



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

**COURSES OF STUDIES  
IN  
COMMERCE STREAM**

**FOR THE  
HIGHER SECONDARY EXAMINATION  
2014 AD**

**Rs. 15.00**

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## SCHEME OF STUDIES

The following combinations in Commerce Stream are allowed. Any deviation of this will not be entertained.

### **Compulsory Subjects**

(Compulsory subjects English and M.I.L. carry 200 marks) each  
(100 Marks in 1st year and 100 marks in 2nd year)

1. English
2. M.I.L. (Oriya / Telugu/ Bengali/ Urdu & Persian/ Hindi/ Alternative English)
3. Environmental Education

The Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year + 2 course 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 the Environmental Education (EE) will not affect the result of the candidate.

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

### **Elective Subjects**

(Each elective subject carries 200 marks)  
(100 marks in 1st year and 100 marks in 2nd year)

1. Accounting
2. Business Studies & Management
3. Business Mathematics & Statistics

A Student shall have to offer any one of the following groups.

<b>1st Year</b>	<b>2nd Year</b>
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

**INTRODUCTION TO NEW COURSE STRUCTURE & DISTRIBUTION**  
**OF MARKS IN SUBJECT, HAVING PRACTICALS**

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, Orissa, 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. Marks secured in the 1st year examination shall be considered only for promotion of students to the 2nd year class and will have no bearing on the terminal examination, conducted by the Council at the end of the 2nd year. Pass certificates will be awarded to successful candidates basing on the performance in the Council examination at the end of the 2nd year only.

Restriction on selection of elective subjects is a new feature in the present course structure. Each student has to read four elective subjects in addition to the compulsory subjects i.e. English, M.I.L. and Environmental Education.

The Distribution of marks for subjects with practicals will be as follows :

**DISTRIBUTION OF MARKS IN SUBJECT WITH PRACTICAL FOR  
H.S EXAMINATION-2014 & ONWARDS.**

**Total Marks-100**

**Theory - 70 Marks**

**Practical- 30 Marks**

**Theory:**

**Group-A**

**Objective Type Compulsory**

- |  |                 |                            |
|--|-----------------|----------------------------|
| <b>Q.1</b><br>(from all units)   | Multiple choice | 1 mark each x 10 =10 marks |
| <b>Q.2</b> One word answer /<br>Very short answer/<br>Correct the sentence /<br>Fill up the blanks |                 | 1 mark each x 10 =10 marks |

**Group B**

**(Short type Answer)**

- |   |                         |                            |
|---|-------------------------|----------------------------|
| <b>Q.3</b><br>sentences<br>(out of 12 bits, one has to<br>answer 10 bits)                     | Answer within Two/three | 2 mark each x 10 =20 marks |
| <b>Q4.</b> Answer within six sentences<br>(Out of five bits, one<br>has to answer three bits) |                         | 3 mark each x 3 =09 marks  |

**Group C (Long Type Answer)**

**Q5. to** Out of six Questions from all units

**to Q10.** one has to answer

3 questions

7 mark each x 3 =21 marks

**DISTRIBUTION OF MARKS IN SUBJECT WITH OUT PRACTICAL FOR  
H.S EXAMINATION-2014 & ONWARDS.**

**Total Marks-100**

**Group A (Objective type - Compulsory)**

**Q.1** Multiple choice (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 2 mark each x 11 =22 marks

sentences

(out of 14 bits, one has to answer 11 bits)

**Q4.** Answer within six sentences 3 mark 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 7.5 mark each x 4 = 30 marks

**to Q10.** all units, one has to

answer 4 questions



**Syllabus for Higher Secondary Education in**

**ENGLISH**

**(for ARTS, SCIENCE, and COMMERCE)**

Higher Secondary education for a large number of students is a preparation for the University, where a fairly high degree of proficiency in English language and literature is necessary. For another large and significant group, the higher secondary education is a preparation for entry into professional education. This Course, therefore, is designed to cater to both the groups by promoting higher skills of thinking as well as language skills required for academic study and for the workplace. In this sense, this syllabus is learner-centred or need-centred.

It is expected that students have acquired the basic language skills in English by the time they come to the First Year of the +2 class. It is necessary that by the end of +2 they should be equipped with adequate linguistic competence to comprehend and appreciate texts, and express themselves in clear and grammatical English using appropriate punctuation and cohesive devices. The aim of this syllabus, therefore, is to hone all the language skills (L-S-R-W) of the students.

Instructional Materials consist of 4 textbooks : (a) Invitation to English-I (New Edition), which includes non fictional prose pieces and poems, for intensive study (b) Invitation to English-II (New Edition), which includes genres like short fiction, one-act play and biography/autobiography for extensive study, (c) Invitation to English -3, a Work Book for developing writing skills, and (d) Invitation to English -4, a Work Book for grammatical exercises.

The present syllabus envisages a lot of teacher-pupil interaction. While dealing with texts for both intensive and extensive study, teachers should encourage group activity in the classroom for 'Pre-reading', 'While-reading', and 'Post-reading activities'. They should be careful not to put any question to an individual student but to a group of 3 - 4 students encouraging one of them to give the answer with the feedback he/she gets from the group so that none of the students shall feel diffident to interact. As Invitation to English -3 and Invitation to English -4 are Work Books, they should be worked out in the class-room.

The Scheme of Evaluation, at the end of the syllabus, specifies the allocation of marks for each skill. It should be noted that texts prescribed for detailed as well as non-detailed study have been allotted only 60 marks out of total 200. It would be appropriate, therefore, to devote the bulk of classroom time to Invitation to English -3, and Invitation to English -4,

**INSTRUCTIONAL MATERIALS FOR THE HIGHER SECONDARY CLASSES  
(ARTS/SCIENCE/COMMERCE)**

1. For Intensive Reading: An anthology of non-fictional prose pieces and poems

Book prescribed: Invitation to English-I (New Edition, 2012)

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

Pieces to be studied in the 1st year

A. 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         |

B. Poems:

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

Pieces to be studied in the 2nd year

A. 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                               |
| v. Development of Polio Vaccines | Bonnie A. M. Okonek and Linda Morganstein |

B. Poems:

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

2. For Extensive Reading:

A collection of short stories, short plays, excerpts from biographies or autobiographies for non- detailed study

Book Prescribed: Invitation to English-II (New Edition)

Published by Orissa State Bureau of Text Book Preparation and Production, Bhubaneswar

Pieces to be studies in the 1st year

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

Pieces to be studied in the 2nd Year

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

3. Writing Skills:

A Work-Book on writing designed to provide practice in different forms of writing and develop the different skills of writing as specified in the syllabus.

Book Prescribed:

*Invitation to English - 3*

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

Units to be studied in the 1st Year

- 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

Units to be studied in the 2nd year

- VII. Interpreting Graph, Charts Tables and diagrams etc
- VIII. Reporting Events and Business Matters
- IX. Note-making and summarizing
- X. Extended Writing:



4. Grammar:

A Work Book of Grammar is designed to provide practice in the use of selected grammatical items, in meaningful contexts

Book prescribed:

*Invitation to English - 4*

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

Units to be studied in the 1st Year

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

Units to be studied in the 2nd year

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

**SCHEME OF EVALUATION**

There shall be two papers in English – English Paper I and English Paper II – each carrying 100 marks. A written examination for English Paper I shall be conducted by the colleges at the end of the First Year. A written examination for English Paper II shall be conducted by the CHSE, Odisha at the end of the Second Year to test the skills of reading and writing as well as the ability to use grammar in context.

