



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

**COURSES OF STUDIES
IN
COMMERCE STREAM**

**FOR THE
HIGHER SECONDARY EXAMINATION
2015 AD**

ADMISSION BATCH:2013-14

Rs.15.00

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SCHEME OF STUDIES

The following combinations in two years +2 Commerce course of 2013-14 admission batch under CHSE(O) are allowed. Any deviation to this shall not be entertained.

1. Compulsory Subjects

- a) English
- b) M.I.L. (Oriya / Telugu/ Bengali/ Urdu / Hindi/ Sanskrit/Alternative English)

Compulsory subjects(English and M.I.L.) carry 200 marks each

(100 Marks in 1st year and 100 marks in 2nd year)

2. Compulsory Subjects(To be assessed at the college/H.S school level only)

Three compulsory subjects, Environmental Education(EE),Yoga and Basic Computer Education(BCE) carry 100 marks each(1st year-Theory-70 marks and 2nd year- project/practical 30 marks) will be assessed at the college level 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 (EE/Yoga/BCE) will not affect the result of the candidate. The grade secured in individual subject shall be as follows.

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

3. Elective Subjects

- a) **First Elective**-Accountancy
- b) **Second Elective**-Business Studies & Management
- c) **Third Elective**- Business Mathematics & Statistics
- d) **Fourth Elective**-A Student shall have to offer any one of the following groups.

1st Year		2nd Year
Group-I	Commercial Banking	& Insurance
Group-II	Fundamentals of Entrepreneurship	& Cost Accounting
Group-III	Salesmanship	& Business Economics
Group-IV	Fundamentals of Company Accounts	& Fundamentals of Management Accounting
Group-V	Commercial Geography	& Rural Development
Group-VI	Computer Application-I	& Computer Application-I
Group-VII	Information Technology-I	& Information Technology-II

Elective subjects carry 200marks each (100 marks in 1st year & 100 marks in 2nd year). A student has to offer four elective subjects (1st, 2nd, 3rd, 4th elective) in addition to compulsory subjects (English, MIL, EE, Yoga and BCE)

COURSE STRUCTURE & DISTRIBUTION OF MARKS IN SUBJECTS

With the introduction of the new Course structure from the academic session 2006-07 basically to de-stress the students joining +2 courses under the CHSE, Odisha, 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 100 marks in each subject and the 2nd year examination will be conducted at the Council level for 100 marks in each subject and 600 marks in total. Marks secured in the 1st year examination shall be considered only for promotion of students to the 2nd year class and it will have no bearing on the terminal examination, conducted by the Council at the end of the 2nd year. To become eligible for filling up of form for A.H.S examination, a student must have completed 2nd year course, sent up in the college level Test examination, secured minimum "D" grade in the college level examination of each subject i.e EE, Yoga and BCE, secured minimum 75% attendance in individual subject (Theory & practical separately). However a student may be allowed in Alternative English and MIL other than MIL(O), classes without being held.

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

Pass mark (Theory=30%, Practical=40%, Aggregate=35%)

Division (1st=60% or above, 2nd=50% or above, 3rd=35% or above)

QUESTION PATTERN & DISTRIBUTION OF MARKS IN SUBJECTS WITH PRACTICAL FOR H.S EXAMINATION 2015

Total Marks-100 (Theory - 70 Marks & Practical- 30 Marks)

Theory (Total mark:70, Time: 3 hrs)

Group – A (Objective Type - Compulsory)

Q.1. Multiple Choice (10 bits from all units) 1 mark each × 10 = 10 marks

Q.2. One word answer / Very Short Answer/
Correct the Sentence / Fill in the blanks. 1 mark each × 10 = 10 marks

Group – B (Short Answer Type)

Q.3. Answer within two - three sentences 2 marks each × 10 = 20 marks
(out of 12 bits, one has to answer 10 bits)

Q.4. Answer within six sentences 3 marks each × 3 = 9 marks
(Out of five bits, one has to answer three bits)

Group C (Long Answer Type)

Q5. to Q7 Out of six Questions from all units
one has to answer three question unit wise 7 marks each × 3 = 21 marks

QUESTION PATTERN AND DISTRIBUTION OF MARKS IN SUBJECTS WITHOUT PRACTICAL

For H.S. Examination 2015 (Total Marks – 100, Time:3hrs)

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

- Q5.** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.
Q.10

ENGLISH
+2, 1st year Commerce
(Detailed Syllabus)

No of perids:Yearly-80

Unit-I :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 |

Unit-II : POETRY

- | | |
|---|--------------------|
| 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 |

Unit-III : NON DETAILED STUDY

- | | |
|------------------------------|---------------------|
| 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 |

Unit-IV: WRITING SKILLS

- (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

Unit- V :GRAMMAR

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

Books prescribed : Invitation to English- 1, 2, 3 & 4, published by Odisha State Bureau of Textbook Preparation & Production, Bhubaneswar.

QUESTION PATTERN AND DISTRIBUTION OF MARKS
ENGLISH

+ 2, 1st year Commerce (For College Level Examination)

Full Mark : 100

Time : 3 Hrs.

- | | | |
|-----|--|----------|
| 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: 150) | 10 marks |
| c) | Slogan/telegram/caption writing (Word limit: 10) | 5 marks |
| 4. | Grammar in context | 10 marks |
| 5. | Translation/story-developing | 10 marks |

ENGLISH
+2, 2nd Year Commerce
(Detailed Syllabus)

No. of periods: Yearly-80

Unit-I : PROSE

- | | | |
|------|-------------------------------|---|
| i. | My Greatest Olympic Prize | Jesse Owens |
| ii. | On Examinations | Winston S. Churchill |
| iii. | The Portrait of a Lady | Khushwant Singh |
| iv. | The Magic of Teamwork | Sam Pitroda
Bonnie A. M. Okonek and Linda
Morganstein |
| v. | Development of Polio Vaccines | |

Unit – II : POETRY

- | | | |
|------|-------------------------------|----------------------------|
| 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 |

Unit – III : NON-DETAILED STUDY

- | | | |
|------|------------------------------|-----------------|
| 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 |

Unit – IV : WRITING SKILLS

- (i) Interpreting Graph, Charts Tables and diagrams etc
- (ii) Reporting Events and Business Matters
- (iii) Note-making and summarizing
- (iv) Extended Writing:

Unit – V : GRAMMAR

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

Books prescribed : Invitation to English -1, 2, 3 & 4, published by Odisha State Bureau of Textbook Preparation & Production, Bhubaneswar.

QUESTION PATTERN AND DISTRIBUTION OF MARKS
ENGLISH
+2 2nd year Commerce (For H.S. Examination 2015)

Full Mark : 100

Time : 3 Hrs.

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 (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 (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

ସବିଶେଷ ପାଠ୍ୟକ୍ରମ
ଆଧୁନିକ ଭାରତୀୟ ଭାଷା – ଓଡ଼ିଆ
+୨ ପ୍ରଥମ ବର୍ଷ – ବାଣିଜ୍ୟ

ପିରିଅଡ ସଂଖ୍ୟା – ବାର୍ଷିକ-୮୦

ପ୍ରଥମ ଏକକ – ଗଦ୍ୟ (୨୦ ପିରିଅଡ)

୧. ଅସୁର ଦୀଢ଼ି – ଫକୀର ମୋହନ ସେନାପତି
୨. ମୋ ସମୟର ଭାରତ ଓ ଓଡ଼ିଶା – ଡ. କୃଷ୍ଣଚନ୍ଦ୍ର ପାଣିଗ୍ରାହୀ
୩. ଆମେରିକାର ବିଶ୍ୱବିଦ୍ୟାଳୟମାନେ – ହୃଦାନନ୍ଦ ରାୟ
୪. ଜୈବ ଭାସ୍କର୍ଯ୍ୟର ଅନୁପମ ବିକାଶି ଜିନ୍ – ଶୈଳଶ୍ୱର ନନ୍ଦ

ଦ୍ୱିତୀୟ ଏକକ – ପଦ୍ୟ (୨୦ ପିରିଅଡ)

୧. ସତ୍ୟ ଆତ୍ମ କଥା – ସାରଳା ଦାସ
୨. ଛାଟ ପକାଇ କଲେ ଚିତ୍ରା – ଜଗନ୍ନାଥ ଦାସ
୩. ସରସୀରେ ରାଜକନ୍ୟା – କବି ସମ୍ରାଟ ଉପେନ୍ଦ୍ରଭଞ୍ଜ
୪. ଗଲାଣିତ ଗଲାକଥା – କବି ସୂର୍ଯ୍ୟ ବଳଦେବ ରଥ
୫. ସତ୍ୟରେ ମରିବି ସତ୍ୟର ତରିବି – ଭୀମ ଭୋଇ

ତୃତୀୟ ଏକକ – ଏକାଙ୍କିକା (୨୦ ପିରିଅଡ)

୧. ଦୂର ପାହାଡ – ପ୍ରାଣବନ୍ଧୁ କର
୨. ମକଦ୍ଦମା – ଗୋପାଳ ଛୋଟରାୟ
୩. ଛଦ୍ମବେଶୀ – ବିଶ୍ୱଜିତ୍ ଦାସ

ଚତୁର୍ଥ ଏକକ – ବ୍ୟାକରଣ (୨୦ ପିରିଅଡ)

୧. ପ୍ରବନ୍ଧ ରଚନା / ଭାବ ସଂପ୍ରସାରଣ
୨. ରୂଢି ପ୍ରୟୋଗ
୩. ପଦ ନିର୍ଣ୍ଣୟ

ପାଠ୍ୟଗ୍ରନ୍ଥ : ସାହିତ୍ୟ ସରଣୀ - ପ୍ରଥମ ଭାଗ (ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ୱର)

ପ୍ରଶ୍ନପତ୍ର ଜାଣି ଓ ମାର୍କ ବିନ୍ୟାସ
ଆଧୁନିକ ଭାରତୀୟ ଭାଷା – ଓଡ଼ିଆ
+୨ ପ୍ରଥମ ବର୍ଷ –ବାଣିଜ୍ୟ (କଲେଜ ସ୍ତରୀୟ ପରୀକ୍ଷା)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା-୧୦୦

ସମୟ-୩୦ମିନିଟ୍

ପ୍ରଥମ ଭାଗ (ଅତି ସଂକ୍ଷିପ୍ତ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୧. ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ୪ଟି ସମ୍ଭାବ୍ୟ ଉତ୍ତର ମଧ୍ୟରୁ ଠିକ୍ ଉତ୍ତରଟି ବାଛି ।

- ଗନ୍ଧ୍ୟ - ୧ x ୪ = ୪ (୧ x ୧୪ = ୧୪ ନମ୍ବର)
- ପଦ୍ୟ - ୧ x ୪ = ୪
- ଏକାଙ୍କିକା - ୧ x ୪ = ୪

ପ୍ରଶ୍ନ ୨. ଗୋଟିଏ ବାକ୍ୟରେ ଉତ୍ତର ଲେଖ । (୧ x ୧୩ = ୧୩ ନମ୍ବର)

- ଗନ୍ଧ୍ୟ-ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ପଦ୍ୟ-ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ଏକାଙ୍କିକା-ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ବ୍ୟାକରଣ-ଏକ ଗନ୍ଧ୍ୟ ଅନୁଚ୍ଛେଦର ୧୦ଟି ରେଖାଙ୍କିତ
- ପଦ୍ୟ ମଧ୍ୟରୁ ୭ଟିର ପଦ ଚିହ୍ନିତ ଦେବାକୁ ହେବ - ୧ x ୭ = ୭

ଦ୍ୱିତୀୟ ଭାଗ (ସଂକ୍ଷିପ୍ତ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୩. ୧୪ଟି ପ୍ରଶ୍ନ ମଧ୍ୟରୁ ୧୧ଟିର ଉତ୍ତର ପ୍ରତ୍ୟେକ ୨ଟି ବାକ୍ୟରେ ଲେଖ ।

(୨ x ୧୧ = ୨୨ ନମ୍ବର)

- ଗନ୍ଧ୍ୟ- ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ପଦ୍ୟ- ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ଏକାଙ୍କିକା- ମାଟିରୁ ୨ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ବ୍ୟାକରଣ- ରାତି ପ୍ରୟୋଗରୁ ୮ଟି ପ୍ରଶ୍ନରୁ ୫ଟିର
ଉତ୍ତର ଦେବାକୁ ହେବ । - ୨ x ୫ = ୧୦

