

Class XI
ACCOUNTANCY

1. Unit/Chapter/Topics deleted from the Syllabus for 2020

FINANCIAL ACCOUNTING – 1

Unit II : Accounting Process

Bank Reconciliation Statement:

Bank Reconciliation Statement with Adjusted Cash Book

Accounting for Bills of Exchange:

Retirement of bill

Renewal of bill

FINANCIAL ACCOUNTING – II

Unit III : Financial Statements of Sole Proprietorship: From complete and incomplete records.

Incomplete Records

Difference between accounts from incomplete records and Statement of Affairs.

Preparation of Trading, Profit and Loss account and Balance Sheet.

Unit IV : Computers in Accounting

Introduction to operating software, utility software and application software. Introduction to accounting information system (AIS) as a part of management Information System.

Stages in automation :

(a) Accounting process in a computerized environment; comparison between manual accounting process and computerized accounting process,

(b) Sourcing of accounting software; kinds of software: readymade software; customized software and tailor-made software; generic considerations before sourcing accounting software

(c) creation of account groups and hierarchy (d) generation of reports – trial balance, profit and loss account and balance sheet.

2. Unit-wise weightage

Part A : External		Time : 3 Hrs.	Marks : 80
Units			Marks
Financial Accounting-1			
I	Theoretical Framework		14
II	Accounting Process		35
Financial Accounting-II			
III	Financial Statements of Sole Proprietorship from Complete and Incomplete Records		25
IV	Computers in Accounting		6
			Total 80
Part B: Internal - Project Work			20
			Grand Total 100

3. Design of Question Paper

Weightage to different forms of questions:

Sl.no.	Forms of questions	Marks for each question	No. of questions	Total marks
1.	VSA	1	5	5
2.	SA	3	5	15
3.	LA-I	6	5	30
4.	LA-II	10	3	30
Total			18	80

Weightage level of questions:

Sl.no.	Level	Percentage	Marks
1.	Easy	20	16
2.	Average	60	48
3.	Difficult	20	16

The expected length of answer and time to be taken under different forms of questions shall be as follows:

Sl.no.	Forms of questions	Expected length	Expected time for each question	Total expected time
1.	Reading	-	-	5 minutes
2.	VSA	10-20 words	3 minutes	15 minutes
3.	SA	40-60 words	7 minutes	35 minutes
4.	LA-I	90-120 words	12 minutes	60 minutes
5.	LA-II	-	18 minutes	54 minutes
6.	Revision	-	-	11 minutes
			Total time	180 minutes

Scheme of Options:

There will be no overall choice. However, internal choice shall be provided in:

- i. 5(five) questions of 6 marks each
- ii. 3(three) questions of 10 marks each.

4. Internal Assessment - 20 Marks

Areas of Assessment

- I. Project Work (Any One) - 10 Marks
- II. Periodical Formal Testing - 5 Marks
- III. Assignments - 5 Marks

Guidelines for Assessment

I. Project Work (10 marks)

The marking scheme and number of project work will remain the same as in the syllabus. However, for the academic session 2020, teachers have the liberty to add more innovative projects related to the chapters which can be done at home or gather information through online. Viva voce can be conducted online for this academic session 2020.

II. Periodical Formal Testing (5 Marks)

Teacher shall give Periodical Formal Testing from time to time to assess the progress of the students. The teacher shall evaluate the test award marks and maintain records on the progress of the students. The average marks secured from the test during the academic session shall be added to the internal assessment marks. This mark should be in no way a onetime mark.

III. Assignments (5 Marks)

Teacher shall give at least four (4) assignments from any topic from the syllabus. These assignments shall be evaluated and award marks according to the performance of the students in the assignments. The average marks secured from the assignments shall be added to the internal assessment marks.

Note:- Internal Assessment is compulsory and has to be done by all students. The minimum pass criteria for the internal assessment shall be six (6) marks out of twenty (20) marks.