Paper -I (To be evaluated at the College Level)

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 | 5 marks |

### *Commerce Stream*

(Converting verbal information to non-verbal forms, such as diagrams, charts and tables)

- |  |          |
|--|----------|
| (c) Reordering/sequencing sentences  | 5 marks  |
| (d) Dictionary/Reference skills<br>(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: 1.50)   | 10 marks |
| c) Slogan/telegram/caption writing (Word limit: 10)  | 5 marks  |
| 4. Grammar in context  | 10 marks |
| 5. Translation/story-developing  | 10 marks |

**Total: 100 Marks**

### **Paper -II (To be evaluated by the CHSE, ODISHA**

#### **1. Reading Comprehension**

- |   |          |
|---|----------|
| (a) Prescribed prose Pieces<br>(5 questions to be answered carrying 2 marks each)   | 10 marks |
| (b) Prescribed Poems<br>(5 questions to be answered carrying 2 marks each)  | 10 marks |
| (c) Prescribed Extensive Reading Texts<br>(2 questions to be answered carrying 5 marks each,<br>only global, inferential and evaluative questions<br>to be set on a passage of about 250 words) | 10 marks |
| (d) Unseen Prose passage 10 marks<br>(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)<br>(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

**Total: 100 Marks**



**M.I.L (ODIA)**

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା (ବାଧ୍ୟତାମୂଳକ) - ଓଡ଼ିଆ  
କଳା/ ବିଜ୍ଞାନ/ ବାଣିଜ୍ୟ ସ୍ରୋତ ନିମନ୍ତେ  
ପ୍ରଥମ ବର୍ଷ - ସାହିତ୍ୟ ସରଣୀ - ୧ ମ ଭାଗ

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା - ୧୦୦

ସମୟ - ୩ ଘଣ୍ଟା

ପିରିଅଡ ସଂଖ୍ୟା - ସାପ୍ତାହିକ - ୫ (ବାର୍ଷିକ - ୮୦)

ପ୍ରଥମ ଏକକ - ଗଦ୍ୟ (୨୦ ପିରିଅଡ)

୨୫ ନମର

- ୧. ଅସୁର ଦୀର୍ଘ - ଫକୀର ମୋହନ ସେନାପତି
- ୨. ମୋ ସମୟର ଭାରତ ଓ ଓଡ଼ିଶା - ଡ. କୃଷ୍ଣଚନ୍ଦ୍ର ପାଣିଗ୍ରାହୀ
- ୩. ଆମେରିକାର ବିଶ୍ୱବିଦ୍ୟାଳୟମାନେ - ହୃଦାନନ୍ଦ ରାୟ
- ୪. ଜୈବ ଭାସ୍କର୍ଯ୍ୟର ଅନୁପମ ବିନ୍ଦୁଗୁଣି ଜିନ୍ - ଶୈଳଶୂର ନନ୍ଦ

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗାଟି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗାଟି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗାଟିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।  
ଏହାର ମୂଲ୍ୟ ୧x୫=୫ ନମର

ଦ୍ୱିତୀୟ ଏକକ - ପଦ୍ୟ (୨୦ ପିରିଅଡ)

୨୫ ନମର

- ୧. ସତ୍ୟ ଆମ 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 ସତ୍ୟରେ ଡରିବି, ଭୀମ ଭୋଇ ।

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗାଟି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗାଟି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗାଟିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ

ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।

ଏହାର ମୂଲ୍ୟ ୧x୪=୪ ନମର

**ତୃତୀୟ ଏକକ - ଏକାଙ୍କିକା (୨୦ ପିରିଅଡ)**

୨୪ ନମର

- ୧. ଦୂର ପାହାଚ - ପ୍ରାଣବନ୍ଧୁ କର
- ୨. ମକଦ୍ଦମା - ଗୋପାଳ ଛୋଟରାୟ
- ୩. ଛଦ୍ମବେଶୀ - ବିଶ୍ଵଜିତ୍ ଦାସ

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଡିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗୀତି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗୀତି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗୀତିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।  
ଏହାର ମୂଲ୍ୟ ୧x୫=୫ ନମର

**ଚତୁର୍ଥ ଏକକ - ବ୍ୟାକରଣ (୨୦ ପିରିଅଡ)**

୨୪ ନମର

- ୧. ପ୍ରବଂଧ ରଚନା / ଭାବ ସଂପ୍ରସାରଣ
- ୨. ରୁଚି ପ୍ରୟୋଗ
- ୩. ପଦ ନିର୍ଣ୍ଣୟ

- ଏହି ଏକକରୁ ପ୍ରବନ୍ଧରଚନା ଅଥବା ଭାବସଂପ୍ରସାରଣରେ ୨ଟି ପ୍ରଶ୍ନ ଆସିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦ ମଧ୍ୟରେ ଦେବାକୁ ହେବ  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ରୁଚି ପ୍ରୟୋଗରୁ ୮ ଟି ପ୍ରଶ୍ନ ଆସିବ । ସେଥିରୁ ୫ ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ । ପ୍ରତ୍ୟେକ ରୁଚିର ଅର୍ଥ ନିର୍ଣ୍ଣୟ ପାଇଁ ୧ ନମର ଓ ବାକ୍ୟରେ ପ୍ରୟୋଗ ପାଇଁ ୧ ନମର ରହିବ ।  
ଏହାର ମୂଲ୍ୟ - ୨x୫=୧୦ ନମର
- ପଦ ନିର୍ଣ୍ଣୟ ପାଇଁ ଏକ ଗଦ୍ୟ ଅନୁଚ୍ଛେଦ ଦିଆଯିବ । ସେଥିରେ ବ୍ୟବହୃତ ୧୦ଟି ରେଖାଙ୍କିତ ପଦରୁ ୭ଟିକୁ ଚିହ୍ନାଇ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୧x୭=୭ ନମର

**M.I.L (ODIA)**

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା (ବାଧ୍ୟାତ୍ମକ) - ଓଡ଼ିଆ

କଳା/ ବିଜ୍ଞାନ/ ବାଣିଜ୍ୟ ସ୍ରୋତ ନିମନ୍ତେ

ଦ୍ୱିତୀୟ- ସାହିତ୍ୟ ସରଣୀ - ୨ ଯ ଭାଗ

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା - ୧୦୦

ସମୟ - ୩ ଘଣ୍ଟା

ପିରିଅଡ ସଂଖ୍ୟା - ସାପ୍ତାହିକ - ୫ (ବାର୍ଷିକ - ୮୦)

**ପ୍ରଥମ ଏକକ - ଗଦ୍ୟ (୨୦ ପିରିଅଡ)**

୨୫ ନମର

- ୧. ଜାତୀୟ ଜୀବନରେ ସାହିତ୍ୟର ସ୍ଥାନ - ବିଶ୍ୱନାଥ କର
- ୨. କ୍ଷମା - ମାୟାଧର ମାନସିଂହ
- ୩. ଭୂଲ - ଭୁବନେଶ୍ୱର ବେହେରା
- ୪. ଜାତିର ଜୀବନ ଓ ସଂସ୍କୃତି - ଗୋଲୋକ ବିହାରୀ ଧଳ

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗାଟି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗାଟି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗାଟିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।  
ଏହାର ମୂଲ୍ୟ ୧x୫=୫ ନମର

**ଦ୍ୱିତୀୟ ଏକକ - ପଦ୍ୟ (୨୦ ପିରିଅଡ)**

୨୫ ନମର

- ୧. ଚନ୍ଦ୍ରଭାଗା - ରାଧାନାଥ ରାୟ
- ୨. ସ୍ତୁଳ କଳେବର ନୁହଇ ଅମର - ଗଙ୍ଗାଧର ମେହେର
- ୩. ଧର୍ମପଦର ଆତ୍ମଲିପି - ଗୋପବନ୍ଧୁ ଦାସ
- ୪. ଗ୍ରାମ ଶ୍ମଶାନ - ସଚ୍ଚିଦାନନ୍ଦ ରାଉତରାୟ
- ୫. ବିଶ୍ୱଜୀବନ ପଥେ - ରାଧାମୋହନ ଗଡନାୟକ

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗାଟି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗାଟି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗାଟିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଡ଼ିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ

ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।  
 ଏହାର ମୂଲ୍ୟ ୧x୫=୫ ନମର

**ତୃତୀୟ ଏକକ - ଗନ୍ତ (୨୦ ପିରିଅଡ)**

୨୫ ନମର

- ୧. ଏବେ ମଧ୍ୟ ବସ୍ତୁଟି - ଗୋଦାବରୀ ମହାପାତ୍ର
- ୨. ବିଚାର ଓ ରେଳଗାଡ଼ି - କାଳିନ୍ଦୀ ଚରଣ ପାଣିଗ୍ରାହୀ
- ୩. ଅନେକ ସ୍ଥିତି ହସ - ମନୋଜ ଦାସ
- ୪. ଦର୍ଶନ - ବାଣୀପାଣି ମହାନ୍ତି

