

## **Syllabus for Students studying in Class XII**

### **(A) Business Studies**

#### **1-Principles and Functions of Management**

Nature and Significance of Management, Principles of Management, Business Environment, Planning, Organizing, Staffing, Directing, Controlling

#### **2- Business Finance and Marketing**

Financial Management, Financial Markets, Marketing Management, Consumer Protection

### **(B) Accountancy**

#### **1-Accounting for Not-for-Profit Organizations, Partnership Firms and Companies**

**Financial Statements of Not-for-Profit Organizations:** Concept, Receipts and Payments Account: features and preparation, Income and Expenditure Account features, preparation of income and expenditure account and balance sheet from the given receipts and payments account with additional information and adjustments.

**Accounting for Partnership Firms:** Partnership: features, Partnership Deed, Provisions of the Indian Partnership Act 1932 in the absence of partnership deed, fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account- division of profit among partners, guarantee of profits Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio), Goodwill: nature, factors affecting and methods of valuation - average profit, super profit and capitalization, Goodwill to be adjusted through partners capital/current account or by raising and writing off goodwill (AS 26), Reconstitution and Dissolution, Change in the Profit Sharing Ratio among the existing partners, Change in the Profit Sharing Ratio among the existing partners, Admission of a partner, Retirement and death of a partner, Calculation of deceased partner's share of profit till the date of death, Dissolution of a partnership firm.

**Accounting for Companies:** Accounting for Share Capital- Share and share capital, Accounting for share capital, Concept of Private Placement and Employee Stock Option Plan (ESOP), Accounting treatment of forfeiture and re-issue of shares, Disclosure of share capital in company's Balance Sheet, Accounting for Debentures- Debentures, Redemption of debentures, Lump sum Method & Drawings of lots.

**2. Financial Statement Analysis;** Financial statements of a company, Financial Statement Analysis- Objectives, importance and limitations, Tools for Financial Statement Analysis, Accounting Ratios, Liquidity Ratios, Solvency Ratios, Activity Ratios, Profitability Ratios. Cash Flow Statement-; Meaning, objectives and preparation (as per AS 3 (Revised) (Indirect Method only).

## **(C) Economics**

### **1- Introductory Macroeconomics**

**National Income and Related Aggregates:** National Income and Related Aggregates- Macroeconomics, Meaning and Basic concepts in Macroeconomics: consumption goods, capital goods, final goods, intermediate goods; stocks and flows; gross investment and depreciation. Circular flow of income (two sector model); Methods of calculating National Income - Value Added or Product method, Expenditure method, Income method. Aggregates related to National Income, Gross National Product (GNP), Net National Product (NNP), Gross and Net Domestic Product (GDP and NDP) - at market price, at factor cost; Real and Nominal GDP, GDP and Welfare.

**Money and Banking:** Money - meaning and supply of money, Money creation by the commercial banking system, Central bank and its function; Bank of issue, Govt. Bank, Banker's Bank, Control of Credit through Bank Rate, CRR, SLR, Repo Rate and Reverse Repo Rate, Open Market Operations, Margin requirement.

**Determination of Income and Employment:** Aggregate demand and its components, Propensity to consume and propensity to save (average and marginal). Short-run equilibrium output; investment multiplier and its mechanism. Meaning of full employment and involuntary unemployment. Problems of excess demand and deficient demand; measures to correct them - changes in government spending, taxes and money supply.

**Government Budget and the Economy:** Government budget - meaning, objectives and components. Classification of receipts - revenue receipts and capital receipts; classification of expenditure - revenue expenditure and capital expenditure. Measures of government deficit - revenue deficit, fiscal deficit, primary deficit their meaning.

**Balance of Payments:** Balance of payments account - meaning and components; balance of payments deficit- meaning. Foreign exchange rate - meaning of fixed and flexible rates and managed floating. Determination of exchange rate in a free market.

### **2- Indian Economic Development**

**Development Experience (1947-90) and Economic Reforms since 1991:** A brief introduction of the state of Indian economy on the eve of independence. Common goals of Five Year Plans, Economic Reforms since 1991.

**Current Challenges facing Indian Economy:** Poverty, Rural development, Human Capital Formation, Employment, Infrastructure, Policies, Sustainable Economic Development

**Development Experience of India:** A Comparison with Neighbours

## **(D) Aptitude**

Coding and Decoding, Arrangements, Cubes, Binary Logic, Calendars, Clocks, Directions, Blood Relations, Logical Consistency, Assumptions, Number series, Puzzles, Non-verbal reasoning, Average, Time and Work, Time and Distance, Train questions, Seating Arrangement, Partnership, Theme Detection, Probability, Data Interpretation,