

Assistant and Assistant cum Driver Syllabus

National Council of Educational Research and Training

New Delhi

15 November 2006

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CLASS X (10TH) MATHEMATICS

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Gujarat State Board of School Textbooks

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Gujarat State Board of School Textbooks

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CLASS XI (11TH) ECONOMICS

1. Economics: An Introduction	<p>Introduction</p> <p>1.1 Meaning of Economics</p> <p>1.2 Economics in Indian Thought</p> <p>1.3 Development of Economics as a Science in the West</p> <ul style="list-style-type: none">- Definition of Economics by Adam Smit- Definition of Economics by 5/140- Definition of Economics by - Definition of Economics by Paul Samuelson <p>1.4 Economic Activity and Non-Economic Activity</p> <p>1.5 Microeconomics and Macroeconomics</p> <p>1.6 Presentation of Information (Data) in Economics</p> <p>1.7 Importance of Statistical Information</p> <ul style="list-style-type: none">1.7.1 Statistical Information Supports or Confirms a Principle1.7.2 Gives an Idea about the Changing Trends of Economic Parameters1.7.3 To Make Comparative Study Easy1.7.4 To Make Precise Presentation of Facts <p>1.8 Some Requisite Aspects in Collecting Statistical Information and Presenting it in Diagram/Graph/Chart</p> <ul style="list-style-type: none">1.8.1 Sources of Information/Data1.8.2 Clarity Regarding Dependent and Independent Variable1.8.3 Selecting Appropriate Scales <p>1.9 Presenting Quantitative/Numerical Information in Diagrams/Graphs</p> <ul style="list-style-type: none">1.9.1 Bar Diagram1.9.2 Grouped/Clustered Bar Diagram1.9.3 Pie Chart/Diagram <p>1.10 Importance of Economics.</p> <ul style="list-style-type: none">1.10.1 Understanding Everyday Behaviour<ul style="list-style-type: none">1.10.1.1 Understanding International Events1.10.1.2 Understanding Historical Events1.10.2 Economic Importance<ul style="list-style-type: none">1.10.2.1 Decision Making by Individuals1.10.2.2 Understanding Government Policies1.10.2.3 Professional Decision Making
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CLASS XII (12TH) ELEMENTS OF ACCOUNTS PART -1

1. Introduction to Partnership Notes	<ol style="list-style-type: none">1. Introduction2. Meaning and Definition of Partnership3. Characteristics of Partnership4. Partnership Deed5. Provisions of Indian Partnership Act 1932, Pertaining to Accounting Treatments in Absence of Partnership Deed6. Capital Accounts of Partners7. Difference Between Fixed Capital Account Method and Fluctuating Capital Account Method8. Drawing Accounts of Partners9. Profit and Loss Appropriation Account10. Difference Between Profit-Loss Account and Profit-Loss Appropriation Account11. Exclusive Illustrations
2. Final Accounts (Financial Statements) of Partnership Firm Notes	<ol style="list-style-type: none">1. Introduction2. Objectives of the Final Accounts of Partnership3. Final Accounts of Partnership Firm4. Adjustments of Final Accounts of a Partnership Firm5. Illustrations
3. Valuation of Goodwill Notes	<ol style="list-style-type: none">1. Introduction2. Meaning of Goodwill3. Factors affecting to the Valuation of Goodwill4. Need for Valuation of Goodwill5. Methods of Valuation of Goodwill6. Special Illustration
4. Reconstruction of Partnership Notes	<ol style="list-style-type: none">1. Introduction2. The Changes in Profit and Loss Sharing or Distributing Ratio Between Continuing (Present) Partners3. Revaluation of Assets and Liabilities of a Partnership Firm and its Accounting Effects4. Distribution of Reserves and Accumulated Profits among the Partners5. Goodwill
5. Admission of a Partner Notes	<ol style="list-style-type: none">1. Introduction2. Effects of Admission of a New Partner3. Change in Profit Sharing Ratio4. Accounting Treatment of Goodwill - As per Accounting Standard-265. Revaluation of Assets and Reassessment of Liabilities and its Accounting Effects6. Distribution of Reserves and Accumulated Profit-Losses7. Change in Capital Accounts and Construction of New Balance Sheet8. Illustrations

6. Retirement / Death of a Partner Notes	<ol style="list-style-type: none"> 1. Introduction 2. Circumstances of Retirement of a Partner 3. Important Accounting Aspects and Accounting Treatments 4. Calculation of New Profit and Loss Sharing Ratio and Gaining Ratio 5. Accounting Treatment of Goodwill 6. Revaluation of Assets and Liabilities 7. Distribution of Reserves and Accumulated Profit-Losses 8. Determination of Amount Payable to the Retiring Partner 9. Determination of Amount Payable to the Deceased Partner and Payment to his Executor
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CLASS XII (12TH) ELEMENTS OF ACCOUNTS PART -2