- ଏହି ଏକକରୁ ୨ଟି ଦୀର୍ଘ ଉତ୍ତର ମୂଳକ ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ୧୫୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
 ଏହାର ମୂଲ୍ୟ - ୮ ନମର
- ଗାଟି ୩ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୩୦ ଶବ୍ଦରେ ଦେବାକୁ ହେବ ।  
 ଏହାର ମୂଲ୍ୟ ୩x୨=୬ ନମର
- ଗାଟି ୨ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ୨ଟି ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
 ଏହାର ମୂଲ୍ୟ ୨x୨=୪ ନମର
- ଗାଟିର ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ୨ଟିର ଉତ୍ତର ଗୋଟିଏ ବାକ୍ୟରେ ଦେବାକୁ ହେବ ।  
 ଏହାର ମୂଲ୍ୟ ୧x୨=୨ ନମର
- ୫ଟି ୧ ନମର ବିଶିଷ୍ଟ ପ୍ରଶ୍ନ ପଢ଼ିବ । ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନ ପାଇଁ ୪ଟି ଲେଖାଏଁ ସମ୍ଭାବ୍ୟ ଉତ୍ତର ଦିଆଯିବ । ସେଥିମଧ୍ୟରୁ ପରୀକ୍ଷାର୍ଥୀ କେବଳ ଠିକ୍ ଉତ୍ତରଟି ବାଛି ଲେଖିବେ ।  
 ଏହାର ମୂଲ୍ୟ ୧x୫=୫ ନମର

**ଚତୁର୍ଥ ଏକକ - ବ୍ୟାକରଣ (୨୦ ପିରିଅଡ)**

୨୫ ନମର

- ୧. ଦରଶାସ୍ତ୍ର ଲିଖନ ।
- ୨. ଅବରୋଧ ପରୀକ୍ଷଣ ।
- ୩. ବିପରୀତ ଅର୍ଥ ବୋଧକ ଶବ୍ଦ ।
- ୪. ସମୋଚ୍ଚାରିତ ଭିନ୍ନାର୍ଥବୋଧକ ଶବ୍ଦ ।
- ୫. ଏକପଦାକରଣ ।

- ଦରଶାସ୍ତ୍ର ଲିଖନରୁ ୨ଟି ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ୧ଟିର ଉତ୍ତର ଦେବାକୁ ହେବ  
 ଏହାର ମୂଲ୍ୟ - ୬ ନମର
- ଅବରୋଧ ପରୀକ୍ଷଣ ନିମନ୍ତେ ଏକ ଗଦ୍ୟ ଅନୁଭେଦ ଦିଆଯିବ । ସେଥିରୁ ୫ଟି ପ୍ରଶ୍ନ ପଢ଼ିବ । ସମସ୍ତ ପ୍ରଶ୍ନର ଉତ୍ତର ବାଧ୍ୟତାମୂଳକ ।  
 ଏହାର ମୂଲ୍ୟ - ୨x୫=୧୦ ନମର
- ବିପରୀତ ଅର୍ଥ ବୋଧକ ଶବ୍ଦ, ସମୋଚ୍ଚାରିତ ଭିନ୍ନାର୍ଥ ବୋଧକ ଶବ୍ଦ ଏବଂ ଏକପଦାକରଣ ପ୍ରତ୍ୟେକରୁ ୫ଟି ଲେଖାଏଁ? ପ୍ରଶ୍ନ ପଢ଼ିବ । ସେଥିରୁ ଗାଟି ଲେଖାଏଁ କରିବାକୁ ପଡ଼ିବ ।  
 ଏହାର ମୂଲ୍ୟ - ୧x୩=୩, ୧x୩, ୧x୩= ୯ ନମର



**M.I.L. (HINDI)**

**+2 1st Yr Arts, Com & Science**

Time : 3 Hours

Full Marks : 100

There shall be one paper carrying 100 marks. The duration of Examination will be three hours.

**Distribution of marks -**

पाठ्य पुस्तक : साहित्य विविधा -1 - सं.प्र. एम. वेंकटेश्वर  
- डा. स्मरप्रिया मिश्र  
- सोनम प्रकाशन,  
बादामवाडी, कटक

1. Unit -I (गद्य)  
सम्पूर्ण (All) 18 Classes
2. Unit -II (काव्य)  
सम्पूर्ण (All) 18 Classes
3. Unit -III (भाषा अध्ययन)  
सम्पूर्ण (All) 18 Classes
4. Unit -IV (निबन्ध)  
समसामयिक विषय (All) 18 Classes

**Distribution of Marks for M.I.L. (Hindi)**

**Group - A**

1. Multiple choice (From I, II & III units)
2. One word Answer ( - do - )
3. Correct the sentences ( - do - )
4. Fill up the Blanks ( - do - )

**GROUP - B (SHORT TYPE)**

5. Write notes on any five (From Unit-I, II & III)
6. Explain only (From Unit - I & II)

**GROUP - C (LONG TYPE)**

7. Four Long questions  
From I & II Units  
From II & IV Units

**M.I.L. (HINDI)**

**+2 IInd Yr Arts, Com & Science**

Time : 3 Hours

Full Marks : 100

There shall be one paper carrying 100 marks. The duration of Examination will be three hours.

**Distribution of marks -**

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

1. Unit -I (गद्य)  
सम्पूर्ण (All) 18 Classes



2. Unit -II (काव्य) 18 Classes  
सम्पूर्ण (All)
3. Unit -III (कहानी) 18 Classes  
सम्पूर्ण (All)
4. Unit -IV 18 Classes  
(क) पत्र लेखन (व्यक्तिगत एवं आवेदन पत्र)  
(ख) पल्लवन

**DISTRIBUTION OF MARKS FOR MIL (HINDI)**

**GROUP - A (Objective type)**

1. Multiple Choice (From All Units) I, II & III
2. One word answer (-do-) I, II & III
3. Correct the sentences (-do-)
4. Fill up the Blanks I, II & III

**GROUP - B (SHORT TYPE)**

5. Write notes on any five (From Unit-I, II & III)
6. Explain only (From Unit - I & II)

**GROUP - C (LONG TYPE)**

7. Four Long questions  
From I & II Units  
From II & IV Units



## Modern Indian Language (M.I.L)

### **BENGALI (Compulsory)**

The present syllabus in Bengali is designed to improve the Bengali language and knowledge in Bengal literature and Indian Culture. To strengthen the national integrity a profound sense of patriotism and nationalism tempered with the spirit of "Vasundhaiva Kutumbakam."

The Syllabus has been divided into two parts. The first part is meant for the students of XI class and the examination of the first part shall be conducted at the end of the XI Class at College/ HS School level.

The Second part of the syllabus is meant for the students of XII Class and the examination of this part shall be conducted at the end of XII Class at Council level.

### **M.I.L (BENGALI)**

#### **(Compulsory)**

#### **FIRST YEAR PAPER- I**

*(F M. -100 Time -3 hours and consisting of four units.)*

The examination shall be conducted at the end of XI class at College / H.S. School level.

According to the educational policy and guideness given by the Council the Syllabus is prepared as follows:

#### **UNIT - I**

##### **Books Prescribed :**

##### **PROSE :**

Uchha Madhyamik Bangia Sankalan. (Gadya) for Class XI & XII. Published by paschim Banga uchha Madhyamik Siksha Sansad, Viswa Vharati.

*The following pieces are to be studied in the first year :*

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

#### **UNIT - II**

##### **POETRY :**

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

*The following pieces are to be studied in the first year :-*

1. Srigoura Chandra - Gobinda das kabiraj.
2. Bhabollas - Vidyapati.
3. Premer Tulana - Durija Chandidas
4. Avigir Akshep - Gyandas.

#### **UNIT - III**

##### **NOVEL - (Non-Detailed)**

Srikanta - Sarat chandra chattopadhyay

(Chapter - 1 to 7 (one to seven) to be read in the first year)

#### **UNIT - IV**

##### **Grammar**

Proverbs and Idioms, Sentence and word formation Annonyms and Synonyms.