ପ୍ରଶ୍ନ ୪. ୩୦ଟି ଶବ୍ଦରେ ଉତ୍ତର ଲେଖ ।

(୩ x ୬ = ୧୮ ନମ୍ବର)

ପଦ୍ୟ – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ଗଦ୍ୟ – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ଏକାଙ୍କିକା – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ତୃତୀୟ ଭାଗ (ଦୀର୍ଘ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୫. ରୁ ୮. ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ଉତ୍ତର ୧୫୦ଟି ଶବ୍ଦ ମଧ୍ୟରେ ଦେବାକୁ ହେବ ।

(୮ x ୪ = ୩୨ ନମ୍ବର)

ଗଦ୍ୟ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ପଦ୍ୟ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ଏକାଙ୍କିକା : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ପ୍ରବନ୍ଧ/ଭାବସଂପ୍ରସାରଣ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ସବିଶେଷ ପାଠ୍ୟକ୍ରମ
ଆଧୁନିକ ଭାରତୀୟ ଭାଷା – ଓଡ଼ିଆ
+୨ ଦ୍ଵିତୀୟ ବର୍ଷ –ବାଣିଜ୍ୟ

ପିରିଅଡ ସଂଖ୍ୟା – ବାର୍ଷିକ-୮୦

ପ୍ରଥମ ଏକକ – ଗଦ୍ୟ (୨୦ ପିରିଅଡ)

୧. ଜାତୀୟ ଜୀବନରେ ସାହିତ୍ୟର ସ୍ଥାନ – ବିଶ୍ଵନାଥ କର
୨. କ୍ଷମା – ମାୟାଧର ମାନସିଂହ
୩. ଭୁଲ – ଭୁବନେଶ୍ଵର ବେହେରା
୪. ଜାତିର ଜୀବନ ଓ ସଂସ୍କୃତି – ଗୋଲୋକ ବିହାରୀ ଧଳ

ଦ୍ଵିତୀୟ ଏକକ – ପଦ୍ୟ (୨୦ ପିରିଅଡ)

୧. ଚନ୍ଦ୍ରଭାଗା – ରାଧାନାଥ ରାୟ
୨. ସ୍ଫୁଳ କଳେବର ନୁହଇ ଅମର – ଗଙ୍ଗାଧର ମେହେର
୩. ଧର୍ମପଦର ଆତ୍ମଲିପି – ଗୋପବନ୍ଧୁ ଦାସ
୪. ଗ୍ରାମ ଶ୍ଵଶାନ – ସଚ୍ଚିଦାନନ୍ଦ ରାଉତରାୟ
୫. ବିଶ୍ଵଜୀବନ ପଥେ – ରାଧାମୋହନ ଗଡନାୟକ

ତୃତୀୟ ଏକକ – ଗଳ୍ପ (୨୦ ପିରିଅଡ)

୧. ଏବେ ମଧ୍ୟ ବଞ୍ଚିଛି – ଗୋଦାବରୀଶ ମହାପାତ୍ର
୨. ବିଚ୍ଛନ୍ଦର ଓ ରେଳଗାଡ଼ି – କାଳିନ୍ଦୀ ଚରଣ ପାଣିଗ୍ରାହୀ
୩. ଅନେକ ସ୍ଵିତ ହସ – ମନୋଜ ଦାସ
୪. ଦର୍ଶନ – ବୀଣାପାଣି ମହାନ୍ତି

ଚତୁର୍ଥ ଏକକ – ବ୍ୟାକରଣ (୨୦ ପିରିଅଡ)

୧. ଦରଖାସ୍ତ ଲିଖନ ।
୨. ଅବରୋଧ ପରୀକ୍ଷଣ ।
୩. ବିପରୀତ ଅର୍ଥ ବୋଧକ ଶବ୍ଦ ।
୪. ସମୋଚ୍ଚାରିତ ଭିନ୍ନାର୍ଥବୋଧକ ଶବ୍ଦ ।
୫. ଏକପଦୀକରଣ ।

ପାଠ୍ୟଗ୍ରନ୍ଥ : ସାହିତ୍ୟ ସରଣୀ – ଦ୍ଵିତୀୟ ଭାଗ (ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ଵର)

ପ୍ରଶ୍ନପତ୍ର ଜାଣି ଓ ମାର୍କ ବିନ୍ୟାସ
ଆଧୁନିକ ଭାରତୀୟ ଭାଷା – ଓଡ଼ିଆ
+୨ ଦ୍ଵିତୀୟ ବର୍ଷ – ବାଣିଜ୍ୟ (ଉଚ୍ଚ ମାଧ୍ୟମିକ ପରୀକ୍ଷା – ୨୦୧୫)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା-୧୦୦

ସମୟ-୩୦ମିନିଟ୍

ପ୍ରଥମ ଭାଗ (ଅତି ସଂକ୍ଷିପ୍ତ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୧. ୧୫ଟି ପ୍ରଶ୍ନର ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ମଧ୍ୟରୁ ଠିକ୍ ଉତ୍ତରଟି ବାଛି । (୧ x ୧୫ = ୧୫ ନମ୍ବର)

- ଗଦ୍ୟ - ୧ x ୫ = ୫
- ପଦ୍ୟ - ୧ x ୫ = ୫
- ଗଳ୍ପ - ୧ x ୫ = ୫

ପ୍ରଶ୍ନ ୨. ୧୫ଟି ପ୍ରଶ୍ନର ଗୋଟିଏ ବାକ୍ୟରେ ଉତ୍ତର / ଶୂନ୍ୟସ୍ଥାନ ପୂରଣ / ଭ୍ରମ ସଂଶୋଧନ । (୧ x ୧୫ = ୧୫ ନମ୍ବର)

- ଗଦ୍ୟ-୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ପଦ୍ୟ-୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ଗଳ୍ପ - ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୧ x ୨ = ୨
- ବ୍ୟାକରଣ-ବିପରୀତ ବୋଧକଶିଳ୍ପ (୫ଟିରୁ ୩ଟିର) - ୧ x ୩ = ୩
- ସମୋଚ୍ଚାରିତ ଭିନ୍ନାର୍ଥବୋଧକ ଶିଳ୍ପ (୫ଟିରୁ ୩ଟିର) - ୧ x ୩ = ୩
- ଏକପଦିକରଣ (୫ଟିରୁ ୩ଟିର) - ୧ x ୩ = ୩

ଦ୍ଵିତୀୟ ଭାଗ (ସଂକ୍ଷିପ୍ତ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୩. ୧୫ଟି ପ୍ରଶ୍ନ ମଧ୍ୟରୁ ଯେକୌଣସି ୧୧ଟିର ଉତ୍ତର ପ୍ରତ୍ୟେକ ୨ଟି ବାକ୍ୟରେ ଲେଖି ।

(୨ x ୧୧ = ୨୨ ନମ୍ବର)

- ଗଦ୍ୟ- ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ପଦ୍ୟ- ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ଗଳ୍ପ - ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ - ୨ x ୨ = ୪
- ବ୍ୟାକରଣ- ଅବବୋଧ ପରୀକ୍ଷଣ ନିମନ୍ତେ ଏକ
- ଗଦ୍ୟ ଅନୁଲେଖ ଦିଆଯିବ ଓ ସେଥିରୁ ୫ଟି ପ୍ରଶ୍ନ ପଢ଼ିବ । - ୨ x ୫ = ୧୦

ପ୍ରଶ୍ନ ୪. ସମସ୍ତ ଏକକ ମଧ୍ୟରୁ ୮ଟି ପ୍ରଶ୍ନରୁ ୬ଟିର ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ଉତ୍ତର ୩୦ଟି ଶବ୍ଦରେ ଲେଖ ।

(୩ x ୬ = ୧୮ ନମ୍ବର)

(୯ଟି ପ୍ରଶ୍ନରୁ ୬ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ)

ପଦ୍ୟ – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ଗଦ୍ୟ – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ଗଳ୍ପ – ୩ଟିରୁ ୨ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ ।

ତୃତୀୟ ଭାଗ (ଦୀର୍ଘ ଉତ୍ତରମୂଳକ ପ୍ରଶ୍ନ)

ପ୍ରଶ୍ନ ୫. ରୁ ୮. ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ଉତ୍ତର ୧୫୦ଟି ଶବ୍ଦ ମଧ୍ୟରେ ଦେବାକୁ ହେବ ।

(୩୦ ନମ୍ବର)

ଗଦ୍ୟ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ପଦ୍ୟ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ଗଳ୍ପ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୮ x ୧ = ୮ ନମ୍ବର)

ଦରଖାସ୍ତ ଲିଖନ : ୨ଟି ପ୍ରଶ୍ନରୁ ଗୋଟିକର ଉତ୍ତର ଦେବାକୁ ହେବ । (୬ x ୧ = ୬ ନମ୍ବର)

M.I.L. (HINDI)
+2 1st Year Commerce
(Detailed Syllabus)

No. of Periods : Yearly - 80

- | | |
|-----------------------------|------------|
| 1. Unit – I (गद्य) | 20 Periods |
| सम्पूर्ण (All) | |
| 2. Unit – II (काव्य) | 20 Periods |
| सम्पूर्ण (All) | |
| 3. Unit – III (भाषा अध्ययन) | 20 Periods |
| सम्पूर्ण (All) | |
| 4. Unit – IV (निबन्ध) | 20 Periods |
| शमसामयिक विषय (All) | |

Books Prescribed :

- | | |
|------------------------------|--------------------------|
| पाठक पुस्तक : साहित्य विविधा | - सं.प्र. एम. वेंकटेश्वर |
| | - डा. स्मरप्रिया मिश्र |
| | - सोनम प्रकाशन, |
| | बादामबाडी, कटक |

QUESTION PATTERN AND DISTRIBUTION OF MARKS
MIL (HINDI)

+2 1st Year Commerce (For College Level Exam.)

Full Mark : 100

Time : 3 Hrs.

GROUP-A (OBJECTIVE TYPE)

- Multiple Choice (5 questions from units I, II & III each) [1x15=15 Marks]
- One word answer (from units I, II & III) / [1x15=15 Marks]
Correct the sentences (from units I, II & III)
Fill up the Blanks from units I, II & III

GROUP-B (SHORT ANSWER TYPE)

- Write notes on any five (From Unit-I, II & III) [2x11=22 Marks]
(out of 14 bits, one has to answer 11 bits in 2 to 3 sentences each)
- Explain only (From Unit – I & II) [3x6=18 Marks]
(out of 8 bits, one has to answer 6 bits in 6 sentences each)

GROUP-C (LONG ANSWER TYPE)

5. to 10. Long answer type questions from units I, II, III & IV [7½ x4=30 Marks]
(out of 6 questions, one has to answer 4 questions in about 150 words each)

M.I.L. (HINDI)
+2 2nd Year Commerce
(Detailed Syllabus)

No. of Periods : Yearly - 80

- | | |
|--|------------|
| 1. Unit – I (गद्य) | 20 periods |
| सम्पूर्ण (All) | |
| 2. Unit – II (काव्य) | 20 periods |
| सम्पूर्ण (All) | |
| 3. Unit – III (कहानी) | 20 periods |
| सम्पूर्ण (All) | |
| 4. Unit – IV | 20 periods |
| (क) पत्र लेखन (व्यक्तिगत एवं आवेदन पत्र) | |
| (ख) पल्लवन | |

Books Recommended :

- | | |
|----------------------------------|--------------------------|
| पाठक पुस्तक : साहित्य विविधा- II | - सं.डा. शंकरलाल पुरोहित |
| | - डा. कमलप्रभा कपानी |

QUESTION PATTERN AND DISTRIBUTION OF MARKS
MIL (HINDI)

+2 2nd Year Commerce (For HS Exam. 2015)

Full Mark : 100

Time : 3 Hrs.

