2.3.6 Preparation of Balance Sheet 2.3.7 Implied Adjustments 2.3.8 Capital Fund 2.3.9 Specimen of Balance Sheet 2.3.9 Additional Information 2.3.9 1. Outstanding and Prepaid Expenses. 2. Accrued Income and Income Received in advance. 3. Subscription received in advance and outstanding subscription. 4. Depreciation. 5. Capitalisation of Entrance fees 6. Creation of special Funds out of donations. 7. Stock of Stationery,

	8. Opening Balance of assets and liabilities. B) Important Terms 2.3.9 1. Entrances fees 2. Subscription 3. Legacy 4. Life membership fees 5. Sale of old assets scrap Newspapers 6. Specific Donations 7. General Donations 8. Specific Funds 9. Endowment Funds
Chapter No : 3	Reconstitution of Partnership (Admission of Partner)
	3.1 Meaning of Reconstitution of Partnership 3.1.1 Different forms of reconstitution 3.2 Admission of a partner 3.2.1 Need 3.2.2 Capital brought by new partner 3.2.3 New Profit Sharing Ratio 3.2.4 Sacrifice Ratio 3.2.5 Meaning of Goodwill 3.2.5.1 Methods of Valuation of Goodwill 1) Average Profit Method 2) Super Profit Method 3.2.5. Treatment of Goodwill 3.2.6 Revaluation of Assets and Liabilities 3.2.7 Adjustment of accumulated Profits and Losses 3.2.8 Adjustment of Capitals
Chapter No : 4	Reconstitution of Partnership (Retirement of Partner)
	4.1 Introduction 4.2 New Ratio 4.3 Gain Ratio 4.4 Treatment of goodwill 4.5 Transfer of Reserve Fund or General Reserve / Accumulated Profit or Loss 4.6 Revaluation of Assets and re-assessment of Liabilities 4.7 Adjustment of capitals 4.8 Total payable amount to retiring partner
Chapter No : 5	Reconstitution of Partnership (Death of Partner)
	5.1 Meaning 5.2 New Profit sharing ratio 5.3 Gain Ratio 5.4 Revaluation of assets and liabilities. 5.5 Amount due to deceased partner's executor. 5.6 Settlement of amount due. 5.7 Accounting treatment
Chapter No : 6	Dissolution of Partnership Firm
	6.1 Introduction, Meaning and Definition of Dissolution of Partnership Firm.

	<p>6.2 Circumstances / Reasons for Dissolution of Partnership Firm.</p> <p>6.3 Difference between Dissolution of Partnership and Dissolution of Firm.</p> <p>6.4 Effects of Dissolution of Partnership Firm.</p> <p>6.5 Accounting Treatment / Settlement of accounts on dissolution of firm.</p> <p>6.6 ACCOUNTING PROCEDURE</p> <p>(A) Simple Dissolution.</p> <p>(B) Dissolution Under Insolvency Situation.</p>
Chapter No :7	Bills of Exchange
	<p>7.1 Introduction Necessity, Meaning, Definition of Bill of Exchange</p> <p>7.2 Draft, Format of Bill of exchange, Parties to the bill of exchange, acceptance of bill, term of bill, days of grace, date of maturity, due date, types of bills.</p> <p>7.3 How Using of bill, Dishonor of bill, noting & protesting of bill, Notary public & Noting charges.</p> <p>7.4 Accounting treatment of bill by the drawer/holder, drawee in the following cases.</p> <p>A. Retaining the bill till due date. Honour / dishonour Insolvency of drawee / acceptor.</p> <p>B. Endorsement of the bill. Honour / dishonour Insolvency drawee / acceptor.</p> <p>C. Discounting the bill with the bank. Honour/dishonour insolvency of drawee/acceptor.</p> <p>D. Sending the bill to the bank for collection. Honour/dishonour, insolvency of drawee/acceptor.</p> <p>E. Renewal of bill-reasons for renewal of the bill with or without charging interest.</p> <p>F. Making Part Payment of the basic amount interest and noting charges & drawing of new bill.</p> <p>G. Honour/Dishonour of new bill.</p> <p>H. Insolvency of the acceptor & settlement of his account.</p> <p>I. Retirement of bill.</p> <p>J. Journal entries & Ledger (Only Drawer's A/c / Drawee's A/c.)</p>
Chapter No : 8	Company Accounts - Issue of Shares
	<p>8.1 Share and Share Capital</p> <p>8.1.1 Meaning and Definition</p> <p>8.1.2 Types of Shares</p> <p>8.1.3 Treatment of share capital in Company Balance Sheet (Horizontal Form)</p> <p>8.2 Accounting for Share Capital</p> <p>8.2.1 Public Issue of Shares</p> <p>8.2.2 Basic Accounting Entries for Issue of Shares</p>