**Distribution of Marks of Unit wise :-**

**Unit - I Prose**

- A. Two short Answer type questions with alternatives -
- B. One explanation with alternatives
- C. Five very Short Answer type questions with alternative

**Unit -II Poetry -**

- A. Two short Answer type Questions with alternative-
- B. One explanation with alternative
- C. Five very short answer type questions with alternative

**Unit - III Novel (Non detail) -**

- A. Four short answer type Question with alternative

**Unit - IV Grammar & Essay -**

- A. Grammar objective type 10 Questions with alternative containing 2 marks each
- B. Essay/ One essay with three alternatives -

**M.I.L (Bengali)  
SECOND YEAR**

F.M. -100  
Time -3 hrs.

The examination shall be conducted at the end of XII Class at Council level.

**Books Prescribed :**

**UNIT - I PROSE :**

Uchha Madhyamik Bangia Sankal"an (Gadya) for Class XI & XII.

Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

*The following pieces are to be studied in the Second year :-*

1. Bangia Bhasa - Haraprasad Sastri
2. Tota Kahini - Rabindra nath Tagore
3. Naisha Avijaa - Sarat Ch. Chattopadhyay
4. Aranyak - Bibhuti Bhusan Bandopadhyay

**UNIT -II POETRY :**

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

*Pieces to be Studied :*

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)**

Srikanta = Sarat Chandra Chattopadhyay

(Chapter (8 to 12) eight to twelve to be studied in the Second year.)

**UNIT - IV Grammar and Essay**

- (i) Pada Paribartan
- (ii) Somas
- (iii) Somo chharita-Bhinna Thark Sobda and its application in sentences.

*Commerce Stream*

Distribution of marks of unit wise :-

There shall be four units.

**Unit - I Prose -**

- A. Two short Answer type questions with alternatives -
- B. One explanation with alternatives -
- C. Five very Short Answer type questions with alternative -

**Unit -II Poetry**

- A. Two short Answer type Questions with alternative
- B. One explanation with alternative
- C. Five very short answer type questions with alternative

**Unit - III Novel (Non detail) -**

- A. Four short answer type Question with alternative

**Unit - IV Grammar & Essay -**

- A. Grammar objective type 10 Questions with alternative containing 2 marks each
- B. Essay/ One essay with three alternatives -



## M.I.L (TELUGU)

### FIRST YEAR

#### (Compulsory)

**Time 3 hours**

**No. of Periods : Weekly-5**

**Full Marks 100**

**Yearly 80**

There shall be one paper carrying 100 marks of 3 hours duration consisting of four units. The examination shall be conducted at the end of First Year of college / H.S. School.

#### DISTRIBUTION OF MARKS

##### Group- A (Objective Type)

- |    |   |                |
|----|---|----------------|
| 1. | Thirty very short questions (from unit I, II & III) | 30x1 =30 Marks |
| 2. | Ten very questions (from unit IV- A)                | 10x1=10 Marks  |

##### Group- B (short Type Questions)

- |    |  |              |
|----|--|--------------|
| 3. | Six short questions(from Unit I, II & III)         | 6x2=12 Marks |
| 4. | Four explanation (only Bhavartha from unit I & II) | 4x2=8 Marks  |
| 5. | Five short questions (from Unit IV-A)              | 5x2=10 Marks |

##### Group -C (Long Type Questions)

- |       |  |              |
|-------|--|--------------|
| 6.    | Three long questions with alternative                  | 3x7=21 Marks |
| 7.    | Letter writing /essay with alternative(from unit iv-B) | 1x9=9 Marks  |
| TOTAL |  | 100 marks    |

#### TOPICS TO BE STUDIED :

##### 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 – DETAIL : (16 periods)

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

##### UNIT – IV (A) GRAMMER : (16 periods)

*Commerce Stream*

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

**B) LETTER WRITING / GENERAL ESSAY: (08 periods)**

**BOOKS PRESCRIBED :**

1. **Poetry & Prose :**      **SAHITEE VIPANCHI**  
- By Dr. Singupuram Narayana Rao
2. **Non-Detail**        :      **RAJA RAJA PRSASTI**  
-By Prof. S. Gangappa
3. **Grammar**            :      **VYAKARANA PARIJATAMU**  
- By Dr. Singupuram Narayana Rao

**M.I.L (TELUGU)**  
**SECOND YEAR**  
**(Compulsory)**

Time 3 hours

No of Periods : Weekly-5

Full Marks 100

Yearly 80

There shall be one paper carrying 100 marks of 3 hours duration consisting of four units. The examination shall be conducted at the end of Second Year at Council level.

**DISTRIBUTION OF MARKS**

**Group- A (Objective Type)**

- |    |   |                |
|----|---|----------------|
| 1. | Thirty very short questions (from unit I, II & III) | 30x1 =30 Marks |
| 2. | Ten very questions (from unit IV- A)                | 10x1=10 Marks  |

**Group- B (short Type Questions)**

- |    |  |              |
|----|--|--------------|
| 3. | Six short questions(from Unit I, II & III)         | 6x2=12 Marks |
| 4. | Four explanation (only Bhavartha from unit I & II) | 4x2=8 Marks  |
| 5. | Five short questions (from Unit IV-A)              | 5x2=10 Marks |

**Group -C (Long Type Questions)**

- |    |  |              |
|----|--|--------------|
| 6. | Three long questions with alternative                  | 3x7=21 Marks |
| 7. | Letter writing /essay with alternative(from unit iv-B) | 1x9=9 Marks  |

**TOTAL****100 marks**

**TOPICS TO BE STUDIED:**

**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 Parta Chitrana | - | Dr. Nagabhairava Adinarayana |
| 4. | Veyipadagalu Samajika Drukpadham   | - | Dr. Singupuram Nayayana Rao  |
| 5. | Goutama Budhudu                    | - | Dr. V.R.Chakravarty          |

**UNIT – III NON – DETAIL : (16 periods)**

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

**UNIT – IV A) GRAMMAR : (16 periods)**

Paribhashika padamulu

*Commerce Stream*

Chandssu : Utpalamala, Champakamala,  
Sardhulamu, Mathebhamu, Ataveladi, Tetageeti  
Alankaramulu : Upama, Rupaka, Utpreksha, Ardhanantaryasa, Atisiyokti

**B) RE-TRANSLATION (English to Telugu) :( 08 periods)**

**BOOKS PRESCRIBED :**

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





**M.I.L (URDU)**

**(Compulsory)  
FIRST YEAR**

**Time- 3hrs**

**Total Classes-80**

**F.M-100**

There shall be one paper carrying 100 marks consisting of 3(three) groups and duration of examination will be of 3(three) hours at the college/H.S School Level

Distribution of marks

**Group-A**

**30 Marks**

- 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

Grammar

- Q.2
- 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
- Total = 15 marks

**Group- B**

**40 marks**

Short Type Answer

- Q.3 Answer within two/three sentences
- a. Prose- Six questions to be answered out of eight questions 6 x2=12 Marks
  - b. Poetry- Five questions to be answered out of six questions 5x2= 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

**Total- 18 marks**

**Group- C**

**30 marks**

- 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

*Commerce Stream*

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

Books Prescribed :

MEYAR- E- ADAB  
Compiled by prof: Suraiya Husain  
To be had from Education Book  
House Aligarh U.P

1. Prose portion :

20 Classes

Portions to be studied :

- 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

2. (a) Poetry Portion :-

24 Classes

Portions to be studied

- i. Qaid Khane Ki Rat--- Mir Anis
- ii. Jogan Aur Chandni Rat--- Mir Hasan
- iii. Tazhiq- E- Rozgar--- Sauda
- iv. Israaf--- Hali
- v. Ahd-E-Wafa--- Akhtarul Iman

(b) Ghazaliyat Portion :

First two Ghazals from the following poets

- i. Wali, ii. Meer, iii. Ghalib, iv. Momin, v. Atish

3. Non detailed studies :-

16 Classes

Any one of the following books only first half  
Of the books in the 1st year

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. Letter writing :

There shall be letter writing/Application writing

5 Classes

6. Grammar

15 Classes

Book Prescribed

Urdu Zaban –o- Quwaid Part- I

By Shafi Ahmed Siddiqui

Portions to be studied :

- i. Ism Ki Quismen
- ii. Fail Ki Quismen
- iii. Sabqueour Laahque
- iv. Mutashaba Alfaz

**SECOND YEAR**

**Time- 3 hrs**

**Total Classes- 80**

**F.M- 100**

There shall be one paper carrying 100 marks consisting of 3(three) groups and duration of examination will be of 3 (three) hours at the council level.