GROUP-A (OBJECTIVE TYPE)

- | | |
|--|-----------------|
| 1. Multiple Choice (5 questions from units I, II & III each) | [1x15=15 Marks] |
| 2. One word answer (from units I, II & III) / | [1x15=15 Marks] |
| Correct the sentences (from units I, II & III) | |
| Fill up the Blanks from units I, II & III | |

GROUP-B (SHORT ANSWER TYPE)

- | | |
|--|-----------------|
| 3. Write notes on any five (From Unit-I, II & III) | [2x11=22 Marks] |
| (out of 14 bits, one has to answer 11 bits in 2 to 3 sentences each) | |
| 4. Explain only (From Unit – I & II) | [3x6=18 Marks] |
| (out of 8 bits, one has to answer 6 bits in 6 sentences each) | |

GROUP-C (LONG ANSWER TYPE)

- 5 to 10. Long answer type questions from units I, II, III & IV [7½ x4=30 Marks]
(out of 6 questions, one has to answer 4 questions in
about 150 words each)

M.I.L (BENGALI)
+ 2, 1st Year Commerce
(Detailed Syllabus)

No. of Periods: Yearly-80

Unit – I : Prose :

20 periods

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

Unit – II : Poetry :

20periods

- | | | | |
|----|------------------|---|----------------------|
| 1. | Srigoura Chandra | - | Gobindra Das Kabiraj |
| 2. | Bhabollas | - | Vidyapati |
| 3. | Premer Tulana | - | Durija Chandidas |
| 4. | Avigir Akshep | - | Gyandas |

Unit – III : Novel (Non-Detailed)

20 periods

- | | | |
|-----------------------------|---|-----------------------------|
| Srikanta (Chapter – 1 to 7) | - | Sarat Chandra Chattopadhyay |
|-----------------------------|---|-----------------------------|

Unit – IV : Grammar

20 periods

Proverbs and Idioms, Sentence and Word formation, Anonyms and Synonyms

Books Prescribed :

- A. Prose : Uchha Madhayamik Bangia Sankalan (Gadya) for XI & XII, Published by Paschim Banga Uchha Madhyamik Sikshya Sansad, Viswa Vharati.
- B. Poetry : Madhukari – Kalidas Ray, Published by Orient Book Company, Kolkata – 12

QUESTION PATTERN AND DISTRIBUTION OF MARKS
MIL (BENGALI)

+ 2, 1st Year Commerce (For College Level Exam)

Full Mark : 100

Time : 3 Hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
- Q.2** One word answer / Very short answer/
correct the sentence / filling up the blanks 1 mark each x 15=15 marks

Group B (Short type Answer)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
- Q.4.** Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long answer type)

- Q5. to Q.10** Out of six Questions from all units, one has to answer 4 questions. 7.5 marks each x 4 = 30 marks

M.I.L (BENGALI)
+2, 2nd Year Commerce
(Detailed Syllabus)

No. of perids:Yearly-80

Unit – I : Prose :

20 periods

- | | | | |
|----|---------------|---|-----------------------------|
| 1. | Bangia Bhasa | - | Haraprasad Sastri |
| 2. | Tota Kahini | - | Rabindra Nath Tagore |
| 3. | Naisha Avijaa | - | Sarat Ch. Chattopadhyay |
| 4. | Aranya | - | Bibhuti Bhushan Bandopadhay |

Unit – II : Poetry :

20 periods

- | | | | |
|----|--------------------|---|------------------------|
| 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)

20 periods

Srikanta (Chapter 8 to 12) - Sarat Chandra Chattopadhay

Unit – IV : Grammar and Essay

20 periods

1. Pada Paribartan
2. Somas
3. Somo charita – Bhinna Thark Sobda and its application in sentences.

Books Prescribed :

Prose : Uchha Madhyamik Bangia Sankal an (Gadya) for Class XI & XII, Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

Poetry : Madhukari – Kalidas Ray, Published by Orient Book Company, Kolkata – 12

QUESTION PATTERN AND DISTRIBUTION OF MARKS
MIL (BENGALI)

+ 2, 2nd Year Commerce (For H.S. Exam - 2015)

Full Mark : 100

Time : 3 Hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
- Q.2** One word answer / Very short answer/
correct the sentence / filling up the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
- Q.4.** Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer Type)

- Q5. to Q.10** Out of six Questions from all units, one has to answer 4 questions. 7.5 marks each x 4 = 30 marks

M.I.L (TELUGU)
+ 2, 1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

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 – Detailed Study : (16 periods)

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

UNIT – IV (A) Grammar : (16 periods)

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

B) Letter Writing / General Essay:

BOOKS PRESCRIBED :

1. Poetry & Prose : Sahitee Vipanchi by Dr. Singupuram Narayana Rao
2. Non-Detailed Study : Raja Raja Prsasti by Prof. S. Gangappa
3. Grammar : Vyakarana Parijatamu by Dr. Singupuram Narayana Rao.

QUESTION PATTERN & DISTRIBUTION OF MARKS
M.I.L (TELUGU)
+ 2, 1st Year Commerce (For College Level Exam)

Full Marks: 100

Time: 3 hours

Group- A (Objective Type - Compulsory)

- | | |
|--|----------------|
| 1. Multiple choice questions (from unit I, II & III, IVA) | 1×15 =15 Marks |
| 2. Very short questions (from unit I,II,III, IV- A) | 1×15=15 Marks |

Group- B (Short Answer Type)

- | | |
|---|---------------|
| 3. Short questions(from Unit I, II, III ,IV),Bhabartha (from unit I,II),
(Answer within two/three sentences each of 11 bits out of 14 bits) | 2×11=22 Marks |
| 4. Answer within six sentences (6 bits out of 8 bits) | 3*6=18 |

Group -C (Long Answer Type)

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

M.I.L (TELUGU)
+ 2, 2nd Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

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 Patra Chitrana | - | Dr. Nagabhairava Adinarayana |
| 4. Veyipadagalu Samajika Drukpadham | - | Dr. Singupuram Nayayana Rao |
| 5. Goutama Budhudu | - | Dr. V. Rajagopala Chakravarty |

UNIT – III Non – Detailed Study : (16 periods)

- | | | |
|--------------|---|--------------------|
| Rudrama Devi | - | Smt. P.B. Kausalya |
|--------------|---|--------------------|

UNIT – IV A) Grammar : (16 periods)

Paribhashika padamulu
Chandssu : Utpalamala, Champakamala,
Sardhulamu, Mathebbhamu, Ataveladi, Tetageeti
Alankaramulu :Upama, Rupaka, Utpreksha, Ardhantaranyasa, Atisiyokti

B) Re-Translation (English to Telugu) :(08 periods)

BOOKS PRESCRIBED :

- | | | |
|------------------------------|----------|---|
| 1) Poetry & Prose | : | Sahitee Mandaram
- By Dr. Singupuram Narayana Rao |
| 2) Non-Detailed study | : | Rudramadevi
- By Smt. P.B. Kausalya |
| 3) Grammar | : | Vyakarana Parijatamu
- By Dr. Singupuram Narayana Rao |

QUESTION PATTERN & DISTRIBUTION OF MARKS

M.I.L (TELUGU)

+ 2, 2nd Year Commerce (For H.S. Exam 2015)

Full Marks: 100

Time: 3 hours

Group- A (Objective Type - Compulsory)

1. Multiple choice questions (from unit I, II & III,IV) **1×15 =15 Marks**
2. Very short questions (from unit I,II,III, IV- A) **1×15=15 Marks**

Group- B (Short Answer Type)

3. Short questions(from Unit I, II & III,IV),Bhabartha (Unit I,II) **2×11=22 Marks**
(Answer within two/three sentences each of 11 bits out of 14 bits)
4. Answer within six sentences each (6 bits out of 8 bits) **3×6=18 Marks**

Group -C (Long Answer Type)

6. Three long questions with alternative **7×3=21 Marks**
 7. Letter writing /essay with alternative(from unit iv-B) **9×1=9 Marks**
- TOTAL **100 marks**

M.I.L (URDU)
+2, 1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit – I : Prose :

20 Periods

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

Unit – II : (a) Poetry :

24 Periods

- 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 :**

First two Ghazals from the following poets i. Wali, ii. Meer, iii. Ghalib, iv. Momin, v. Atish

Unit – III : Non Detailed Study :-

16 Periods

Only first half of any one of the following 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.

Unit – IV : Letter writing :

There shall be Letter Writing / Application Writing

5 Periods

Unit – V : Grammar

15 Periods

1. Ism Ki Quismen
2. Fail Ki Quismen
3. Sabqueour Laahque
4. Mutashaba Alfaz

Books Prescribed:

1. **Prose & poetry:** MEYAR-E-ADAB, compiled by Prof. Suraiya Husain, (To be had from Education Book House, Aligargh, U.P)
2. **Grammar:** Urdu Zaban –o – Quwaid Part – I, By Shafi Ahmed Siddiqui

QUESTION PATTERN AND DISTRIBUTION OF MARKS

M.I.L (URDU)

+ 2, 1st Year Commerce (For College Level Exam)

Full Marks:100

Time: 3hrs

Group-A (Objective Type - Compulsory)

- Q.1 Objective type questions from all units prose, Poetry and non-detailed 1 5 =15 marks
- 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
- Q.2 Grammar
- 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

Group- B (Short Answer Type)

- Q.3 Answer within two/three sentences
- a. Prose- Six questions to be answered out of eight questions 2 x6=12 Marks
- b. Poetry- Five questions to be answered out of six questions 2x5= 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

Group- C (Long Answer Type)

- 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

M.I.L (URDU)
+ 2, 2nd Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit – I : Prose :

20 Periods

- | | |
|----------------------------|---------------------|
| 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 |

Unit – II : (a) Poetry

25 Periods

- | | |
|----------------------|----------------------|
| i. Bazmein Anjum | : Iqbal |
| 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

Unit – III : Non detailed study :

15 Periods

The remaining 2nd half portion of any one of the following books :

- 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)

Unit – IV : (a) Essay :

5 Periods

There shall be one general Essay with three alternatives
(b) Comprehension

Unit – V : Grammar :

15 Periods

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

Book Prescribed :

- 1. Prose & Poetry** : MEYAR-E-ADAB, compiled by Prof. Suraiya Husain.
- 2. Grammar**: Urdu Zaban- O – Qawaid Part-1 - By Shafi Ahmed Siddiqui

QUESTION PATTERN AND DISTRIBUTION OF MARKS
M.I.L (URDU)

+ 2, 2nd Year Commerce (For H.S. Exam - 2015)

F.M-100

Time- 3hrs

Group-A (Objective Type - Compulsory)

- 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 | |
- Q.2 Grammar
- | | |
|--------------------------------------|-----------------|
| 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 |

Group- B (Short Answer Type)

- Q.3 Answer within two/three sentences
- | | |
|---|---------------|
| a. Prose- Six questions to be answered out of eight questions | 2 x6=12 Marks |
| b. Poetry- Five questions to be answered out of six questions | 2x5= 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 |

Group- C (Long Answer Type)

- 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 |

MIL (SANSKRIT)
+2 1st Year Commerce
(Detailed Syllabus)

No. of Periods : Yearly - 80

Unit – I : Prose **20 Periods**

1. मनुमत्स्याख्यानम् (Manumatsyakhyanam)
2. चतुरश्रगालः (Caturasrgalah)
3. शंस्कृते किं नास्ति (Samskrte kim nasty)
4. जाबालः सत्यकामः (Jabalah Satyakamah)

Unit – II : Poetry **20 Periods**

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

Unit – III **12 Periods**

(A) Grammar from the text

1. सन्धि (Sandhi)
2. सन्धिविच्छेद Sandhi Viccheda
3. कारक-विभक्ति Karaka-Vibhakti
4. प्रकृति-प्रत्यय Prakrti Pratyaya

(B) Grammar from outside the text / General

1. स्त्रीप्रत्यय (Stripratyaya)
2. समास (Samasa)
3. एकपदीकरण (Formation of single word from Stripratyaya and Samasa)

Unit – IV : Translation and Comprehension **18 Periods**

- A) Comprehension – Sanskrit passage for the comprehension (Passages) of संस्कृतप्रभा, Part-I
- B) Translation of unseen Sanskrit sentences into Odia / English

Unit – V **10 Periods**

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

Books Recommended :

1. For prose and poetry :

Samskrta Prabha, Part-I – संस्कृतप्रभा – (प्रथमो भागः)

Published by Odisha State Bureau of Textbook Preparation and Production.

2. For Grammar :

Vyakarana-darpanah – व्याकरण दर्पणः

Published by Odisha State Bureau of Textbook Preparation and Production.