	8.2.3 Issue of Shares at Par, Premium and Discount 8.2.4 Oversubscription and Undersubscription of shares 8.2.5 Calls in Arrears and Calls in Advance 8.2.6 Issue of Shares for Consideration other than cash 8.3 Forfeiture of Shares 8.3.1 Accounting treatment for forfeiture of shares 8.3.2 Re-issue of Forfeited Shares.
Chapter No :9	Analysis of Financial Statements
	9.1 Meaning, Objectives and Limitations of Financial Statement Analysis. 9.2 Tools for Financial Statement Analysis 9.2.1 (A) Comparative Statement 9.2.2 (B) Common Sized Statement 9.2.3 (C) Cash Flow Statement 9.3 Meaning, Objectives and Classification of Accounting Ratios.
Chapter No : 10	Computer In Accounting
	10.1 Concept of Computerized Accounting system (CAS) 10.2 Features of computerized Accounting System. 10.3 Importance of Computerized Accounting System. 10.4 Components of Computerized Accounting System. 10.5 Comparison between manual accounting process and Computerized accounting process. 10.6 Sourcing of Accounting Software 10.7 Legal Vs. Pirated Accounting Software

Syllabus

SUBJECT: Secretarial Practice

STANDARD – XII

Chapter No : 1	INTRODUCTION TO CORPORATE FINANCE
	1.1 Meaning 1.2 Importance 1.3 Capital Requirements (A) Fixed Capital and (B) Working Capital 1.4 Capital Structure 1.4.1 Definition 1.4.2 Components 1.5 Distinction
Chapter No : 2	SOURCES OF CORPORATE FINANCE
	2.1 Sources of Owned Capital 2.1.1 Shares 2.1.2 Retained earnings 2.2 Sources of Borrowed Capital 2.2.1 Debentures 2.2.2 Acceptance of deposits 2.2.3 Bonds 2.2.4 ADR / GDR 2.2.5 Commercial Banks 2.2.6 Financial Institutions 2.2.7 Trade Credit 2.3 Distinction
Chapter No : 3	ISSUE OF SHARES
	3.1 Classification of Share Capital 3.2 Issue of Shares 3.3 Methods of Issue of Shares (A) Public Issue or Public Offer of Shares ☐ Fixed Price Issue Method ☐ Book-Building Method ☐ Initial Public Offer ☐ Further Public Offer (B) Offering Shares to Existing Equity Shareholders ☐ Rights Issue ☐ Bonus Issue/Bonus Share (C) Offering Shares to existing employees ☐ Employee Stock Option Scheme (ESOS) ☐ Employee Stock Purchase Scheme (ESPS) ☐ Stock Appreciation Rights Scheme (SARS) ☐ Sweat Equity Shares (D) Private Placement ☐ Preferential Allotment 3.4 Allotment of Shares 3.4.1 Provisions/Conditions for Allotment of Shares 3.4.2 Procedure for Allotment of Shares 3.5 Share Certificate 3.6 Calls on Shares