Distribution of marks

**Group-A**

**30 Marks**

Objective type compulsory

Q1. Objective type question from all units prose, poetry and Non-detailed

a. Five objective type questions from prose

1x5=5 marks

b. Five objective type questions from poetry

1x5=5 marks

c. Five objective type questions from no detailed

1x5=5 marks

Total:15 marks

**GRAMMAR**

Q.2

a. One word answer five questions

1x5=5 marks

b. Very short answer five questions

1x5=5 marks

c. Fill up the blanks five questions

1x5= 5 marks

Total:15 marks

**Group-B**

**40 Marks**

Short Type Answer

Q.3 Answer within two/three sentences.

a. Comprehension of an unseen passage of about 150 words followed by seven questions to be answered out of nine question

7x2=14 marks

b. Prose : Four questions to be answered out of five questions

4 x 2 =8 marks

Q4. Answer within six sentences

- a. Prose : Three questions to be answered out of  
Four questions 3x3=9 marks
- b. Ghazaliyat : Three Ashaar explanation to be  
Answered out of four Ashaars 3x3=9 marks

Total = 18 marks

**Group- C**

**30 Marks**

Long Type Answer

- Q.5 a. Prose : One long answer type question about  
150 words with an alternative from  
Prose portions 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. Essay : One long answer type question about  
150 words with three alternatives 7½ marks

Books prescribed

**MEYAR- E-ADAB**

**Compiled by Prof Suraiya Husain**

1. Prose Portion : 20 Classes

Portions to be studied :

- 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

2. (a) Poetry portion

Portions to be studied :

- i. Bazmein Anjum : Iqbal 25 Classes  
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

3. Non detailed studies 15 Classes

Any one of the following books from the remaining  
Half portion dis-continued in the 1st year

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)

4. (a) Essay :

There shall be one general Easy with three alternatives 5 Classes

(b) Comprehension

5. Grammar

Book Prescribed

15 Classes

Urdu Zaban- O – Qawaid Part-1

By Shafi Ahmed Siddiqui

Person to be studies :

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



QUESTION PATTERN AND MARK-DIVISION

**M.I.L. (SANSKRIT)**

1st Year

TIME:03 Hrs

**GROUP -A**

FULL MARKS - 100

Q.1. Multiple Choises :

1 x 15 = 15

MARK-DIVISION	: PROSE	- 1X3 = 3
	: POETRY	- 1X2 = 2
	: SANDHI	- 1X3 = 3
	: SANDHIVICCHEDA	- 1X3 = 3
	: KARAKA - VIBHAKTI	- 1X4 = 4

Q.2. One word Answer / Correction / Fill up the Blanks : 1x15 =15

MARKDIVISION	:PROSE	- 1x2 =2
	:POETRY	- 1x3 =3
	: PRAKRUTI-PRATYAYA	- 1x3 =3
	: SAMASA	- 1X3 =3
	: EKAPADIKARANA	- 1X4 = 4
	( from Stripratya and Samasa)	

**GROUP -B**

Q.3. Short Type Answer (within 2/3 sentences / 12words) : 2x11 = 22

MARKDIVISION	: (a) Comprehension	- 2x6 = 12 (out of 07Qs.)
	(passages from 1to 8 of Samskrtaprabha)	
	(b) Translation	
	(from Unseen Sanskrit	- 2x5 = 10 (out of 07Qs.)

sentences into Odiya/English)

Q.4. Short Type Answer ( within 06 sentences / 25words) : 3x6 = 18

MARKDIVISION : (a) PROSE - 3x3 = 09 (out of 04 Qs.)

(b) POETRY - 3x3 = 09 (out of 04 Qs.)

**GROUP - C**

Q.5. 04 Long Questions out of 06 Qs,  $7^{1/2} \times 4 = 30$

(within 08 sentences / 40 words )

- a) Letter /Application writing.
- b) Long Question (PROSE)
- c) Long Question (POETRY)
- d) Explanation (PROSE/ POETRY)
- e) Expansion of Ideas ( MORAL TEACHINGS FROM PROSE/POETRY)
- f) Precis Writing (OF UNSEEN PASSAGE)

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



**M.I.L. (SANSKRIT)**

**FIRST YEAR**

*There shall be one paper carrying 100 marks.  
The duration of Examination will be of three hours.*

**COURSE STRUCTURE**

<b>UNIT</b>	<b>CLASSES REQUIRED</b>	<b>MARKS ALLOTTED</b>
<b>Unit - I</b>		
Prose	20	21 1/2
<b>Unit - II</b>		
Poetry	20	21 1/2
<b>Unit - III</b>		
Grammar (Textual & Outside)	12	20
<b>Unit - IV</b>		
Translation & Comprehension	18	22
<b>Unit - V</b>		
Letter/ Application, Expansion of ideas Precis writing	10	15
<b>Total</b>	<b>80 Classes</b>	<b>Total 100</b>

**PORTIONS TO BE STUDIED**

**Unit - I**

**Prose- Samskrta Prabha (Gadyabhagah)**

**संस्कृतप्रभा (गद्यभागः)**

The following prose pieces from the above mentioned book are to be studied.

1. मनुमत्स्याख्यानम् (Manumatsyakhyanam)
2. चतुरशृगालः (Caturasrgalah)
3. संस्कृते किं नास्ति (Samskrte kim nasti)
4. जाबालः सत्यकामः (Jabalah Satyakamah)

**UNIT-II**

**Poetry- Samskrta Prabha (Padya Bhagah)**

**संस्कृतप्रभा (पद्यभागः)**



The following poetry pieces from the above book are to be studied.

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

#### Unit - III

##### (A) Grammar from the text

01. सन्धि (Sandhi)
02. सन्धिविच्छेद Sandhi Viccheda
03. कारक-विभक्ति Karaka-Vibhakti
04. प्रकृति-प्रत्यय Prakrti Pratyaya

##### (B) Grammar from outside the text /General

01. स्त्रीप्रत्यय (Stripratyaya)
02. समास (Samasa)
03. एकपदीकरण (Formation of single word from Stripratyaya and Samasa)

#### Unit - IV

##### Translation and Comprehension

A) Comprehension - Sanskrit passage for the comprehension (Passage No. 01 to 08)  
of संस्कृतप्रभा

B) Translation of unseen Sanskrit sentences into Odia/English

#### Unit - V

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

##### Books Recommended:

1. Samskrta Prabha - संस्कृतप्रभा  
Published by Odisha State Bureau of Textbook Preparation and Production.
2. Vyakarana-darpanah - व्याकरण दर्पणः  
Published by Odisha State Bureau of Textbook Preparation and Production.

**QUESTION PATTERN AND MARK-DIVISION**

**M.I.L. ( SANSKRIT )**

**2ND YEAR**

**TIME:03 Hrs**

**GROUP - A**

**FULL MARKS - 100**

Q.1.MULTIPLE CHOICES : 1 x 15=15

MARKDIVISION : PROSE - 1X3 = 3

: POETRY - 1X2 = 2

: SAMASA - 1X4 = 4

: SABDARUPA - 1x3 = 3

: DHATURUPA - 1x3 = 3

Q.2. One word Answer / Correction / Fill up the Blanks : 1x15 =15

MARKDIVISION : PROSE - 1x2 =2

: POETRY - 1x3 =3

: SANDHI - 1X2 = 2

: SANDHIVICCHEDA - 1x2 =2

: KARAKA VIBHAKTI - 1X3 = 3

: STRIPRATYAYA - 1X3 = 3

**GROUP-B**

Q.3. Short Type Answer (within 2/3 sentences / 12words) : 2x11 = 22

MARKDIVISION : (a) Comprehension - 2x6 = 12 (out of 07Qs.)

(passages from 9 to16 of Samskrtaprabha )

: (b) Translation - 2x5 = 10 (out of 07Qs.)

(from Odiya/English into Sanskrit)

Q.4. Short Type Answer ( within 06 sentences / 25words) : 3 x 6 = 18

MARKDIVISION : (a) PROSE - 3 x 3 = 09 (out of 04 Qs.)

(b) POETRY - 3 x 3 = 09 (out of 04 Qs.)