QUESTION PATTERN AND MARK DISTRIBUTION

M.I.L. (SANSKRIT)

+ 2, 1st Year Commerce (For College Level Exam)

Full Marks – 100

Time:3 Hrs

GROUP –A (Objective Type – Compulsory)

Q.1. Multiple Choices :

1 × 15 = 15 Marks

<i>Mark-Division</i>	: Prose	1×3 = 3
	: Poetry	1×2 = 2
	: Sandhi	1×3 = 3
	: Sandhiviccheda	1×3 = 3
	: Karaka - vibhakti	1×4 = 4

Q.2. One word Answer / Correction / Fill up the Blanks :

1×15 =15 Marks

<i>Mark Division</i>	: Prose	1×2 =2
	: Poetry	1×3 =3
	: Prakruti-pratyaya	1×3 =3
	: Samasa	1×3 =3
	: Ekapadikarana	1×4 = 4
	(from Stripratya and Samasa)	

GROUP -B (Short Answer Type)

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

2×11 = 22 Marks

<i>Mark Division</i>	: (a) Comprehension- 2×6 = 12
	(6 out of 07Qs.) (passages from 1to 8 of Samskrtaprabha)
	(b) Translation Sanskrit Sentences into Odia / English
	(5 out of 07Qs.) - (2×5 = 10)

Q.4. Short Type Answer (within 06 sentences / 25words) :

3×6 = 18 Marks

<i>Mark Division</i>	: (a) Prose - 3×3 = 09 (3 out of 04 Qs.)
	(b) Poetry - 3×3 = 09 (3 out of 04 Qs.)

GROUP – C (Long Answer Type)

Q.5. 04 Long Questions out of 06 Qs, (within 08 sentences / 40 words)

7 ½ × 4 = 30 Marks

- Letter /Application writing.
- Long Question (PROSE)
- Long Question (POETRY)
- Explanation (PROSE/ POETRY)
- Translation into Odia/English from Prose/Poetry
- Precise Writing (OF UNSEEN PASSAGE)

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

MIL (SANSKRIT)
+2 2nd Year Commerce
(Detailed Syllabus)

No. of Periods : Yearly - 80

Unit – I : Prose

20 Periods

1. कपोतलुब्धककथा (Kapotalubdhakakatha)
2. सुश्रुतस्य यन्त्रकर्मशास्त्रकर्माणि (Susrutasya Yantrakarma Sastrakarmani)
3. गुणिगुणाहीनविवेकः (Gunigunahinavivekah)
4. रामतपोवनाभिगमनम् (Ramatapovanabhigamanam)

Unit – II : Poetry

20 Periods

1. दशावतारस्तुतीः (Dasavatarastutih)
2. गीतासौरभम् (Gitasaurabhavam)
3. रघुवंशम् (Raghuvansam)

Unit – III

12 Periods

(A) Grammar from the text

1. कारक-विभक्ति Karaka – Vibhakti
2. सन्ध Sandhi
3. सन्धिविच्छेद Sandhi Viccheda

(B) Grammar from outside the text / General

1. शब्दरूप – Sabdarupa – (नर, फल, लता, मुनि, वारि, नदी, पितृ, मातृ, गच्छत्, मनस्, आत्मन्, तद्, किम्, इदम्, अस्मद्, युष्मद्, द्वि, त्रि, चतुर)
2. धातुरूप – Dhaturupa – (भू, गम्, पठ्, कृ, अस्, लभ्, पूज्)
3. समास – (Samasa)
4. स्त्रीप्रत्यय – (Stripratyaya)

Unit – IV : Translation and Comprehension

18 Periods

- A) **Comprehension** – Sanskrit passage for the comprehension (Passages) of संस्कृतप्रभा, Part-II
- B) Translation of Odia / English sentences into Sanskrit.

Unit – V

10 Periods

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

Books Recommended :

1. **For prose and poetry :**

Sanskrita Prabha, Part-II – संस्कृतप्रभा – द्वितीयो भागः

Published by Odisha State Bureau of Textbook Preparation and Production.

3. **For Grammar :**

Vyakarana-darpanah – व्याकरणदर्पणः

Published by Odisha State Bureau of Textbook Preparation and Production.

QUESTION PATTERN AND MARK DISTRIBUTION

M.I.L. (SANSKRIT)

+ 2, 2nd Year Commerce (For H.S. Exam 2015)

Full Marks – 100

Time:03 Hrs

GROUP –A (Objective Type – Compulsory)

Q.1. Multiple Choices :

1 × 15 = 15 Marks

<i>Mark-Division</i>	: Prose	1×3 = 3
	: Poetry	1×2 = 2
	: Samasa	1×4 = 4
	: Sabdarupa	1×3 = 3
	: Dhaturupa	1×3 = 3

Q.2. One word Answer / Correction / Fill up the Blanks :

1x15 =15 Marks

<i>Mark Division</i>	: Prose	1×2 =2
	: Poetry	1×3 =3
	: Sandhi	1×2 =2
	: Sandhivichheda	1×2 =2
	: Karaka Vibhakti	1×3 = 3
	: Stripratya	1×3 = 3

GROUP -B (Short Answer Type)

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

2×11 = 22 Marks

Mark Division : (a) Comprehension- 2×6 = 12
(6 out of 07Qs.) (passages from 1to 8 of Samskrtaprabha)
(b) Translation Sanskrit Sentences into Odia / English
(5 out of 07Qs.) - (2×5 = 10)

Q.4. Short Type Answer (within 06 sentences / 25words) :

3×6 = 18 Marks

Mark Division : (a) Prose - 3x3 = 09 (3 out of 04 Qs.)
(b) Poetry - 3x3 = 09 (3 out of 04 Qs.)

GROUP – C (Long Answer Type)

Q.5. 04 Long Questions out of 06 Qs, (within 08 sentences / 40 words)

7 ½ × 4 = 30 Marks

- g) Letter /Application writing.
- h) Long Question (PROSE)
- i) Long Question (POETRY)
- j) Explanation (PROSE/ POETRY)
- k) Translation into Odia/English from Prose/Poetry
- l) Precise Writing (OF UNSEEN PASSAGE)

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

ALTERNATIVE ENGLISH
+ 2, 1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit – I : Prose

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

Unit – II : Poetry

- 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)

Unit – III : Short Stories

- i. The Rainbow-Bird (Vance Palmer)
- ii. The Eyes Have it (Ruskin Bond)
- iii. The little Wife (William March)

Unit – IV : One-Act Plays

- i. Mother's Day (J.B. Priestley)
- ii. The Unexpected (Ella Adkins)

Unit – V : Grammar & Usage

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

Books Prescribed :

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

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

- (b) Reference Books for Grammar and Usage :

- (i) A University Grammar of English (Quirk, Greenbaum et al)
- (ii) English Grammar Practice (Bijoy Kumar Bal)

QUESTION PATTERN AND DISTRIBUTION OF MARKS

ALTERNATIVE ENGLISH

+ 2, 1st Year Commerce (For College Level Exam)

Full Marks – 100

Time:3 Hrs

1. Reading Comprehension :

- a) A prescribed prose piece or extract
(5 questions - including inferential questions-are to be answered) 10 marks
- b) A prescribed poem/extract (5 questions including inferential questions and those on poetic devices, figures of speech, mood, tone and style etc.) 10 Marks
- c) A prescribed story / one-act play or its extract (5 questions including inferential questions and those on literary devices, tone etc.) 10 Marks
- d) An unseen passage of at least 200 words (5 questions including Inferential ones) 10 Marks

2. Reading related skills.

- a) Guided note making based on the passage 1 (d) 5 Marks
- b) Cohesive devices 10Marks

3. Writing skills.

- a) Summarising an unknown passage as given in 1 (d) with caption 10 Marks
- b) Reconstruct a story from a given set of questions/fillers/outlines or completion of a story.10Marks
- c) Essay writing (including brainstorming, organizing, outlining, writing first draft and revising)10 Marks

4. Grammar and usage (in context) (3 questions on the prescribed grammar units) 15 Marks

ALTERNATIVE ENGLISH
+ 2, 2nd Year Commerce
(Detailed Syllabus)

No. of periods: yearly-80

Unit – I : Prose

- i. The Wonder World of Science
- ii. Our Environment
- iii. The World of Business
- iv. The Changing World

Unit – II : Poetry

- i. Indian Children Speak (Juanita Bell)
- ii. The Goat Paths (James Stephen)
- iii. Of a Questionable Conviction (Jayanta Mahapatra)
- iv. Mirror (Sylvia Plath)
- v. Toads (Philip Larkin).

Unit – III : Short Stories

- i. The Happy Man (W.S.Maugham)
- ii. The Tree (Manoj Das)
- iii. The Watch Man (R.K.Narayan)

Unit – IV : One Act Plays

- i. The Hour of Truth (Percival Wilde)

Unit : V : 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

Books Prescribed :

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

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

- (d) Reference Books for Grammar and Usage :

- (i) A University Grammar of English (Quirk, Greenbaum et al)
- (ii) English Grammar Practice (Bijoy Kumar Bal)

QUESTION PATTERN AND DISTRIBUTION OF MARKS

ALTERNATIVE ENGLISH
+ 2, 2nd Year Commerce (For H.S. Exam - 2015)

Full Marks – 100

Time:03 Hrs

1. Reading Comprehension.

- a) A prescribed prose piece or extract (5 questions including inferential questions are to be answered). 10Marks
- b) A prescribed poem / extract (5 questions including inferential questions and those on poetic devices, figures of speech, mode, tone and style etc.) 10Marks
- c) A prescribed story / one-act play or its extract (5 questions including Inferential questions and those on literary devices, tone etc.) 10Marks
- d) An unseen passage of at least 200 words (5 questions including inferential ones) 10Marks

2. Reading related skills.

Unguided note making (based on the passage given in 1 (d)). 10Marks

3. Writing skills.

- a) Designing and writing a brochure / pamphlet 10Marks
- b) Writing dialogues of a face-to-face / telephonic conversation. 10Marks
- 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. 10 Marks
- d) Adding a suitable beginning/ending/title to a given poem/story. 5Marks

4. Grammar and usage (in context)

(3 questions on the prescribed grammar units including modified close tests). 15 Marks

Environmental Education

(Theory)

+2, 1st Year Commerce
(Detailed Syllabus)

No. of periods: Yearly-30

UNIT - I

8 Periods

(i) **Man and Environment : Environment : Components: -**

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 resources - Conventional and non - conventional energy.

UNIT - II

6 Periods

Environmental Pollution :

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

5 Periods

(a) **Environmental Management :**

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.

PROJECT WORK

Each student 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 anyone of them. A group of teachers will be assigned to guide them. The project shall be evaluated in the respective colleges.

- (a) 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 of 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 selected to study the changes that have taken place in a given 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.
- (b) 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.
- (c) 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.

- (d) 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.
- (e) 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.
- (a) 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 locality or village. The components for analysis may include: types of crops, land area under cultivation, mechanisation, use of electricity, mode of irrigation and agrochemicals, agro-waste and their disposal, types of animal breed and their feed, types of shelter and healthcare, 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.
- (b) 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.
- (c) 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.
- (d) To prepare a status report on the prevalence of child labour in a given area through sample 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 works 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.
- (e) 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 *Published by* Odisha State Bureau of Textbook Preparation & Production, Bhubaneswar.

YOGA (THEORY)

+ 2, 1st Year Commerce

(Detailed Syllabus)

No. of periods: Yearly-30

Unit – I : CONCEPT YOGA

6 Periods

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

Unit – II : BASIC PRINCIPLES OF YOGA PRACTICE

6 Periods

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

Unit - III : BRANCHES OF YOGA

6 Periods

Karma Yoga, Bhakti Yoga, Raja Yoga, Jnana Yoga, Yoga in Srimad Bhagavat Gita

Unit – IV : CONCEPT OF ASTHANGA YOGA

6 Periods

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

Unit – V : YOGA AND PERSONALITY DEVELOPMENT

6 Periods

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.

Books Prescribed : An Introduction to Yoga, Joga Parichaya
Published by Odisha State Bureau of Textbook Preparation and Production

YOGA (Practical)

+ 2, 2nd Year Commerce

(Detailed Syllabus)

Unit – I : ASANA

2 Periods

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 pranamasana, 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 : RELAXATION :

2 Periods

Savasana, yoganidra

Unit – III : PRANAYAMA :

2 Periods

Preliminary practices: abdominal, thoracic, clavicular and full yogic breathing kapalabhati, nadisodhana, bhrumari seetali/seetkari

Unit - IV : MEDITATION :

2 Periods

Antarmouna - sensorial awareness : (sound, touch, vision, smell, taste), breath awareness, awareness of the spontaneous thought process.