1. Accounting for Share Capital Notes	<ol style="list-style-type: none">1. Introduction2. Types of Companies3. Share and Share Capital: Meaning, Nature and Types4. Steps for Issue of Equity Shares5. Over Subscription and Under Subscription of Shares6. I.P.O. and F.P.O.7. Methods for Issue of Shares by Company8. Share Capital Transactions and Its Accounting Effects9. Calls-in-Arrears10. Calls-in-Advance11. For Issue of Shares at Premium12. Forfeiture of Shares13. For Reissue of Forfeited Shares14. Pro-rata Allotment of Shares15. Issue of Shares of Consideration Other Than Cash16. Presentation of Share Capital in Company's Vertical Balance Sheet17. Some Important Issues
2. Accounting for Debentures Notes	<ol style="list-style-type: none">1. Introduction2. Important Points Relating to Debentures3. Types of Debentures4. Procedure for Issue of Debentures5. Accounting Effects for Issue of Debentures6. Issue of Debentures for Consideration Other Than Cash7. Issue of Debentures as Collateral Security8. Interest on Debentures9. For Redemption of Debentures10. Accounting Effects at the Time of Issue of Redeemable Debentures11. Sources of Finance for the Redemption of Debentures12. Methods of Redemption of Debentures13. Difference Between Shares and Debentures
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CLASS XII (12TH) ECONOMICS

(1) Graphs in Economics	<ul style="list-style-type: none">Introduction1.1 Importance of Diagrams and Graph<ul style="list-style-type: none">1.1.1 Importance of Diagrams and Graphs in Economics1.1.2 Aspects to be Considered while Drawing a Diagram (Graph)1.2 Types of Diagrams<ul style="list-style-type: none">1.2.1 Time-Base Line Diagram (Curve)1.2.2 Bar Diagram and Types of Bar Diagram<ul style="list-style-type: none">1.2.2.1 Meaning and Example of a Simple Bar Diagram1.2.2.2 Clustered Bar Diagram1.2.2.3 Divided Bar Diagram1.2.2.4 Aspects to be Considered while Drawing a Bar Diagram1.2.3 Pie Diagram<ul style="list-style-type: none">1.2.3.1 Aspects to be Considered while Drawing a Pie Diagram1.3 Types of Graphs<ul style="list-style-type: none">1.3.1 Time Series Graphs1.4 Use of Technology in the Study of Economics<ul style="list-style-type: none">1.4.1 Computer Technology1.4.2 Internet Technology1.4.3 Data CDs (Compact Discs)
(2) Indicators of Growth and Development	<ul style="list-style-type: none">Introduction2.1 Meaning of Economic Growth<ul style="list-style-type: none">2.1.1 Definitions2.1.2 Limitations of the Concept of Economic Growth2.2 Meaning of Economics Development<ul style="list-style-type: none">2.2.1 Definitions2.2.2 Characteristics of Economic Development2.2.3 Limitation of the concept of Economic Development2.3 Difference between Growth and Development2.4 Indicators of Development<ul style="list-style-type: none">2.4.1 Growth Rate of National Income<ul style="list-style-type: none">2.4.1.1 Tabular Expression2.4.1.2 Limitations2.4.2 Growth Rate of per Capita Income<ul style="list-style-type: none">2.4.2.1 Tabular Expression2.4.2.2 Limitations2.4.3 Improvement in Quality of Life and PQLI<ul style="list-style-type: none">2.4.3.1 What is Physical Quality of Life?2.4.3.2 Aspects which are Included in the Physical Quality of Life2.4.3.3 Physical Quality of Life Index= PQLI

	<ul style="list-style-type: none"> 2.4.3.4 Three Determinants of Physical Quality of Life Index 2.4.3.5 Reasons for only Three Determinants 2.4.3.6 Formulation of Physical Quality of Life Index 2.4.3.7 Important Aspects 2.4.3.8 Positive Aspects 2.4.3.9 Limitations 2.4.3.10 Present Scenario 2.4.4 Human Development Index-HDI <ul style="list-style-type: none"> 2.4.4.1 Determinants of Human Development Index 2.4.4.2 Important Aspects 2.4.4.3 Human Development Indicators for Some Countries of the World, HDR-2015 2.4.4.4 Derived Conclusions 2.4.4.5 Importance of Human Development Index 2.4.4.6 Limitations
(3) Money and Inflation	<ul style="list-style-type: none"> Introduction 3.1 Meaning of a Barter System <ul style="list-style-type: none"> 3.1.1 Limitation of a Barter System <ul style="list-style-type: none"> 3.1.1.1 Problem of Mutual Adjustment of Wants 3.1.1.2 Difficulty in Storing of Value 3.1.1.3 Problem of Measurements of Value 3.2 Origin and Development of the Concept of Money 3.3 Meaning of Money and Functions of Money <ul style="list-style-type: none"> 3.3.1 Money as a Medium of Exchange 3.3.2 Money as a Store of Value 3.3.3 Money as a Measure of Value 3.4 Type of Money 3.5 Meaning of Inflation 3.6 Definition of Inflation 3.7 Characteristics of Inflation 3.8 Causes of Inflation <ul style="list-style-type: none"> 3.8.1 Increase in Demand 3.8.2 Increase in Cost of Production 3.8.3 Other Reasons
(4) Banking and Monetary Policy	<ul style="list-style-type: none"> Introduction 4.1 Evolution and Meaning of Banks 4.2 Classification of Banks (Major Types) <ul style="list-style-type: none"> 4.2.1 Commercial Bank <ul style="list-style-type: none"> 4.2.1.1 Functions of Commercial Banks 4.2.1.2 Presence of Commercial Banks in India 4.2.2 Central Bank <ul style="list-style-type: none"> 4.2.2.1 Reserve Bank of India (RBI) 4.2.2.2 Functions of Reserve Bank of India 4.3 Monetary Policy <ul style="list-style-type: none"> 4.3.1 Instruments of Monetary Policy