BUSINESS STUDIES

1. Unit/Chapter/Topics deleted from the Syllabus for 2020

Sl. No.	Unit	Topic deleted
1.	Unit II : Forms of Business organizations	Choice of form of business organization
2.	Unit III : Public, Private and Global Enterprises	Global enterprises (MNCs) – Features, Joint ventures, Public private partnership - concept
3.	Unit IV : Business Services	Postal Service – Mail, Registered Post, Parcel, Speed Post, Courier - meaning
4.	Unit V : Emerging modes of Business	Business Process Outsourcing (BPO): concept need and scope
5.	Unit VI : Social Responsibility of Business and Business Ethics	Business Ethics – Concepts and elements
6.	Unit VII : Sources of Business Finance	Inter Corporate Deposits (ICD)
7.	Unit IX : Internal Trade	GST (Goods and Service Tax) : Concept and key-features Types of retail trade – Itinerant and small scale fixed shops retailers
8.	Unit X : International Trade	Export trade – Meaning and procedure of export trade Import trade – Meaning and procedure Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP) World Trade Organization (WTO) meaning and objectives

2. Unit wise Weightage:

Part – A: External

Time: 3 Hrs.

Marks: 80

Units		Marks
Section A:	Foundations of Business	
I.	Nature and Purpose of Business	10
II.	Forms of Business Organisations	10
III.	Public, Private and Global Enterprises	6
IV.	Business Services	8
V.	Emerging Modes of Business	6
VI.	Social Responsibility of Business and Business Ethics	6
Section B:	Finance and Trade	
VII.	Sources of Business Finance	8
VIII.	Small Business	10
IX.	Internal Trade	8
X.	International Business	8
	Total	80
Part – B:	Internal	20
	Grand Total	100

3. Design of Question Paper

Weightage to different forms of questions:

Sl. No	Forms of Questions	Marks for each Question	No. of Questions	Total marks
1.	VSA	1	8	8
2.	SA-I	2	4	8
3.	SA-II	4	6	24
4.	LA	8	5	40
	Total		23	80

Weightage level of questions:

Sl. No	Level	Percentage	Marks
1.	Easy	20	16
2.	Average	60	48
3.	Difficult	20	16
	Total	100	80

The expected length of answer and time to be taken under different forms of questions shall be as follows:

Sl. No	Forms of Questions	Expected length	Expected time for each question	Total expected time
1.	Reading	-	-	5 minutes
2.	VSA	10-20 words	2 minutes	16 minutes
3.	SA-I	20-40 words	4 minutes	16 minutes
4.	SA-II	60-80 words	8 minutes	48 minutes
5.	LA	180-240 words	17 minutes	85 minutes
6.	Revision	-	-	10 minutes
			Total time	180 minutes

Scheme of options:

There will be no overall choice. However, internal choice shall be provided in:

- i. 4 (four) questions of 4 marks each
- ii. 5 (five) questions of 8 marks each.

4. Internal Assessment (20 Marks)**Areas of Assessment**

1. Periodical Formal Testing	–	5 Marks
2. Assignments	–	5 Marks
3. Project work	–	<u>10 Marks</u>
Total	–	20 Marks

Guidelines for Assessment

1. Periodical Formal Testing – 5 Marks

Teacher shall conduct Periodical Formal Testing when a chapter or topic is taught to assess the learning outcome of the students. The teacher shall award marks and maintain records on the progress of the students. The average marks secured from the test during the academic session shall be added to the Internal Assessment Marks. These marks should be in no way a one-time assessment.

2. Assignments – 5 Marks

The teacher shall give assignment judiciously spread over the whole academic year. These assignments shall be evaluated and award marks according to the performance of the student in the assignment. The average marks secured from the assignment shall be added to the Internal Assessment Marks.

3. Project work – 10 Marks

The marking scheme and number of Project work will remain the same as in the Syllabus. However, for the Academic session 2020, Teachers has the liberty to add more innovative projects related to the chapters which can be done at home or gather information through online.

Viva voce on the Project Report can be conducted online.

Note: The minimum pass criterion for internal assessment is 6 marks.

ENTREPRENEURSHIP

1. Unit/Chapter/Topics deleted from the Syllabus for 2020

<u>Unit III</u> Entrepreneurship Journey	Self assessment of qualities, skills, resources and dreams.
<u>Unit IV</u> Entrepreneurship as innovation and problem solving	Risk taking-concept and types of business risk.
<u>Unit VI</u> Business Arithmetic	Income statement, Cash flow projections
<u>Unit VII</u> Resource Mobilization	Estimating financial resources required, Methods of meeting the financial requirements- Debts vs Equity, Size and capital based classification of business enterprise.