Unit-V : KRIYA

2 Periods

Trataka (internal and external)

Books Prescribed : An Introduction to Yoga, Joga Parichaya
Published by Odisha State Bureau of Textbook Preparation and Production

BASIC COMPUTER EDUCATION (THEORY)

**+ 2, 1st Year Commerce
(Detailed Syllabus)**

No. of Periods: Yearly-30

UNIT- I : Computer Fundamentals :

8 Periods

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

UNIT-II : Operating System:

15 Periods

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, Bulleted, 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.

UNIT-III : INTERNET AND COMPUTER SECURITY:

7 Periods

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

APPLICATIONS: in Education, Medical Science, Business, Entertainment, Social services and Research etc.

BASIC COMPUTER EDUCATION PRACTICALS

**+ 2, 2nd Year Commerce
(Detailed Syllabus)**

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

ACCOUNTANCY
+2,1st Year Commerce
(Detailed Syllabus)

No. of periods:yearly-80

Unit – I : Introduction to Accounting : (20 periods)

- (a) Meaning and Definition of Book keeping and Accounting, Objectives, Advantages and Limitations of Accounting. Types of Accounting information, users of Accounting information and Branches of Accounting.
- (b) Basic Accounting Terms: Business Transaction, Capital, Drawing, Liability, Assets, Revenue, Expenditure, Expenses, Income, Losses, Gains, Purchases, Sales, Stock, Debtors, Receivables, Creditor, Payables, Discount, Vouchers.
- (c) Accounting Principles: Meaning, Accounting concepts and conventions.
- (d) Events and Business transactions, cash and credit transactions.
- (e) Double Entry system – Features, Merits and Demerits. Rules of Debit and Credit.
- (f) Accounting Equation: Meaning and Analysis of Transactions using Accounting Equations.

Unit – II : Recording of Transactions : (20 periods)

- (a) Journal : Meaning, Nature, Features and format, Steps for Journalizing, Simple and Compound Journal Entries.
- (b) Subsidiary Books-Meaning, Advantages, Format and Recording therein.
 - (i) Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bills Receivable Book and Bills Payable Book, Journal Proper (with Opening and Closing Entries).
 - (ii) Cash Book-single, Double and Triple Column Cash Book. Petty Cash Book.
- (c) Ledger: Meaning, Format, Posting from Journal and Subsidiary Books. Balancing of accounts.
- (d) Bank Reconciliation Statement: Meaning, Need and Preparation.

Unit – III : Bills of Exchange, Trial Balance and Rectification of Errors : (20 periods)

- (a) Bills of Exchange and Promissory Note :
 - (i) Definition, Features, Parties, Specimen and Distinctions.
 - (ii) Important Terms : Term of Bill and Days of Grace, Date of Maturity, Bills at Sight, Bills Sent for Collection, Negotiation, Endorsement, Discounting of Bill, Dishonor of Bill, Noting of Bill, Renewal and Retirement of a Bill, Trade Bill & Accommodation, Meaning & Accounting Treatment.
- (b) Trial Balance: Meaning, Objectives and Preparation.
- (c) Rectification of Errors :
 - (i) Meaning of Error: Types of Errors, Errors affecting Trial Balance and Errors not affecting Trial Balance.
 - (iii) Detection of Error: Rectification of Error and Its effect on Profit and Loss account, Suspense account.

Unit – IV : Consignment and Joint Venture : (20 periods)

- (b) Consignment – Meaning and Important Terms used, Account Sales, Accounting Records, Valuation of Stock, Loss of Stock and Calculation of Commission including Del Credere Commission. Recording Transaction in the Books of the Consignor and Consignee. Preparation of Consignment Stock Account.
- (c) Joint Venture: Meaning, Distinction between Joint Venture and Partnership. Accounting Record –
 - (i) When separate set of books are maintained, (ii) When one venturer keeps account (iii) When all Venturers keep accounts.
- (d) Computers in Accounting (AIS) Accounting Information, Applications of Computer in Accounting System, Manual & Computerized Accounting.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) ACCOUNTANCY, PART-I

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

**QUESTION PATTERN AND DISTRIBUTION OF MARKS
ACCOUNTANCY**

+2 1st year Commerce (For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. to Out of six Questions from all units, one has to 7.5 marks each x 4 = 30 marks

Q.10 answer 4 questions.

BUSINESS STUDIES & MANAGEMENT

+2, 1st Year Commerce
(Detailed Syllabus)

No. of periods;Yearly-80

Unit - I : Introduction, Sole Proprietorship, Partnership : (20 periods)

- (a) Nature and Purpose of Business- Meaning, Characteristics, Objectives, Requisites of successful business. Classification of business activities – Industry, Commerce, Trade and Aids to trade.
- (b) Sole Proprietorship- Meaning, Characteristics, Advantages, Disadvantages and suitability, Partnership– Definition, Characteristics, Advantages and Disadvantages, Kinds of Partner and partnership, Rights, Duties and Liabilities of partner, Partnership Deed and its contents, Registration and Dissolution of Partnership.

Unit-II : Company, Co-operative Society, Public Enterprises : (20 periods)

- a) Joint Stock Company- Definition, Characteristics, Types, Merits and Demerits, Distinction between a public and private company. Formation of Joint Stock Company- Promotion, Incorporation and Commencement of business, Documents for Incorporation, Memorandum of Association, Articles of Association and their contents and purposes, Prospectus and its contents, Share capital of company – Share – Meaning and kinds, Debenture- Meaning and Types, Distinction between Share and Debenture.
- b) Co-operative Society, Meaning, Characteristics, Advantages, Disadvantages.
- c) Public Enterprises – Meaning, Features, Objectives, Advantages and Disadvantages, Forms of Public Enterprises – Departmental Management, Public Corporation and Government Company, Public, Private Partnership(PPP) meaning and features.

Unit-III : Internal Trade : (20 periods)

Wholesalers - Meaning, Characteristics, Functions & Types. Retailer – Meaning, Characteristics and Functions. Types of Retailers, itinerant retailer, Small Independent Retailers. Large Scale Retail Organizations – Departmental Stores, Multiple Shops, Mail order business, Super Market, Net Work Marketing, E-Marketing, Service of Retailers to Wholesalers and consumers, Distinction between wholesaler and retailer.

International Trade : Meaning, Nature, Importance & Limitations of International Trade Distinction between Internal and International Trade. Export procedure - Enquiry, Receipt of order, clearance for export. Foreign exchanges formalities, Exchange rate, Shipping order invoice, Shipment of goods and Securing payment. Import Procedure- Permission to import, Indent, Letter of Credit, Custom formalities, Clearing goods, Making payment and Closing Transactions.

Unit-IV : Business Services : (20 periods)

- (a) Insurance : Meaning, Essential Features & Importance of Life, Marine, Fire, Motor, Burglary, Fidelity and Credit Insurance.
- (b) Banking : Meaning, Definition and Characteristics of a Bank, Concept & Functions of a Commercial Bank. Types of Bank Account, Savings, Fixed & Recurring, On–line Banking, Services of Bank- Bank Draft, Traveller’s Cheque, Locker facility, Credit Card, Merchant Banking and ATM facility.
- (c) Ware housing : Meaning & Functions.
- (d) Transportation : Importance of Railway, Air & Water.

BOOK PRESCRIBED :

Bureau’s Higher Secondary (+2) BUSINESS STUDIES & MANAGEMENT, PART-I
Published by Odisha State Bureau of Textbook Preparation and Production, Bhubaneswar.

QUESTION PATTERN AND DISTRIBUTION OF MARKS

BUSINESS STUDIES & MANAGEMENT

+2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

- Q5. to Q.10** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
4 questions.

BUSINESS MATHEMATICS AND STATISTICS

+2, 1st Year Commerce (Detailed Syllabus)

No. of periods:Yearly-80

Unit-I : Business Arithmetic : (20 periods)

Profit and Loss, Partnership, Logarithm, Simple and Compound interest.

Unit-II : Functions and Differentiation: (20 periods)

- (a) Functions: Meaning and relations of functions, Types and classifications of functions excluding trigonometric functions.
- (b) Differentiation: Limits & Continuity, Definition, methods of finding limits, differentiation, Derivative of functions.

Unit-III : Conceptual Framework of Statistics: Collection and Presentation of Data : (20 periods)

Introduction, Meaning, Definition, Origin & growth of statistics characteristics, scope & functions of Statistics, Relationship with other sciences.

Types of Data, Primary Data, Secondary Data, Method of Collection of Primary data, Classification, Meaning, Definition, Objectives, Types of Classification, Tabulation, Meaning, Definition, Types of tabulation.

Unit-IV : Measures of Central Tendency: (20 periods)

Meaning, Objectives, Types of average, Arithmetic Mean, Weighted Arithmetic Mean, Median, Comparison of Mean and Median, Quartiles, Deciles, Percentiles, Relationship of Mean, Median and Mode, Geometric Mean and Harmonic Mean.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) BUSINESS MATHMATICS AND STATISTICS, PART-I Published by Odisha State Bureau of Textbook Preparation and Production, Bhubaneswar.

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QUESTION PATTERN AND DISTRIBUTION OF MARKS BUSINESS MATHEMATICS AND STATISTICS +2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
- Q.2** One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
- Q4.** Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

- Q5.** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.
- Q.10**

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COMMERCIAL BANKING

+2 ,1st Year commerce

(Detailed Syllabus)

No. of periods:Yearly-80

Unit-I : Banks : (20 priods)

Meaning, Types of Banks – Foreign Banks, Industrial Banks, EXIM Banks, Co-operative Banks, Commercial Banks- their functions (excepting of Commercial Banks) , Commercial Banks and their classification – Scheduled, Non-scheduled, Nationalized, Non-nationalized & RRB's.

Unit-II : Functioning of Commercial Banks : (20 periods)

Acceptance of Deposits and Granting of Loans, Various kinds of Deposits, Agency Services and General Utility Services.

Sources of Funds and Sound Principles of Investment.

Credit Creation – Mechanism and Limitations, Clearing House System.

Unit-III : RBI and NABARD : (20 periods)

RBI-Organizational Structure and Functions – Issue of Notes, Controller of Credit, Banker's to the Govt., Lender of the last resort, NABARD – Origin, Organizational Structure and Functions.

Unit-IV : Negotiable Instrument and E-Banking : (20 periods)

Negotiable Instruments : Meaning and Characteristics of Negotiable Instruments – Promissory Notes, Bills of Exchange, Cheques, Holder and Holder in due Course, Crossing of Cheques, Endorsement, Collection and Payment of Cheques and Bills. Banker's responsibility for collection and payment.

Operation of Bank Accounts – Types of Accounts – Savings, Current, Fixed and Recurring, Procedure of Opening of Accounts, Forms used, Closure of Accounts, Introductory idea regarding ATM and E-Banking.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) COMMERCIAL BANKING

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

QUESTION PATTERN AND DISTRIBUTION OF MARKS

COMMERCIAL BANKING

+2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

FUNDAMENTALS OF ENTREPRENEURSHIP
+2,1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit – I :Entrepreneur : (20 periods)

Meaning and Concept, the charms of being an entrepreneur, Essential qualities of an entrepreneur, Factors affecting, Entrepreneurial Growth : Economic factors, Non-economic factors and Government Policy, Types of entrepreneurs- large, small.

Unit – II :Selection of Enterprise : (20 periods)

- (a) Types of Enterprises : Micro, Small, Medium and Large enterprise – meaning and characteristics, benefits and problems of Micro and small enterprises.
- (b) Entrepreneurial opportunities and selection of enterprise : Identification of entrepreneurial opportunities, selection of an enterprise, steps in setting up an enterprise.

Unit – III :Institutional Support of Entrepreneurs : (20 periods)

Need for Institutional Support, Areas of Support from the following specialized institutions : SIDBI, SIDO, SISI, NSIC, SFCS, IPICOL, IDCO, DIC & SIC.

Unit – IV: Developing Entrepreneurial Competencies : (20 periods)

Meaning of entrepreneurial competency, Need for developing Competencies. Entrepreneurship Development Programme : Needs and objectives, major institutions conducting EDP Programmes.