**GROUP - C**

Q.5. 04 Long Questions out of 06 Qs, 7<sup>1/2</sup> x 4 = 30

(within 08 sentences / 40 words )

a) Letter /Application writing.

b) Long Question (PROSE)

c) Long Question (POETRY)

d) Explanation (PROSE/ POETRY)

e) Expansion of Ideas ( MORAL TEACHINGS FROM PROSE/POETRY)

f) Precis writing (OF UNSEEN PASSAGE)

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

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**M.I.L. (SANSKRIT)  
SECOND YEAR**

There shall be one paper carrying 100 marks.  
The duration of Examination will be of three hours

**COURSE STRUCTURE**

<b>UNIT</b>	<b>CLASSES REQUIRED</b>	<b>MARKS ALLOTTED</b>
<b>Unit - I</b>		
Prose	20	21 1/2
<b>Unit - II</b>		
Poetry	20	21 1/2
<b>Unit - III</b>		
Grammar (Textual & Outside)	12	20
<b>Unit - IV</b>		
Translation & Comprehension	18	22
<b>Unit - V</b>		
Letter/ Application Expansion of ideas Precis writing	10	15
	<b>Total</b>	<b>Total</b>
	<b>80 Classes</b>	<b>100 Marks</b>

**PORTIONS TO BE STUDIED**

**Unit - I**

**Prose- Samskrtaprabha (Gadyabhagah)**

**संस्कृतप्रभा (गद्यभागः)**

The following prose pieces from the above mentioned book are to be studied.

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

**UNIT-II**

**Poetry- Samskrtaprabha (Padyabhagah)**

**संस्कृतप्रभा (पद्यभागः)**

The following poetry pieces from the above book are to be studied.

## Commerce Stream

1. दशावतारस्तुति: (Dasavatarastutih)
2. गीतासौरभम् (Gitasaurabhavam).
3. रघुवंशम् (Raghuvamsam)

### Unit - III

#### (A) Grammar from the text

01. कारक-विभक्ति Karaka-Vibhakti
02. सन्धि Sandhi
03. सन्धिविच्छेद Sandhi Viccheda

#### (B) Grammar from outside the text/General

01. शब्दरूप - Sabdarupa- (नर, फल, लता, मुनि, मति, वारि, नदी, पितृ, मातृ, गच्छत्, मनस्, आत्मन्, तद्, किम्, इदम्, अस्मद्, युष्मद्, द्वि, त्रि, चतुर् )
02. धातुरूप - Dhaturupa- (भू, गम्, पठ्, कृ, अस्, लभ्, पूज् )
03. समास -(Samasa)
04. स्त्रीप्रत्यय- -(Stripratyaya)

### Unit - IV

#### Translation and Comprehension

**A)Comprehension** - Sanskrit passages for the comprehension (Passage No. 09 to 16) of संस्कृतप्रभा

**B)** Translation of Odia/English sentences into Sanskrit.

### Unit - V

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

#### **Books Recommended:**

1. Samskrta Prabha - संस्कृतप्रभा  
Published by Odisha State Bureau of Textbook Preparation and Production.
2. Vyakarana-darpanah - व्याकरणदर्पणः  
Published by Odisha State Bureau of Textbook Preparation and Production.

## ALTERNATIVE ENGLISH

- 1. Introduction :** The course is meant for the students
- (a) who opt to study English in lieu of a Modern Indian Language, and
  - (b) who seek to develop a high level of competence in English.

It is assumed that the students who offer to study this course have high motivation and competence in English. Hence, it aims at building up on their previous learning and their acquisition of skills in compulsory English course which they are exposed to simultaneously.

- 2. Objectives :** By the end of the course a student should be able to

- (a) transact real-life business in English, and
- (b) appreciate, evaluate and enjoy different types of writing in English

By the end of the Higher Secondary Course in Alternative English, the learners are expected to acquire the language skills specified below :

**3.1. Reading (Non-fictional prose) :**

- (a) To make predictions and guesses while reading a prose text
- (b) To understand relations between the parts of a reading text and recognize the indicators in discourse.
- (c) To understand the writer's intention/attitude, to discriminate between facts and opinions, to recognize the writer's bias, if any, and to assess the communicative value of a given text.
- (d) To identify the structure of a text, such as descriptive sequence, chronological sequence, cause-and-effect chain, argumentative and logical organization, etc.
- (e) To compare and contrast two texts on similar themes
- (f) To use reference skills to select a suitable text for reading.
- (g) To use the title, blurb, contents and index of a book in order to form an overall idea of what the book is about and of whether it will be relevant reading with reference to a particular topic.

**3.2. Reading (Poetry) :**

- (a) To recognize the structure of a poem and to appreciate the themes and ideas presented therein.
- (b) To recognize, identify and interpret poetic structure in a given poem.
- (c) To recognize and appreciate the effects of different poetic devices like simile / metaphor / symbol / personification / irony / alliteration / assonance, etc.

**3.3. Reading (short stories, one-act plays)** The students are expected to develop in them the capacity

- (a) To comprehend the plot and characters of a given short story/play, and
- (b) To interpret the themes and points of view contained in a given story/play.

**4.1. Writing :** The students will be able

- (a) to formulate ideas for compositions, to brainstorm and organize ideas, to write and revise their writing on common themes/situations for given purpose.
- (b) to identify grammatical errors and to correct them in their own writing or in peer writing.
- (c) To design and write a brochure or pamphlet
- (d) To write the dialogues of a face-to-face/telephonic conversation.

**4.2. Creative Writing :** The students are expected to develop in them the ability

- (a) To add a suitable beginning/ending/title to a given poem/story

### Commerce Stream

- (b) To reconstruct a story from a given set of questions/fillers/outlines.
- (c) To rewrite a poem/short story as a different form of discourse, i.e. a page of a diary, a newspaper article or a script for a play etc.

**4. Grammar and Usage :** Points relating to Grammar and usage will be mainly discourse-based. These points are discussed in 'Approaches to English Book I' and in Reference Books for Grammar mentioned under 'Instructional Materials'. They are related to the following broad topics :

- i) Tense and Aspect
- ii) Modals
- iii) Non-finite Verb forms
- iv) The Passive
- v) Prepositions
- vi) Phrasal Verbs
- vii) Clause-types
- viii) Linking Devices
- ix) Word Order and Emphasis

**5. Instructional Materials :**

- (a) Approaches to English, Book-I
- (b) Approaches to English, Book-II  
Published by the Orissa State Bureau of Textbook Preparation and Production, Pustak Bhavan, Bhubaneswar.
- (c) Reference Books for Grammar and Usage :
  - (i) A University Grammar of English (Quirk, Greenbaum et al)
  - (ii) English Grammar Practice (Bijoy Kumar Bal)

### FIRST YEAR

#### A APPROACHES TO ENGLISH, BOOK-I

##### Prose

##### Units to be studied :

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

#### B. APPROACHES TO ENGLISH, BOOK -II

##### Poetry

##### Units to be studied :

- 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)

##### Short Stories

**Units to be studied :**

- xi. The Rainbow-Bird (Vance Palmer)
- xii. The Eyes Have it (Ruskin Bond)
- xiii. The little Wife (William March)

**One-Act Plays**

**Units to be studied :**

- xvii. Mother's Day (J.B. Priestley)
- xviii. The Unexpected (Ella Adkins)

**C. GRAMMAR & USAGE**

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

**SECOND YEAR**

**A. APPROACHES TO ENGLISH, BOOK-I**

**Units to be studied**

- vi. The Wonder World of Science
- vii. Our Environment
- viii. The World of Business
- ix. The Changing World

**B. APPROACHES TO ENGLISH, BOOK-II**

**Poetry**

**Units to be studied :**

- vi. Indian Children Speak (Juanita Bell)
- vii. The Goat Paths (James Stephen)
- viii. Of a Questionable Conviction (Jayanta Mahapatra)
- ix. Mirror (Sylvia Plath)
- x. Toads (Philip Larkin).