	<p>3.7 Forfeiture of Shares</p> <p>3.8 Surrender of Shares</p> <p>3.9 Transfer of Shares</p> <p>3.10 Transmission of Shares</p> <p>3.11 Distinction</p>
Chapter No : 4	ISSUE OF DEBENTURES
	<p>4.1 Regulations governing issue of debentures.</p> <p>4.1.1 Provisions for issue of Debentures as per Companies Act, 2013</p> <p>4.1.2 Provisions for issue of Debentures as per Companies (Share capital and Debentures) Rule 2014</p> <p>4.1.3 Requirements as per SEBI</p> <p>4.2 Procedure for issue of Debentures</p> <p>4.3 Debentures Trustees</p>
Chapter No : 5	DEPOSITS
	<p>5.1 Acceptance of deposits</p> <p>5.2 Terms and conditions for acceptance of deposits</p> <p>5.3 Procedure for accepting deposits from public</p> <p>5.4 Procedure for accepting deposit from Members</p>
Chapter No : 6	CORRESPONDENCE WITH MEMBERS
	<p>6.1 Precautions to be taken by the Secretary while corresponding with Members</p> <p>6.2 Circumstances under which a Secretary has to enter into correspondence with Members.</p> <p>6.3 Specimen Letters</p>
Chapter No :7	CORRESPONDENCE WITH DEBENTUREHOLDERS
	<p>7.1 Precautions to be taken by the Secretary while Corresponding with Debenture holders</p> <p>7.2 Circumstances under which a Secretary has to enter into correspondence with Debenture holders</p> <p>7.3 Specimen Letters</p>
Chapter No : 8	CORRESPONDENCE WITH DEPOSITORS
	<p>8.1 Precautions to be taken by the Secretary while Corresponding with Depositors.</p> <p>8.2 Circumstances under which a Secretary has to enter into correspondence with Depositors</p> <p>8.3 Specimen Letters</p>
Chapter No : 9	DEPOSITORY SYSTEM
	<p>9.1 Depository System - Meaning</p> <p>9.2 Importance of Depository System</p> <p>9.3 Benefits of Depository System</p> <p>9.4 Constituents of Depository System</p> <p>9.5 Concepts/Terms related to Depository System</p> <p>9.6 Functioning of Depository System</p> <p>9.6.1 Demat process</p> <p>9.6.2 In case of IPO</p> <p>9.6.3 In case of transfer A) Off market B) Market</p> <p>9.7 Depositories in India (A) NSDL (B) CDSL</p> <p>9.8 Distinction</p>
Chapter No : 10	DIVIDEND AND INTEREST
	<p>10.1 Dividend - Meaning</p> <p>10.2 Features of Dividend</p>

	10.3 Legal provisions on dividend 10.3.1 Legal Provisions on sources of dividend 10.3.2 Legal Provisions for declaration of dividend 10.3.3 Legal provisions for payment of dividend 10.4 Unpaid and unclaimed dividend 10.5 Modes of payment of dividend 10.6 Interim dividend 10.7 Interest 10.7.1 Meaning 10.7.2 Features 10.8 Distinction
Chapter No : 11	FINANCIAL MARKET
	11.1 Financial Market - Meaning 11.2 Functions of Financial Market 11.3 Types of Financial Market 11.3.1 Money Market ☐ Meaning ☐ Features ☐ Important participants ☐ Instruments 11.3.2 Capital Market ☐ Meaning ☐ Features ☐ Instruments ☐ Types 11.4 Distinction 1. Money Market and Capital Market 2. Primary Market and Secondary Market
Chapter No : 12	STOCK EXCHANGE
	12.1 Stock Exchange : Meaning 12.2 Functions of Stock Exchange 12.3 Major Stock Exchanges in India 12.4 Important terms related with Stock Exchange. 12.5 SEBI 12.5.1 Functions of SEBI 12.6 Distinction

Maharashtra State Bureau Of Textbook Production And Curriculum Research,

Pune- 411 004.