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QUESTION PATTERN AND DISTRIBUTION OF MARKS

FUNDAMENTALS OF ENTREPRENEURSHIP

+2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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SALESMANSHIP
+2, 1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit-I : Introduction : (20 periods)

Salesmanship- Definition, Meaning, Nature, Art or Science or Profession. Importance and Scope of Salesmanship.
Salesmen – Types of salesmen, Sales Personality, Qualities of Good Salesman- Physical, mental, social and character traits, Improving sales personality.

Unit-II : Knowledge of Product, Customers and Selling process : (20 periods)

Knowledge of Product- Importance, Selling points, Sources of product knowledge. Buying Motive- Meaning and Classification, Distinction between buying motives and selling points.

Types of customers and how to deal with them.

Selling Process : Prospecting, Pre-approach, Approach, Presentation and Demonstration, Overcoming objections, Closing the Sale.

Unit-III : Recruitment, Training and Remuneration of Salesmen : (20 periods)

Recruitment, Importance of Sound recruitment, Sources of Recruitment, Selection procedure.

Training need, Limitations, Methods, Requisite for effective training. Remuneration factors affecting remuneration, plan, Methods of remuneration.

Unit-IV : Motivation and Sales Promotion : (20 periods)

Controlling and Motivating Salesmen, Significance of Control, Tools for Control (Personal Contacts, Correspondence, Reports, Sales Contest, Sales Conferences), Need for Motivation, Evaluation of Salesman's work.

Sales Promotion – Objective and measures.

Advertising- Meaning, Functions Criticisms, Types of advertising, Media of advertising and Advertising agencies.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) SALESMANSHIP

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

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QUESTION PATTERN AND DISTRIBUTION OF MARKS
SALESMANSHIP

+2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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FUNDAMENTALS OF COMPANY ACCOUNTS

+2 ,1st Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit-I : Company and Share Capital : (20 periods)

Joint stock company (Meaning, definition, features and types).

Meaning and definition of share capital and shares, Types of Share capital, Classification of Shares.

Issue of Shares : Terms of Issue, Journal entries – Calls-in-Arrear, Calls in Advance, Over subscription, Pro-rata allotment, Under subscription, Issue of shares at a premium and at a discount, Issue of shares for consideration other than cash.

Unit-II : Forfeiture and Reissue of Shares : (20 periods)

Forfeiture & Reissue of Forfeited shares, Rights issue, Calculation of pre-emptive right, Issue of Bonus shares.

Unit-III : Redemption of Preference shares : (20 periods)

Legal restrictions, Utilization of revenue profits and proceeds of fresh Issue for redemption, Determination of minimum issue, Accounting treatment.

Unit-IV : Issue and Redemption of Debentures : (20 periods)

Meaning & Definition, Kinds of debentures, Difference between shares and debentures, Accounting treatment for issue of debentures, Methods of redemption, Accounting treatment for redemption of debentures.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) FUNDAMENTALS OF COMPANY ACCOUNTS

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

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QUESTION PATTERN AND DISTRIBUTION OF MARKS

FUNDAMENTALS OF COMPANY ACCOUNTS

+2 1st year Commerce(For college level Examination)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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COMMERCIAL GEOGRAPHY

+2, 1st Year Commerce

(Detailed Syllabus)

No. of periods: Yearly-80

Unit-I : Introduction of Commercial Geography and Natural Regions : (20 periods)

Commercial Geography – Meaning, Scope and Importance. Man and his environment – Physical and Cultural Factors. Natural Regions – Definition, Importance, Climatic Conditions, Various natural regions of world with special reference to India.

Unit-II : Soil and Agricultural Products : (20 periods)

- (a) Soil : Classification and importance, Types of soil and their location in India. Soil erosion and its control.
- (b) Agricultural Products – Rice, Wheat, Jute, Tea, Cotton and Sugar Cane - Conditions of growth, Area and quantum of production.

Unit-III : Forest and Mineral Resources : (20 periods)

- (a) Forest Resources : Classification and importance. Location of different kinds of forests in India.
- (b) Mineral Resources of India – Iron ore, Coal, Bauxite, Manganese, Copper and Mica (Location and trade)

Unit-IV : Power Resources and Industries : (20 periods)

- (a) Power Resources : Hydro power, Thermal power, Petroleum, Atomic power- their importance, location and production.
Manufacturing Industries : Cotton Textile, Iron & Steel, Cement, Sugar and Paper Mills.
- (b) Transport and Communication :
Transport : Meaning, importance and modes of transport, Roadways, Railways, Waterways and Airways of India.
Ports and Harbours : Meaning, importance, types and Hinterlands, major ports of India – their hinterlands and traded items.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) COMMERCIAL GEOGRAPHY

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

QUESTION PATTERN AND DISTRIBUTION OF MARKS

COMMERCIAL GEOGRAPHY

+2 1st year Commerce (For college level Examination)

Full Marks – 100

Time: 3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 = 15 marks
- Q.2** One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15 = 15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 = 22 marks
(out of 14 bits, one has to answer 11 bits)
- Q.4.** Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C (Long Answer type)

- Q.5.** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.
- Q.10**

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COMPUTER APPLICATION(THEORY)

+2, 1st Year Commerce

(Detailed Syllabus)

No. of periods:Yearly-80

Unit : I (20 periods)

Introduction to computer: What is computer ? Characteristics of computer, History of computer,

Generation of computer : Classification of computer, Block diagram of a digital computer, Define computer as a system. Merits and limitations of a computer system.

Parts of computer: Hardware and software, Input and Output devices, Pointing devices.

Software: Meaning, Definition, Characteristics and types of software (System software, Application software, Utility software and custom software).

Unit : II (20 periods)

Language: Low level (Machine language and Assembly language) and high level language, Compiler, Interpreter, Assembler.

Memory: Definition, Types of computer memory (Primary and secondary) RAM, ROM, PROM, FEPROM, EF.ROM, Flash memory.

Storage media: Magnetic tapes, magnetic disks, Floppy disks, Hard disks, Optical disks, Pen drive.

Unit : III (20 periods)

Operating system: Definition, Different views of operating system, Types of Operating system, Operating system services, Components / Functions of operating system.

Number system: Binary, Decimal, Octal and Hexadecimal number system, Binary arithmetic (Addition, Subtraction, Multiplication and Division).

Introduction to Algorithm and Flow-Chart, Properties of a good flow-chart.

Unit: IV (20 periods)

DOS Operating system: Introduction, Components of DOS, Internal and External commands. \

WINDOWS Operating System : Introduction, DOS Vs WINDOWS, Components, Booting, Creating folder. Renaming, (changing the properties of a file/folder, arranging multiple windows, Windows Explorer, Recycle Bin, My computer.

Word processing: Introduction, creating of files, setting and typing text, page formatting, Border and Bullets, printing report, Mail merge, saving block operation, file operation and print a file. Software package-MS Word, Text Editor (Note pad, Word pad).

QUESTION PATTERN & DISTRIBUTION OF MARKS COMPUTER APPLICATION(THEORY) +2 1st year Commerce(For college level Examination)

Full mark:70

Time: 3 hrs

Group – A(Objective Type - Compulsory)

- Q.1.** Multiple Choice (10 bits from all units) 1 mark each × 10 = 10 marks
- Q.2.** One word answer / Very Short Answer/
Correct the Sentence / Fill in the blanks. 1 mark each × 10 = 10 marks

Group – B (Short Answer Type)

- Q.3..** Answer within two - three sentences
(out of 12 bits, one has to answer 10 bits) 2 marks each × 10 = 20 marks
- Q.4.** Answer within six sentences
(Out of five bits, one has to answer three bits) 3 marks each × 3 = 9 marks

Group C (Long Answer Type)

- Q5. to Q7** Out of six Questions from all units
one has to answer three question unit wise 7 marks each x 3 = 21 marks

COMPUTER APPLICATION(PRACTICAL)
+2, 1st Year Commerce
(Detailed Syllabus)

1. Use of DOS commands (Internal and External)
2. Working with Windows.
3. Working with MS-OFFICE

QUESTION PATTERN AND DISTRIBUTION OF MARKS
(PRACTICAL)

- 1.Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)
- 2.Viva voce: 5 marks
- 3.Record:5marks

Group A questions will cover serial 1 & 2 as above and Group -B questions will cover serial no-3. Student' are to perform the practical one from GROUP -A and one from Group - -B as per the question given in the Examination.

Books recommended:

1. Fundamentals of Computer By P.K.Sinha and Preeti Sinha, BPB Publication.
2. Bureau's Higher Secondary (+2) Computer Applications Part-I Published by Orissa State Bureau of Text book Preparation and Production, Bhubaneswar.
3. Basic Computer education Byu, A.K. Mishra & S.K. Pattnaik, Kalyani Publication.

INFORMATION TECHNOLOGY

(Theory)

+2, 1st Year Commerce

(Detailed Syllabus)

No. of periods:Yearly:80

UNIT- I (28 Periods)

a. Overview of Information Technology:

Introduction of I.T, Data & its different forms, Distinction between data and information, Data Processing System, Use of I.T in business, education, Medicine, Entertainment, Office Automation, Research & Development, Concept of hardware and Software.

b. COMPUTER:

Characteristics of digital computer, evolution of computer, classification of computer, use of binary number system in computer (idea of bit, word , nibble & byte), Components of a computer, CPU & its working, Main Memory, static & dynamic RAM , Cache, ROM, Secondary Memory (hard disk, floppy, optical disk), Input-Output devices (keyboard, monitor, mouse, OCR, MICR, Barcode Reader, Scanner, Joystick), Printer (DMP, Ink-jet, Laser Printer), Plotter, Use of Smart Card.

c. COMUNICATION:

Basic elements of communication system, Data Transmission Modes ,Simplex, Half-Duplex & Full Duplex, Transmission Media, Twisted pair cable, Coaxial cable, Optical Fiber, Radio Link , Microwave Link & Satellite Link, Network Topology, Network Types , LAN, MAN & WAN 56kbps Modem, Cable Modem & DSL Modern, Client Server Concept.

UNIT-II (24 Periods)

a. SOFTWARE :

System Software & Application Software, Operating System, Types Of Operating System & Its Uses.

Programming Languages (Machine Level, Assemble Level, & High Level Languages), Assembler, Compiler and Interpreter.

Programming Tools: Use of Flowchart & Algorithm in Programming Development, Steps in Program Development.

b. Multimedia:

Introduction to Multimedia, Multimedia Components , Text, Graphics, Animation, Audio, Video, Multimedia Applications.

UNIT – III (28 Periods)

a. **Programming in C:**

Data Types, Variables & Constants, Operators & Expressions, Input & Output Control Function, Control Statements -----IF, IF-----ELSE, Nested IF----ELSE Statements, Switch Statements, Conditional Operator & GOTO Statements, Decision Making & Looping ---- For-----Next Statement, BREAK & CONTINUE Statements, Arrays---One Dimensional &Multidimensional Arrays, Handling of Character Strings.

Books Prescribed: Bureau's Higher Secondary (+2) Information Technology, Part-I, Published by Odisha State Bureau of Text Book Preparation & Production, Bhubaneswar

QUESTION PATTERN & DISTRIBUTION OF MARKS
INFORMATION TECHNOLOGY
(THEORY)

+2 1st year Commerce(For college level Examination)

Full mark:70

Time: 3 hrs

Group – A(Objective Type - Compulsory)

- Q.1.** Multiple Choice (10 bits from all units) 1 mark each × 10 = 10 marks
- Q.2.** One word answer / Very Short Answer/
Correct the Sentence / Fill in the blanks. 1 mark each × 10 = 10 marks

Group – B (Short Answer Type)

- Q.3..** Answer within two - three sentences 2 marks each × 10 = 20 marks
(out of 12 bits, one has to answer 10 bits)
- Q.4.** Answer within six sentences 3 marks each × 3 = 9 marks
(Out of five bits, one has to answer three bits)

Group C (Long Answer Type)

- Q5. to Q7** Out of six Questions from all units
one has to answer three question unit wise 7 marks each x 3 = 21 marks

INFORMATION TECHNOLOGY(PRACTICAL)

(Detailed syllabus)

1. Use of DOS command (Internal and External)
2. Working with windows
3. Use of MS OFFICE
4. Development of C-programming as per Unit-III

ACCOUNTANCY

+2, 2nd Year Commerce

(Detailed Syllabus)

No. of periods:yearly-80

Unit-I : Final Account : (20 periods)

- (a) Preparation of Manufacturing A/c, Trading & Profit & Loss A/c, Balance sheet.
- (b) Adjustment in preparation of Financial Statement with respect to closing stock, Outstanding Exp., Prepaid Exp., Accrued Income, Income received in Advance, Depreciation, Bad debt, Provision for Discount on Debtors, Manager's commission, Interest on Capital & Drawing.