**Short Stories**

**Units to be studied :**

- xiv. The Happy Man (W.S. Maugham)
- xv. The Tree (Manoj Das)
- xvi. The Watch Man (R.K. Narayan)

**One Act Plays**

**Units to be studied**

- xix. The Hour of Truth (Percival Wilde)

**C. GRAMMAR & USAGE**

- i. Revision of 'Tense and Aspect'
- ii. Revision of Prepositions and Phrasal Verbs

## Commerce Stream

- iii. Clause-types
- iv. Linking Devices
- v. Word Order and Emphasis

### **Scheme of Evaluation**

There will be a college examination in Alternative English at the end of the First Year. This will be Alternative English Paper -I carrying 100 marks. The final examination to be conducted by CHSE at the end of the second year of the course will consist of one written paper of Alternative English carrying 100 marks. The paper shall test the student's proficiency in English with respect to correctness, appropriacy, tone and style.

### **Alternative English (1st Year) - (To be evaluated at the college level)**

#### **1. Reading Comprehension :**

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

#### **2. Reading related skills.**

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

#### **3. Writing skills.**

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

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

### **Alternative English (2nd year) To be evaluated at CHSE level**

#### **1. Reading Comprehension.**

- (a) A prescribed prose piece or extract



(5 questions including inferential questions are to be answered).

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

**2. Reading related skills.**

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

**3. Writing skills.**

- (a) Designing and writing a brochure / pamphlet
  - (b) Writing dialogues of a face-to-face / telephonic conversation.
  - (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.
  - (d) Adding a suitable beginning/ending/title to a given poem/story.
4. Grammar and usage (in context)  
(3 questions on the prescribed grammar units including modified cloze tests).

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## ENVIRONMENTAL EDUCATION

**(Compulsory)**

The Environmental Education (EE) is incorporated in the New Syllabus of Higher Secondary (+2) students of all streams (Science, Arts & Commerce) from 2006 (admission batch). The theory course shall be taught in 40 periods.

The syllabus is compulsory for all students. To reduce the work-load of students, EE will be taught in XI class only. The syllabus shall be of 100 marks of which 70 marks assigned to theory paper and 30 marks for project work.

Questions for theory paper shall be prepared by the Council and examination will be held on a stipulated date fixed by the Council.

The questions for theory paper will be prepared as per the norms of Council as done for all other subjects, 40 marks for short (which also includes objectives) and 30 marks for long questions.

Students are required to answer three long questions, one from each unit. Each unit will have 2 questions with internal choice. The short questions (covering all units) will be compulsory.

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. The best project (as will be decided by the Principal) may be sent to Council for consideration for award of a special prize.

The Grade secured (taking together both the theory and project marks) will be reflected in the mark sheet and the Pass certificate of the Council.

(Above 70% -Gr A<sup>+</sup>, above 60% -Gr.A, above 50% -Gr.B, above 35% -Gr.C and below 35% -Gr. D)

### THEORY

**F.M. : 70**

#### **UNIT - I**

**8 Periods**

#### **(A) 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**

**6 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.

**PROJECTS**

**F.M. : 30**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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,

## Commerce Stream

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.

6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

The grade secured taking together both the theory and Project/Practical marks will be relected in the Marks sheet and the pass certificate of the Council.

Grade A<sup>+</sup> = 70% above, Grade B<sup>+</sup> = 60% and Grade B = 50% above, Grade C = 35% and Grade D = before 35%

### **BOOK PRESCRIBED :**

**Bureau's Higher Secondary (+2) Environmental Education *Published by Orissa State Bureau of Textbook Preparation & Production, Bhubaneswar.***



**YOGA**

**YOGA (Theory)**  
**+2 1st year**

**YOGA (Practical)**  
**+2 2nd year**

Full Marks - 50 Time 2 hrs.

Unit - I 10 marks

**CONCEPT YOGA**

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

Yoga and Spirituality

Unit - II 10 marks

**BASIC PRINCIPLES OF YOGA PRACTICE**

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

Unit - III 10 marks

**BRANCHES OF YOGA**

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

Unit - IV 10 marks

**CONCEPT OF ASTHANGA YOGA**

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

Unit - V 10 marks

**YOGA AND PERSONALITY DEVELOPMENT**

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.

Full Marks - 50 Time 2 hrs.

Unit - I

**ASANA**

**PRILIMINARY PRACTICES** : Greeva Sanchalana, skandha chakra (shoulder rotation), purna, titali asana (full butterfly), marjari asana (car 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** : savasana, yoganidra

Unit - III

**PRANAYAMA** : Priliminary practices: abdominal, thoracic, clavicular and full yogic breathing kapalabhati, nadisodhana, bhramari seetali/seetkari

Unit - IV and Unit - V

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

Unit-V

**KRIYA** : Trataka (internal and external)

**For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination but in 1st year and 2nd year students will learn practical**

The grade secured taking together both the theory and Project/Practical marks will be refelected in the Marks sheet and the pass certificate of the Council.

Grade A<sup>+</sup> = 70% above, Grade B<sup>+</sup> = 60% and Grade B = 50% above, Grade C = 35% and Grade D = before 35%

**Books Prescribed : An Introduction to Yoga, ଘୋଷ ପରିଚୟ**  
**Published by Orissa State Bureau of Textbook Preparation and Production**



## BASIC COMPUTER EDUCATION

### +2 1st Year

#### UNIT-I

Computer Fundamentals : 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.

**8 Hours**

#### UNIT-II

Operating System: 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.

15hours

#### UNIT-III

INTERNET AND COMPUTER SECURITY:

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. 7 hours

**For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination.**

**TOTAL HOURS: 30 (THEORY) AND 10 HOURS (PRACTICAL).**

### +2 2nd Year

#### PRACTICALS :

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

The grade secured taking together both the theory and Project/Practical marks will be reflected in the Marks sheet and the pass certificate of the Council.

Grade A\* = 70% above, Grade A = 60% and Grade B = 50% above, Grade C = 35% and Grade D = below 35%



# ACCOUNTANCY

## FIRST YEAR

### 1st Elective (Compulsory)

#### PAPER – 1

#### **Unit – I : Introduction to Accounting :**

- (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 :**

- (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 :**

- (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.
  - (ii) Detection of Error: Rectification of Error and Its effect on Profit and Loss account, Suspense account.

#### **Unit – IV : Consignment and Joint Venture :**

- (a) 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.
- (b) Joint Venture: Meaning, Distinction between Joint Venture and Partnership. Accounting Record –
  - (i) When separate set of books are maintained, (ii) When one venture keeps account (iii) When all Venturers keep accounts.
- (c) Computers in Accounting (AIS) Accounting Information Applications of Computer in Accounting System, Manual & Computerized Accounting.

#### **BOOK PRESCRIBED :**

**Bureau's Higher Secondary (+2) ACCOUNTANCY, PART-1**

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

## **BUSINESS STUDIES & MANAGEMENT (BSM)**

### **FIRST YEAR**

#### **2nd Elective (Compulsory)**

#### **PAPER-1**

#### **Unit - I : Introduction, Sole Proprietorship, Partnership :**

- (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 :**

- (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 :**

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 :**

- (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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**





# **BUSINESS MATHEMATICS AND STATISTICS**

## **FIRST YEAR**

**3rd & 4th Elective**

**PAPER-I**

**GROUP-I**

**Unit-I : Business Arithmetic :** Profit and Loss, Partnership, Logarithm, Simple and Compound interest.

**Unit-II : Functions and Differentiation:**

- (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**

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:**

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# COMMERCIAL BANKING

## FIRST YEAR

### 3rd & 4th Elective

#### PAPER-I

#### GROUP-II

#### **Unit-I : Banks :**

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 :**

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** – 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 :**

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# FUNDAMENTALS OF ENTREPRENEURSHIP

## FIRST YEAR

### 3rd & 4th Elective

#### PAPER-I

#### GROUP-III

#### Unit - I

##### **Entrepreneur :**

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 :**

- (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 :**

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 :**

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



# **SALESMANSHIP**

## **FIRST YEAR**

### **3rd & 4th Elective**

#### **PAPER-I**

#### **GROUP-IV**

#### **Unit-I : Introduction :**

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 :**

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 :**

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 :**

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# FUNDAMENTALS OF COMPANY ACCOUNTS

## FIRST YEAR

### 3rd & 4th Elective

#### PAPER-I

#### GROUP-V

#### **Unit-I : Company and Share Capital :**

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-Arear, 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 :**

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

#### **Unit-III : Redemption of Preference shares :**

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 :**

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# COMMERCIAL GEOGRAPHY

## FIRST YEAR

### 3rd & 4th Elective

#### PAPER-I

#### GROUP-VI

#### **Unit-I : Introduction of Commercial Geography and Natural Regions :**

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 of India.