2. Internal/Practical (30 Marks)

- I. The project work will remain the same as given in the syllabus.
- II. Besides the suggested project topics in the syllabus teacher shall encourage the students to do other project topics related to the syllabus which can be done at home.
- III. Teachers shall guide the students to do their projects.
- IV. Questions which test the understanding / application of the project shall be given by the teachers in place of viva voce for the students to answer.

FUNDAMENTALS OF BUSINESS MATHEMATICS

1. Unit/Chapter/Topics deleted from the Syllabus for 2020

PART A: BUSINESS MATHEMATICS TOPICS DELETED

UNITS

- II. Co-ordinate Geometry : Equations of a circles (standard form/general form), radius and centre of a circle.
- III. Logarithms : Systems of logarithms, characteristics and mantissa, determination of characteristics, mantissa, reading of log table, anti-logarithm, How to study anti-logarithm table.
- IV. Permutations : Application of permutation.
- V. Combinations : Applications of combinations.

Part B: COMMERCIAL ARITHMETIC

- VI. Simplification : Approximation, Error in calculation-absolute, relative and percentage errors.
- VII. Simple Interest : Instalment buying.
- VIII. Compound interest : Decay (depreciation), applied logarithm.

2. Unit-Wise weightage

External:	Time: 3 hrs	Marks: 80
Units	Marks	
PART A: BUSINESS MATHEMATICS		
I. Indices and Surds		15
II. Co-ordinate Geometry		07
III. Logarithms		06
IV. Permutations		08
V. Combinations		04
PART B: COMMERCIAL ARITHMETIC		
VI. Simplification		07
VII. Simple Interest		09
VIII. Compound Interest		06
IX. Proportional Parts and Percentages		08
X. Profit and Loss		10
Total		80
Internal		20
Grand Total		100

3. Design of Question Paper

Weightage to different forms of questions:

Sl.no.	Forms of questions	Marks for each question	No. of questions	Total marks
1.	VSA	1	5	5
2.	SA	4	9	36
3.	LA-I	5	3	15
4.	LA-II	6	4	24
Total			21	80

Weightage level of questions:

Sl.no.	Level	Percentage	Marks
1.	Easy	20	16
2.	Average	60	48
3.	Difficult	20	16

The expected time to be taken under different forms of questions shall be as follows:

Sl.no.	Forms of questions	Expected time for each question	Total expected time
1.	Reading	-	5 minutes
2.	VSA	3 minutes	15 minutes
3.	SA	8 minutes	72 minutes
4.	LA - I	10 minutes	30 minutes
5.	LA - II	12 minutes	48 minutes
6.	Revision	-	10 minutes
Total time			180 minutes

Scheme of Options:

There will be no overall choice. However, internal choice shall be provided in:

- i. 4(four) questions of 4 marks each
- ii. 3(three) questions of 5 marks each
- iii. 4(four) questions of 6 marks each.

4. Internal Assessment (20 Marks)**Areas of Assessment**

- | | |
|-------------------------------------|-------------------|
| I. Periodical Formal Testing | - 10 Marks |
| II. Assignments | - 5 Marks |
| III. Project Work | - 5 Marks |
| Total | - 20 Marks |

Guidelines for Assessment**I. Periodical Formal Testing - 10 Marks**

Teacher shall conduct periodical formal testing from time to time to assess the progress of the students. The teacher shall evaluate the test, award marks and maintain records on the progress of the students. The average marks secured from the test during the academic session shall be added to the internal assessment marks. This marks should be in no way a onetime mark.

II. Assignments -5 Marks

Teacher shall give at least four assignment from Indices and Surds, Logarithms, Permutations, Simplification and Simple Interest . These assignments shall be evaluated and award marks according to the performance of the student in the assignment. The average marks secured from the assignment shall be added to the Internal Assessment marks.

III. Project work -5 Marks

The project work is compulsory and has to be done by all the students. Teacher shall give at least four Project work from Co-ordinate Geometry, Combination, Compound Interest, Proportional Parts and Percentages and Profit and Loss. Teacher can give different project work to different students.

Note:- Internal Assessment is compulsory and has to be done by all students. The minimum pass criteria for Internal Assessment shall be six (6) marks out of twenty (20) marks.