Unit-II: Financial Statement of Not for Profit Organizations, Depreciations, Provision and Reserve:(20periods)

- (a) Financial Statement of Not for Profit Organization :
 - i) Meaning and features of Not for Profit Organization.
 - ii) Receipt and payment Account & Income & Expenditure A/c.
 - iii) Preparation of Income and Expenditure Account, Balance Sheet from Receipt and Payment Account with additional information.
- (b) Depreciation, Provisions and Reserve :
 - i) Depreciation : Meaning and Need for charging deprecation. Factors affecting depreciation. Methods of calculating depreciation – Straight Line Method and Written Down Value Method.
 - ii) Provision and Reserve : Meaning and Importance. Difference between Provision and Reserve. Types of Reserve : Revenue Reserve, Capital Reserve and Specific Reserve.

Unit-III : Accounting for Partnership : (20 periods)

- (a) Nature of Partnership Firm : Partnership deed.
- (b) Final Accounts of Partnership : Fixed Vrs. Fluctuating Capital, Distribution of Profit among Partners. Change in Profit Sharing Ratio among the existing Partners – Sacrificing Ratio and Gaining Ratio.
- (c) Accounting for Revaluation of assets and Liabilities. Distribution of Reserves and Accumulated Profits.
- (a) Goodwill : Meaning, Nature and Factors affecting Goodwill. Methods of Valuation of Good will, Average Profit and Super Profit Method.
- (b) Admission of a Partner : Effect of Admission of a Partner, Change in Profit Sharing Ratio – Sacrificing Ratio, Accounting treatment of Goodwill, Revaluation of Assets and Liabilities.

Unit-IV : Accounting for Share Capital and Debentures : (20 periods)

- (a) Accounting for Share Capital :
 - (i) Share and Share Capital-Meaning, Nature and Type
 - (ii) Accounting for Share Capital : Issue and Allotment of Share, Issue at Par, Premium and Discount, Calls in Advance, Calls in Arrears, Issue of Shares for consideration other than cash.
 - (iii) Forfeiture of Shares : Accounting treatment.
- (b) Accounting for Debentures :
 - (i) Debenture : Meaning and Type
 - (ii) Issue of Debentures : At Par, Premium or Discount.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) ACCOUNTANCY, PART-II

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

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**QUESTION PATTERN AND DISTRIBUTION OF MARKS
ACCOUNTANCY**

+2,2nd year Commerce(For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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BUSINESS STUDIES AND MANAGEMENT

+2, 2nd Year Commerce

(Detailed Syllabus)

No. of periods:Yearly-80

Unit-I (20 periods)

- (a) Business Environment – Meaning, Importance and Dimensions.
- (b) Management – Meaning, Features & Importance, Difference between Business & Administration, Nature of Management as a Science, Art & Profession; Levels of Management – Top, Middle & Supervisory.

Unit-II (20 periods)

- (a) Scientific Management – Principles & Techniques, Fayol's Principles of Management.
- (b) Management functions- Meaning, Features & Importance of Planning, Organizing, Staffing, Directing and Controlling.
- (c) Human Resources Management – Meaning & Importance, Functions of Personnel dept., Recruitment, Selection & Training of staff.

Unit-III :Business Finance (20 periods)

Meaning , Importance & Sources of finance – owner funds, borrowed fund – Equity, Preference share & retained earnings, Debentures, Public deposits , Trade Credit & Institutional finance.(SFC, IFCI, I.D.B.I, ICICI, SIDBI) their functions.

Financial planning – fixed capital and working capital – meaning, importance.

Unit-IV: Marketing Management (20 periods)

Marketing Concept and objectives. Distinction between marketing and selling.

Marketing functions.

Marketing Mix

- (i) Product- Product Mix, branding, labeling and packaging.
- (ii) Price- Pricing Strategies.
- (iii) Place- Physical distribution
- (iv) Promotion – Sales promotion – Concept and methods.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) Business Studies and Management, Part-II

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

QUESTION PATTERN AND DISTRIBUTION OF MARKS BUSINESS STUDIES AND MANAGEMENT

+2,2nd year Commerce(For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q.5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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BUSINESS MATHEMATICS & STATISTICS

+2, 2nd Year Commerce

(Detailed Syllabus)

No. of periods: Yearly-80

Unit - I : Business Arithmetic: (20 periods)

Discounting of Bills of Exchange, Stock and Share, Annuity

Unit-II : Determinants and Matrices: (20 periods)

Determinants up to third order, Minors and Cofactors, Properties of Determinants, Cramer's Rule. Matrices : Meaning, algebra of matrix including inverse matrix, solving equation with the help of matrices.

Unit-III : Measures of Dispersion, Skewness and Kurtosis : (20 periods)

Introduction, Meaning, Objectives, Characteristics of ideal dispersion, Measures of Range, Inter Quartile Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Standard deviation and Coefficient of variation. Measure of Skewness, Moment and Kurtosis.

Unit-IV : Correlation Analysis : (20 periods)

Introduction, Meaning, Concepts, Definition of Correlation, Uses and Types of Correlation, Correlation Analysis, Properties of Correlation. Methods of Measuring of Simple correlation. Diagrammatic, Graphic, Karl Pearson's Coefficient Methods.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) BUSINESS MATHMATICS AND STATISTICS, PART-II Published by Odisha State Bureau of Textbook Preparation and Production, Bhubaneswar.

QUESTION PATTERN AND DISTRIBUTION OF MARKS

BUSINESS MATHEMATICS & STATISTICS

+2, 2nd year Commerce (For H.S Examination-2015)

Full Marks – 100

Time: 3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 = 15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15 = 15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 = 22 marks
(out of 14 bits, one has to answer 11 bits)

Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C (Long Answer type)

Q.5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

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INSURANCE
+2 2nd Year Commerce
(Detailed Syllabus)

No. of periods: Yearly-80

Unit - I : Insurance – Meaning, Scope and Function : (20 periods)

Introduction to insurance : Meaning, Definition, Functions, Fundamental principles of insurance, Concept of risk, Types of insurance organizations, Departmental organization and corporation – LIC, GIC, ESI and Deposit Insurance. Double Insurance & Re-insurance Corporation.

Unit-II : Life Insurance – Principles and Practices : (20 periods)

Life Insurance : Nature and Fundamental principles of life insurance contract, objectives of life insurance, proposal and procedure of effecting life policy, Types of life Insurance policies – whole Life & Endowment, policy conditions and privileges, annuity contract and types of policies. Premium, Different premium plans : Assessment Plan Natural premium plan and Level premium plan. Nomination and assignment.

Unit-III : Marine Insurance – Principles and practices : (20 periods)

Marine insurance : Essential of marine insurance contract, Meaning, Definition, nature & Subject matters of marine insurance contract, types of marine insurance, fundamental principles of marine insurance, implied conditions and warranties, role of marine insurance, choice of policies, types of Marine losses.

Unit-IV : (20 periods)

(a) Fire Insurance – Principles and Practices :

Fire insurance : Definition, Meaning and Importance, Functions , principles of fire insurance contract, survey of properties, Acceptance of proposal, types of policies. Policy conditions and warranties.

(b) Miscellaneous Insurance :

General idea about motor insurance, Accident insurance, Grammin Accident scheme – Satellite Insurance – Credit Insurance, Fidelity insurance, Burglary insurance, Baggage insurance – combined fire & Burglary insurance, Cash in transit insurance, Crop insurance, Krushak Bima Yojna.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) INSURANCE

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

QUESTION PATTERN AND DISTRIBUTION OF MARKS
INSURANCE

+2, 2nd year Commerce (For H.S Examination-2015)

Full Marks – 100

Time: 3hrs

Group – A (Objective Type – Compulsory)

- | | | |
|------------|---|----------------------------|
| Q.1 | Multiple choice (15 bits from all units) | 1 mark each x 15 =15 marks |
| Q.2 | One word answer / Very short answer/
correct the sentence / fill in the blanks | 1 mark each x 15=15 marks |

Group B (Short Answer Type)

- | | | |
|------------|--|-----------------------------|
| Q.3 | Answer within Two/three sentences
(out of 14 bits, one has to answer 11 bits) | 2 marks each x 11 =22 marks |
| Q4. | Answer within six sentences
(Out of eight bits, one has to answer six bits) | 3 marks each x 6 = 18 marks |

Group C (Long Answer type)

- | | | |
|--------------------|---|-------------------------------|
| Q5. to Q.10 | Out of six Questions from all units, one has to answer 4 questions. | 7.5 marks each x 4 = 30 marks |
|--------------------|---|-------------------------------|

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COST ACCOUNTING

+2 2nd Year Commerce

(Detailed Syllabus)

No. of periods:Yearly-80

Unit-I : Introduction to Cost Accounting : (20 periods)

Introduction : Meaning & Definition – Objectives – Nature and Scope – Advantages and Limitations- Difference between Cost, Accounting and Financial Accounting, Cost Unit, Cost Centre Elements of Cost, Classification of cost, Types of costing, preparation of Cost Sheet.

Unit-II: Material : (20 periods)

Material- Meaning & Definition, Classification, Purchase of Material – Procedure, Storing of Material – Need for storing, stores records – Bin Card, Stores ledger Issue of materials (LIFO, FIFO, Average and Base stock) Control of Material – Meaning – Need for material control – Technique of inventory control – EOQ stock level, ABC Analysis.

Unit-III: Labour : (20 periods)

Labour – Meaning & Definition – Classification – Remuneration – Characteristics of ideal wage system – Time Rate, Piece rate- Incentive plans- Halsey premium, Halsey & Weir, Rowan premium plan, Labour Accounting – Time Keeping, Time Booking- Idle Time- Overtime- Casual Worker- Labour Turnover : Causes, Effects. Remedial Measures.

Unit-IV : Overheads : (20 periods)

Meaning & Definition, Classification, Allocation, Apportionment & Absorption of overhead – Methods of absorption (Machine hour rate & Labour hour rate)

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) COST ACCOUNTING

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

QUESTION PATTERN ANDDISTRIBUTIONOFMARKS

COST ACCOUNTING

+2,2nd year Commerce(For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. to Q.10 Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks

Q.10 4 questions.

BUSINESS ECONOMICS

+2, 2nd Year Commerce

(Detailed Syllabus)

No. of periods: Yearly-80

Unit – I : Introduction to Economics and Consumer Behaviour. (20 periods)

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

Laws of Consumption : Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility.

Demand: Meaning, Determinants, Law of Demand, Shifts in Demand Curve. Price Elasticity of Demand and its Determinants.

Unit – II : Production, Cost, Revenue and Market structure. (20 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 Price Determination under Perfect competition, Market Price and Normal Price.

Unit – III : Distribution (20 periods)

Rent: Ricardian Theory of Rent. Ques - Rent

Wage: Money and Real Wages, Determinants of Real Wage, Causes of wage differences.

Interest: Gross and Net Interest.

Profit: Gross and Net Profit, Constituents of Profit.

Unit-IV : Elementary Macroeconomics (20 periods)

Macroeconomics: Meaning, Difference Between Micro and Macroeconomics,

Keynesian Theory of Income Determination, Aggregate Demand and Aggregate Supply Analysis.

National Income Analysis: Concepts of GNP and NNP at Market Price and at Factor Cost, National Product and Domestic Product, National Income. Personal Income and Disposable Personal Income, Income, Expenditure and Output Methods of Measurement of National Income.

Unit –V : Money, Banking and Public Finance (20 periods)

Money: Meaning and Functions, Money & Near Money.

Banking: Meaning and Functions of Commercial Banks and the Central Bank.

Public Finance: Meaning of Public Finance, Sources of Government Revenue, Direct and Indirect Taxes. Proportional, Progressive and Regressive Taxation.

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).