(5) Poverty

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- 5.2 Nature of Poverty
 - 5.2.1 Absolute Poverty
 - 5.2.2 Relative Poverty
- 5.3 Indicators of Poverty
 - 5.3.1 Low Per Capita Household Consumption Expenditure
 - 5.3.2 Level of Malnutrition
 - 5.3.3 Life Expectancy and Infant Mortality Rate
 - 5.3.4 Medical Facilities
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 - 5.3.10 Unequal Distribution of Income and property
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	<ul style="list-style-type: none"> (1) Low Level of Education (2) Low Level of Income (3) High Infant Mortality Rate <p>7.3.3.2 Other Factors.</p> <ul style="list-style-type: none"> (1) High Fertility Rate (2) Lack of Family Planning Information <p>7.3.4 Causes of Low Death-rate</p> <ul style="list-style-type: none"> 7.3.4.1 Improvement in Standard of Living 7.3.4.2 Control of Epidemics 7.3.4.3 Control on Drought 7.3.4.4 Protection against Natural Calamities and Transportation Facilities <p>7.4 Measures to control population</p> <ul style="list-style-type: none"> 7.4.1 Mass Education and Awareness 7.4.2 Effectiveness of Family Planning Programme 7.4.3 Increasing the Age of Marriage and Raising the Status of Women 7.4.4 Incentives and Disincentives 7.4.5 Expansion in Medical Services and Its Growing Effectiveness
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(9) Foreign Trade	<ul style="list-style-type: none"> 9.1 Meaning of Domestic and International (Foreign) Trade 9.2 Reasons for International Trade 9.3 Factors affecting the nature of International Trade 9.4 Difference between Domestic Trade and International Trade 9.5 Magnitude of World Trade in Present Times 9.6 India's Share in Global Trade: 9.7 Size, Composition (Nature) and Direction of India's Foreign Trade <ul style="list-style-type: none"> 9.7.1 Size of India's Foreign Trade 9.7.2 Composition (Nature) of India's Merchandise. Imports and Exports. 9.7.3 Direction of India's Foreign Trade 9.8 Concept of Balance of Payments <ul style="list-style-type: none"> 9.8.1 Types of Balance of Payments 9.8.2 Accounts of Balance of Payments 9.8.3 Factors Influencing Balance of Payments 9.9 Concept of Exchange Rate
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(11) Emerging Issues in Indian Economy	<ul style="list-style-type: none"> 11.1 Migration <ul style="list-style-type: none"> 11.1.1 Meaning of Migration 11.1.2 Types of Migration <ul style="list-style-type: none"> 11.1.2.1 Place-based Classification 11.1.2.2 Reason-based Classification 11.1.3 Causes of Migration <ul style="list-style-type: none"> 11.1.3.1 Economic Causes 11.1.3.2 Social Causes 11.1.3.3 Political Causes 11.1.3.4 Natural Calamities or Environmental Causes 11.1.4 Effects of Migration <ul style="list-style-type: none"> 11.1.4.1 Positive Effects of Migration 11.1.4.2 Negative Effects of Migration Leewebt about in 1991 which are identified as economic Introduction 11.2 Urbanisation <ul style="list-style-type: none"> 11.2.1 Meaning of Urbanisation 11.2.2 Effects of Urbanisation <ul style="list-style-type: none"> 11.2.2.1 Positive Effects of Urbanisation 11.2.2.2 Negative Effects of Urbanisation 11.2.3 Measures to Reduce the Problems of Urbanisation 11.3 Infrastructural Services <ul style="list-style-type: none"> 11.3.1 Education 11.3.2 Health 11.3.3 Electricity 11.3.4 Railways 11.3.5 Petroleum