XII Syllabus

Subject: Information Technology

Sr. No.	Name
Theory	
1	Advanced Web Designing
2	Digital Marketing
3	Computerized Accounting with GST
4	E-Commerce & E-Governance
5	Database Concepts with Libre Office Base
6	Enterprise Resource Planning
Skill Oriented Practical's (SOP)	
1	Advanced Web Designing
2	Digital Marketing
3	Computerised Accounting with GST
4	Database Concepts with Libre Office Base

Syllabus

SUBJECT: Organisation of Commerce and Management
STANDARD – XII

Chapter No : 1	Principles of Management
	1.1 Introduction 1.2 Meaning and Definition 1.3 Nature of Principles of Management 1.4 Significance of Management Principles 1.5 Theories of Management 1.6 Henry Fayol's Administrative Theory of Management 1.7 Fredrick Winslow Taylor's Scientific Management Theory
Chapter No : 2	Functions of Management
	2.1 Introduction 2.2 Functions of Management 2.2.1 Planning 2.2.2 Organising 2.2.3 Staffing 2.2.4 Directing 2.2.5 Co-ordinating 2.2.6 Controlling Comparative Study
Chapter No : 3	Entrepreneurship Development.
	3.1 Introduction 3.2 History 3.3 Concept 3.4 Definition 3.5 Characteristics of an Entrepreneur 3.6 Qualities of a Successful Entrepreneur 3.7 Functions of an Entrepreneur 3.8 Entrepreneurship Development 3.8.1. Meaning 3.8.2 Characteristics of Entrepreneurship 3.8.3 Process of Entrepreneurship Development 3.9 Recent initiatives in Entrepreneurship Development 3.9.1 Start Up India 3.9.2 Stand Up India 3.9.3 Agro Tourism 3.10 Intrapreneur
Chapter No : 4	Business Services
	4.1 Introduction 4.2 Meaning 4.3 Definition 4.4 Business Services 4.5 Banking 4.5.1 Meaning 4.5.2 Types of Banks 4.5.3 Functions of commercial banks 4.5.4 E-Banking Service

	4.6 Insurance 4.6.1 Meaning 4.6.2 Principles of Insurance 4.6.3 Types of Insurance I. Life Insurance II. Marine Insurance III. Fire Insurance 4.7 Transport 4.7.1 Meaning 4.7.2 Modes of Transport 4.8 Warehousing 4.8.1 Meaning 4.8.2 Functions of Warehouses 4.8.3 Types 4.9 Communication 4.9.1 Meaning 4.9.2 Types of Communication Comparative Study /Distinguish Between
Chapter No : 5	Emerging Modes of Business
	5.1 E- Business 5.1.1 Meaning 5.1.2 Scope of E-business 5.1.3 Benefits of E-business 5.1.4 Limitations of E-business 5.2 On Line Transaction 5.2.1 Meaning 5.2.2 Procedure of Online Transaction 5.3 Outsourcing 5.3.1 Meaning/ concept 5.3.2 Need of Outsourcing 5.3.3 Advantages of outsourcing 5. 3.4 Disadvantages of Outsourcing 5.3.5 Business Process Outsourcing 5.3.6 Knowledge Process Outsourcing 5.3.7 Legal process outsourcing
Chapter No : 6	Social Responsibilities of Business
	6.1 Introduction 6.1.1 Concept of Social Responsibility 6.1.2 Need for Social Responsibility 6.2 Responsibility towards different interest Groups 6.2.1 Owners 6.2.2 Investors 6.2.3 Employees 6.2.4 Consumers 6.2.5 Government 6.2.6 Community/Society/Public in general 6.3 Social Responsibility towards protection of environment 6.4 Business Ethics 6.4.1 Concept 6.4.2 Definition 6.4.3 Features of Business Ethics 6.4.4 Moral and Social Values 6.5 Corporate Social Responsibility (CSR)
Chapter No :7	Consumer Protection

	7.1 Introduction 7.2 Meaning and Definition 7.3 Need and importance of Consumer Protection 7.4 Rights of Consumer 7.5 Responsibilities of Consumer 7.6 Ways and means of Consumer Protection 7.7 Consumer Protection Act,2019 7.8 Role of Consumer organizations and NGOs Comparative Study / Distinguish Between
Chapter No : 8	Marketing
	8.1 Introduction 8.2 Meaning and Definition 8.3 Concept of Market 8.4 Types of Market 8.5 Importance of Marketing 8.6 Functions of Marketing 8.7 Marketing Mix