BOOK PRESCRIBED :

1. Bureau's Higher Secondary (+2) ECO(PART I & II)
Published by Odisha State Bureau of Textbook Preparation and Production, Bhubaneswar.
2. ଅର୍ଥଶାସ୍ତ୍ରର ମୂଳାବଳୀ (ଅଂଶ I & II)
_âKûgK - eûRý _ûVý _êÉK _âYd^ I _âKûg^ iõiÚû, bêaù^

**QUESTION PATTERN AND DISTRIBUTION OF MARKS
BUSINESS ECONOMICS**

+2,2nd year Commerce (For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
Q4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C (Long Answer type)

- Q5. to** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
Q.10 4 questions.

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FUNDAMENTALS OF MANAGEMENT ACCOUNTING

+2 2nd Year Commerce
(Detailed Syllabus)

No. of periods: Yearly-80

Unit-I : Introduction : (20 periods)

Meaning – Objectives- Functions- Nature and Scope- Advantages- Limitations- difference between financial accounting and management accounting, difference between cost accounting and management accounting.

Unit-II : Financial Statement Analysis : (20 periods)

Meaning and Nature of financial statement- Income statement & position statement : Objectives of financial statement, parties interested in financial statement- Advantages and Limitations of financial statement.

Meaning of financial statements Analysis, Classification, Objectives, Limitations, Important techniques of analysis – common size statement, comparative statement and trend analysis. (Simple Problems)

Unit-III : Ratio Analysis : (20 periods)

Meaning, Objectives, Utility, Classification & calculation of different ratios- Liquidity ratios : Current ratio, acid-test ratio, absolute liquid ratio, activity-ratio: stock turnover, debtor turnover, creditor turnover, working capital turnover ratio, profitability ratio : Gross profit ratio, net profit ratio, return on investment, return on capital employed, (Simple Problems) limitations of ratio analysis.

Unit-IV : Working Capital and Funds Flow Statement : (20 periods)

(a) Working Capital :

Meaning- Need- Classification- Sources- Determinants of working capital.

(b) Funds Flow :

Meaning, concept of fund, Transactions affecting working capital changes – sources and application of funds – Funds from operation. Uses of funds flow statement – Techniques of preparation, (Simple problems without adjustment), Limitations of Funds flow statement.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) FUNDAMENTALS OF MANAGEMENT ACCOUNTING Published by
Odisha State Bureau of Textbook Preparation and Production, Bhubaneswar.

QUESTION PATTERN AND DISTRIBUTION OF MARKS FUNDAMENTALS OF MANAGEMENT ACCOUNTING

+2, 2nd year Commerce (For H.S Examination-2015)

Full Marks – 100

Time: 3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 = 15 marks
Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15 = 15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 = 22 marks
(out of 14 bits, one has to answer 11 bits)
Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C (Long Answer type)

- Q.5. to Q.10** Out of six Questions from all units, one has to answer 4 questions. 7.5 marks each x 4 = 30 marks

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RURAL DEVELOPMENT

+2 2nd Year Commerce

(Detailed Syllabus)

No. of periods: Yearly-80

Unit - I : Rural India and Rural Development : (20 periods)

- (a) Rural India – Meaning and Basic problems of Rural India.
- (b) Rural Development- Meaning, Importance, Evolution of different Rural development Programmes-Wage Employment programmes like GSY(Gram Samridhi Yoiana), TRYSEM(Training of Rural Youth for Self Employment), MNREGS(Mahatma Gandhi National Rural Employment Guarantees Schemes), Employment Assurance Scheme, Self-Employment Programmes like PMRY, SJSRY(Swarna Jayanti Swa Rokgar Yojna).

Unit - II : Rural Financial Institutions : (20 periods)

Rural Banking- Introduction, rural development and banking performance and limitations. Rural co-operative credit and marketing, Role of NABARD.

Unit - III : Specialized Agencies for Rural Development : (20 periods)

State Agencies : D.R.D.A. (District Rural Development Agency), I.T.D.A. (Integrated Tribal Development Agency) Handicraft Corporation etc. Central Agencies : CAPART (Council For Advancement of People's Action and Rural Technology) NYKS (Nehru Yubakendara Sangathan).

Unit - IV : (20 periods)

- (a) Administrative Set-up for Rural development – Functions of different Block Level functionaries.
- (b) Voluntary Organizations and People's Participation in Rural Development – Methods, Role and functions of voluntary organization, need of People's participation, methods of participation, factors affecting participation.

BOOK PRESCRIBED :

Bureau's Higher Secondary (+2) RURAL DEVELOPMENT

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

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QUESTION PATTERN AND DISTRIBUTION OF MARKS

RURAL DEVELOPMENT

+2, 2nd year Commerce (For H.S Examination-2015)

Full Marks – 100

Time: 3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 = 15 marks
- Q.2** One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15 = 15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 = 22 marks
(out of 14 bits, one has to answer 11 bits)
- Q.4.** Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C (Long Answer type)

- Q.5. to Q.10** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
4 questions.

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COMPUTER APPLICATION(THEORY)

+2 2nd Year Commerce
(Detailed Syllabus)

No. of periods:Yearly-80

Unit: I (20 periods)

Use of Computer in different fields: Business, Education, Medical science, Entertainment, Science and Research, E-commerce, Office automation, Geographical Information system and Management Information System.

Introduction to Internet: History, Services and applications of internet, WWW, Web sites, Web Pages, Web Browser, Search Engine, Email.

Computer Network: Introduction, Types of networks (LAN, MAN, WAN), LAN Topology, WAN devices (Bridge, Gateway, Router)." Difference between LAN and WAN.

Unit: II (20 periods)

Spread sheet and its operation: Introduction to spread sheet, moving around the worksheet, formatting the worksheet, setting the column width, range, format, protect, erase, sort and transpose of range,insert and delete of rows and columns, Entering the data, arithmetic and logical operation, copying the data from one part (another part of a file or other files, Saving and retrieving a file, Function and Formula, preparation of graphs: Line, Bar, Pie, XY, 3D diagrams and printing the text.

Unit: III (20 periods)

Database Management System: Concept of Database, Data warehouse, Data mining, creation of files and data entry using commands: CREATE, EDIT, APPEND, LIST, INSERT, DELETE, RECALL, PACK, ZAP, BROWSE, DISPLAY, SORT, INDEX, MODIFY SUMMARISING and QUIT. Techniques for Sum, Average, Total Command, and Count command, Report Form, Designing a report.

Unit: IV (20 periods)

Programming in C: Data types, variables and Constants, Operators and Expressions, Input and output, Control functions, Control statements, IF, IF-ELSE, Nested IF-ELSE statements, Switch and Break statement, GOTO statements, Looping - WHILE loop, Do-WHILE, FOR loop and nested loop, BREAK and Continue statements.

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QUESTION PATTERN AND DISTRIBUTION OF MARKS COMPUTER APPLICATION(THEORY)

+2,2nd year Commerce(For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

- Q.1** Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks
Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

- Q.3** Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)
Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

- Q5. to Q.10** Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
4 questions.

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COMPUTER APPLICATION(PRACTICAL)
+2 2ndyear Commerce
(Detailed Syllabus)

1. Problems based on unit-II and unit-III.
2. Working with Windows.
3. Development of C programs as per the Unit-IV

QUESTION PATTERN AND DISTRIBUTION OF MARKS
COMPUTER APPLICATION(PRACTICAL)
+2,2nd year Commerce(For H.S Examination-2015)

- 1.Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)
- 2.Viva voce: 5 marks
- 3.Record: 5marks

Group A questions will cover serial 1 & 2 and Group -B questions will cover serial no-3 of the practical syllabus. Students are to answer one from GROUP -A and one from Group - B as per the question given in the Examination.

Books recommended:

1. Fundamentals of Computer By P.K.Sinha and Preeti Sinha, BPB Publication.
2. ANSI C by E Balaguruswami.
3. Let us C by Kanitakar.
4. Bureau's Higher Secondary (+2) Computer Applications Part-11 Published by Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.
5. Basic Computer Education, By A.K. Mishra and S.K. Pattnaik, Kalyani Publication.

INFORMATION TECHNOLOGY

(THEORY)

+2, 2nd Year Commerce

(Detailed Syllabus)

UNIT- I : (20 Periods)

- a) Introduction To Internet :
Internet Backbones & Its Features, Internet Access --- Dial-Up Connection, Direct Connection & Broadband Connection, Role of ISP , Function of Hub, Switch, Bridge, Router, Repeater & Gateways in Internet, Internet Protocols---TCP/IP, FTP, HTTP, TELNET, Gopher & WAIS, Internet Addressing--- IP address, domain names, E-mail Address & URLS, Distinction between Internet , Intranet & Extranet.
- b) Internet Application :
WWW, Web Sites & Web Pages, Web Browsing & Web Browsers, Search Engine, File Downloading & Uploading, Chatting, Internet Relay Chat(IRC), E-mail & its features, Mailing Lists & Newsgroups, Internet Telephony System.

UNIT-II : (30 Periods)

- a. Introduction to Database Management System :
Basic Concepts Of Database Design, Components Of Database Design, Database & Its Features, Data Normalization, Normal Forms ---1st , 2nd & 3rd Normal Forms, DBMS & Its Types, Advantages Of DBMS, Data Warehousing----Definition, Different Layers, Components, Advantages, & Applications Area, Data Mining --- Definition, Its Evolution, Technologies Used in Data Mining, Advantages, Application Area, Geographical Information System ---- Definition, Components, Advantages, Uses & Application Area, E-Commerce---- Definition, Its Types With Advantages, Disadvantages, Application Area.
- b. Network Security On Internet :
Threats & Prevention From Viruses, Worms Trojan Horse, Spams, Use of Cookies, Protection Using Firewall, Proxy Server, Concept of Public Keys & Private Key, Use of Digital signature, VPN.
- c. Cyber Crime:
Definition & its Types -- Cyber Talking, Hacking, software Piracy, On-line Fraud, Pornography, Spooling, Cyber Laws, India IT Act related to Cyber Laws, Intellectual Property Rights Issues.

UNIT – III (30 Periods)

- a) Introduction to Visual Basic & Development Environment:
Object-oriented programming feature, Visual Basic and the integrated development environment, VB programming process, project Explorer, form layout, Creating application, Project & interface, VB intrinsic controls, Working with controls , From design , Development environment and customization, SDI & MDI customization & applications.
- b) Introduction to VB language :
Data Types, variable, Operators, Expressions, General statements & Control statements, Arrays, Built-in function & Procedures, Control Arrays & User-defined procedures, Creating & Calling Function.

Books Prescribed: Bureau's Higher Secondary (+2) Information Technology, Part-II, Published by Odisha State Bureau of Text Book Preparation & Production, Bhubaneswar

QUESTION PATTERN AND DISTRIBUTION OF MARKS

INFORMATION TECHNOLOGY(Theory)

+2,2nd year Commerce(For H.S Examination-2015)

Full Marks – 100

Time:3hrs

Group – A (Objective Type – Compulsory)

Q.1 Multiple choice (15 bits from all units) 1 mark each x 15 =15 marks

Q.2 One word answer / Very short answer/
correct the sentence / fill in the blanks 1 mark each x 15=15 marks

Group B (Short Answer Type)

Q.3 Answer within Two/three sentences 2 marks each x 11 =22 marks
(out of 14 bits, one has to answer 11 bits)

Q.4. Answer within six sentences 3 marks each x 6 = 18 marks
(Out of eight bits, one has to answer six bits)

Group C(Long Answer type)

Q5. Out of six Questions from all units, one has to answer 7.5 marks each x 4 = 30 marks
to 4 questions.

Q.10

INFORMATION TECHNOLOGY(PRACTICAL)

**+2, 2nd year commerce
(Detailed syllabus)**

1. Working with Internet
2. Using front page express for web page designing
3. Use of MS –Access(creation, insertion, deletion, updation of data file forms, query and report
4. Simple application using VB as per Unit-III of theory

QUESTION PATTERN AND DISTRIBUTION OF MARKS

INFORMATION TECHNOLOGY(PRACTICAL)

+2,2nd year Commerce(For H.S Examination-2015)

1. Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)
2. Viva voce: 5 marks
3. Record:5marks

Group A questions will cover serial 1 & 2 and Group -B questions will cover serial no-3 of the practical syllabus. Students are to answer one from GROUP -A and one from Group - B as per the question given in the Examination.

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