#### **Unit-II : Soil and Agricultural Products :**

- (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 :**

- (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 :**

- (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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# COMPUTER APPLICATION

(THEORY)

FIRST YEAR

## Unit: I

Over view of computer system: Introduction, characteristics of computer, History of computer and generation of computer, Classification of computers, Anatomy of digital computer system, Input and output devices of computer, Primary and secondary memory.

Number system: Binary, Octal, Hexadecimal number system and their conversions, Binary arithmetic (Addition, subtraction, Multiplication and division), Computer codes (BCD, EBCDIC and ASCII), Boolean algebra and Logic gates (AND, OR, NOT, NAND, NOR AND XOR) gates and their functions and truth tables.

## Unit: II

Software: Classification of software, Operating system and its application, Programming languages- Machine language, Assembly language and high level language, Assembler compiler and Interpreter, Program planning and use of algorithms and Flow-charts in program developments.

## Unit: III

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.

## PRACTICAL

Grading of Practical paper

Record: 05 Marks

Viva: 05 Marks

Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)

1. Use of DOS commands (Internal and External)
2. Working with Windows.
3. Development of C programs as per the Unit-111.

Students are required to perform the practical one -from Group- A and one from Group-B as per the question given in the exam. Viva will be based on DOS,WINDOWS, C and computer system.

Group - A Question will cover serial 1 & 2 as above and

Group -B Question will cover Serial 3.

Books recommended:

1. Fundamentals of Computer By P.K.Sinha and Preeti Sinha, BPB Publication.
2. ANSI C by C Balaguruswami.
3. Let us C by Kanitakar.



## INFORMATION TECHNOLOGY

### FIRST YEAR (THEORY)

#### UNIT-I

MARKS:70

a. Overview of Information Technology:

Interdiction 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 Fibre, Radio Link, Microwave Link & Satellite Link, Network Technology, Network Types \_\_\_\_\_ LAN, MAN & WAN 56kbps Modern, Cable Modern & DSL Modern, Client Server Concept.

#### UNIT-II

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:

Interdiction to Multimedia, Multimedia Components \_\_\_\_\_ Text, Graphics, Animation, Audio, Video, Multimedia Applications.

#### UNIT-III

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 While Statement, Do While Statement, For-----Next Statement, BREAK & CONTINUE Statements, Arrays One Dimensional & Multidimensional Arrays, Handling of Character Strings.

### (PRACTICAL)

1. SAME AS EARLIRR

MARKS: 30





# ACCOUNTANCY

## SECOND YEAR

### 1st Elective (Compulsory)

#### PAPER-II

#### Unit-I : Final Account :

- (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, Baddebt, Provision for Discount on Debtors, Manager's commission, Interest on Capital & Drawing.

#### Unit-II: Financial Statement of Not for Profit Organizations and Depreciations, Provision and Reserve :

- (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 :

- (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 :

- (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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# **BUSINESS STUDIES AND MANAGEMENT (BSM)**

## **SECOND YEAR**

### **2nd Elective (Compulsory)**

#### **PAPER-II**

#### **Unit-I**

- (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**

- (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** : 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

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# **BUSINESS MATHEMATICS & STATISTICS**

## **SECOND YEAR**

3rd & 4th Elective

**PAPER - II**

**GROUP - I**

### **Unit - I : Business Arithmetic:**

Discounting of Bills of Exchange, Stock and Share, Annuity

### **Unit-II : Determinants and Matrices:**

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 :**

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 :**

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 MATHEMATICS AND STATISTICS, PART-II**

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



# **INSURANCE**

## **SECOND YEAR**

**3rd & 4th Elective**

**PAPER - II**

**GROUP - II**

### **Unit - I : Insurance – Meaning, Scope and Function :**

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 :**

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 of Natural premium plan and Level premium plan. Nomination and assignment.

### **Unit-III : Marine Insurance – Principles and practices :**

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 :**

#### **(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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# **COST ACCOUNTING**

## **SECOND YEAR**

**3rd & 4th Elective**

**PAPER-II**

**GROUP-III**

### **Unit-I : Introduction to Cost Accounting :**

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 :**

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 :**

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 :**

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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# **BUSINESS ECONOMICS**

## **SECOND YEAR**

3rd & 4th Elective

**PAPER-II**

**GROUP - IV**

Paper Title: **Elementary Micro and Macro-economics.**

**Pattern of Questions**

**Distribution of Marks**

**Group - A** Objective type

1. **Multiple Choice type**
2. **Answer in one sentences**
3. **Correct the statement if required**

**Group - B** Short type

1. Answer in two three sentence
2. Distinguish between (Any five)

**Group C** Long type

Four question (carrying equal marks) are to be answered out of seven questions covering all the units in the syllabus.

**Unit - I**

**Introduction to Economics and Consumer Behaviour.**

**(10 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.**

**(12 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 ( 8 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. (15 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. ( 15 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) ECONOMICS**

**(PART I & II)**

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

2. ବ୍ୟବସାୟ ଉଚ୍ଚମାଧ୍ୟମିକ ଅର୍ଥଶାସ୍ତ୍ର (ପ୍ରଥମ ଭାଗ)

ପ୍ରକାଶକ - ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ୱର



# FUNDAMENTALS OF MANAGEMENT ACCOUNTING

## SECOND YEAR

3rd & 4th Elective

PAPER - II

GROUP - V

### Unit-I : Introduction :

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 :

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 :

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 :

#### (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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**





# **RURAL DEVELOPMENT**

## **SECOND YEAR**

**3rd & 4th Elective**

**PAPER - II**

**GROUP - VI**

### **Unit - I : Rural India and Rural Development :**

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

### **Unit - II : Rural Financial Institutions :**

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 :**

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 :**

- (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 Orissa State Bureau of Textbook Preparation and Production, Bhubaneswar.**



# COMPUTER APPLICATION

## (THEORY)

### SECOND YEAR

#### Unit: I

Business data processing: Concept, Database management system, Introduction to Relational database management system, Different key concepts, C.F Codd's rule, Normalization, Computer in Business, Medicine, Entertainment, Office Automation, Research and Development and Electrons Commerce.

#### Unit: II

Data Communication and Computer Networks: Network topology, Multiplexer, Concentrator, Network types: LAN, WAN and MAN, Network devices, OSI model, Internet and its applications, WWW, websites and web pages, search engines E-mail and its features, VIRUS, Cyber Crime, Computer Ethics.

#### Unit: III

Functions and Built-in functions in C: Introduction to functions, Types of functions, writing functions, accessing the function, function prototypes, Passing the arguments, Recursion Void function, Library functions.

Arrays: One dimensional and multidimensional array, Defining and initializing arrays, initialization of character arrays, String handling functions, Pointer: Introduction, Pointer array, Pointer operators.

Structure and Union: Introduction, Initialization, accessing the structure members, difference between the structure and union.

File handling operations in C: Data file, file .access, sequential and random access, Opening the file, reading and writing data in a file, closing a file.

### PRACTICAL

Grading of Practical paper

Record: 05 Marks

Viva: 05 Marks

Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)

1. Working with internet
2. Use of MS OFFICE
3. C programs based on Unit III

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

Books prescribed:

1. Data Base management system by Bipin Desai.
2. Fundamentals of computer by P.K.Sinha and Preeti Sinha.
3. ANSI-C, By E. Bdagurusaimi.
4. Lotus C - By kanitakar



## INFORMATION TECHNOLOGY (Arts/Sc/Commerce)

### SECOND YEAR

#### (THEORY)

#### UNIT-I:

MARKS: 70

a) Introduction To Internet :

Internet Backbones & Its Feathers, Internet Access Dial-Up Connection, Direction 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 Down Loading & Uploading, Chatting, Internet Relay Chat(IRC), E-mail & its features, Mailing Lists & Newsgroups, Internet Telephony System.

#### UNIT-II:

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 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, Spans, 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

a) Introduction to Visual Basic & Development Environment:

Object-oriented programming feature, Visual Basic and the integrated development environment, VB programming process, projects Explorer, from 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.

#### (PRACTICAL)

1. SAME AS EARLIRR

MARKS: 30



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