INDEX

Sr. No.	Name of the Chapter	Page No.
1.	Development of Physical Fitness	1
2.	Obesity	9
3.	Nature and diet	15
4.	Yoga and Mudra	22
5.	Doping (Stimulants)	31
6.	Injury management	35
7.	Modern technology - Activism	41
8.	Career opportunities in sports	46
9.	Various Games	51
10.	Various Sports Competitions	54
❍	Success stories of sportsmen	58
❍	Practical Work	61

Contents

Sr. No.	Name of the topic	Page No.
1.	**Environment and Sustainable Development** 1.1 Interdisciplinary nature of Environment 1.2 Scope and Importance 1.3 National and International Organizations 1.4 Contribution of people for environment protection 1.5 Sustainable Development	1 to 13
2.	**Ecosystems** 2.1 Scope of ecology 2.2 Structure and functions of ecosystem 2.3 Types of ecosystems 2.4 Dynamics of ecosystem 2.5 Ecosystem services 2.6 Species interdependence and interactions 2.7 Ecological succession	14 to 27
3.	**Biodiversity** 3.1. What is biodiversity? 3.2. Levels of biodiversity 3.3. Values of biodiversity 3.4. India as a Mega Diversity Nation 3.5. Threats to Biodiversity 3.6. Man and wildlife conflict 3.7. Conservation of Biodiversity	28 to 45

Contents

Sr. No.	Name of the topic	Page No.
4.	**Natural Resources** 4.1 Water 4.2 Forest 4.3 Food 4.4 Land 4.5 Minerals 4.6 Sustainable use of natural resources	46 to 61
5.	**Disasters** 5.1 Understanding disasters 5.2 Types of disasters 5.3 Natural disasters 5.4 Manmade disasters 5.5 Effects of disasters 5.6 Disaster emergency kit 5.7 Activity	62 to 80
6.	Glossary	81 to 83
7.	Project Guidelines and List	84 to 86

S.O.I. Note : The following foot notes are applicable : (1) © Government of India, Copyright : 2019. (2) The responsibility for the correctness of internal details rests with the publisher. (3) The territorial waters of India extend into the sea to a distance of twelve nautical miles measured from the appropriate base line. (4) The administrative headquarters of Chandigarh, Haryana and Punjab are at Chandigarh. (5) The interstate boundaries amongst Arunachal Pradesh, Assam and Meghalaya shown on this map are as interpreted from the "North-Eastern Areas (Reorganisation) Act. 1971," but have yet to be verified. (6) The external boundaries and coastlines of India agree with the Record/Master Copy certified by Survey of India. (7) The state boundaries between Uttarakhand & Uttar Pradesh, Bihar & Jharkhand and Chattisgarh & Madhya Pradesh have not been verified by the Governments concerned. (8) The spellings of names in this map, have been taken from various sources.

DISCLAIMER Note : All attempts have been made to contact copy right/s (©) but we have not heard from them. We will be pleased to acknowledge the copy right holder (s) in our next edition if we learn from them.

Front Page : The componenets of earth and positive actions for envioronment and sustainability.

Back Page : In day to day life what do's and don'ts regarding recyclable product.

XI Mathematics Commerce Part I

Competency statements

Sr. No	Area	Topic	Competency Statements
1	Sets and Relations	Sets	The student will be able to • work with sets and set functions. • construct sets from given conditions/description/ rule. • solve problems using set theory.
		Relations	• identify the types of relations. • use relations to associate different sets. • verify equality, equivalence or other relation-ships between given sets.
2	Functions	Functions	• work with function defined on different domains. • identify different types of functions. • carry out complicated operations on functions.
3	Complex Numbers	Complex Numbers	• simplify algebraic expressions involving complex numbers.
4	Sequence and series	Sequence	• identify the type of a given sequence. • find the general term of given sequence.
		Series	• identify the type of a given series • find the n^{th} term of a given series • find the sum of the first n terms of a given series • find the sum to infinite terms of a given series
5	Locus and Straight Line	Locus and Straight Line	• find equation of a straight line satisfying given conditions • identify properties of given set of straight lines
6	Determinants	Determinants	• find value of a determinant. • simplify determinant. • solve linear equations in 2/3 variables, find area of triangle using determinants.
7	Limits	Limits	• find limit of a function • determine whether a given function has a limit
8	Continuity	Continuity	• determine whether a given function is continuous at a given point • determine whether a given function is continuous over a specified interval • identify points of discontinuity of a given function
9	Differentiation	Differentiation	• differentiate algebraic functions

Competency statements

Sr. No	Area	Topic	Competency Statement
1	Partition Values	Partition Values	The student will be able to • calculate specified partition values for given ungrouped data • calculate specified partition values for grouped data (using formulae and graphs)
2	Measures of Dispersion	Measures of Dispersion	• calculate range, quartiles and quartile deviation for given data • calculate variance and standard deviation from given data • calculate measures of dispersion for grouped data
3	Skewness	Skewness	• decide if the given frequency distribution is symmetric • calculate Pearson's coefficient of skewness • calculate Bowley's coefficient of skewness
4	Bivariate Frquency Distribution	Bivariate Frequency Distribution	• construct a bivariate frequency distribution for given raw data • find marginal and conditional frequency distributions from given bivariate frequency distribution. • find χ^2 statistic.
5	Correlation	Correlation	• compute correlation coefficient for given bivariate data • compute correlation coefficient for a bivariate frequency table.
6	Permutation and combination	Permutation and combi-nation	• count the number of arrangements of given objects satisfying specified conditions • count the number of possible selections of objects satisfying specified conditions

7	Probability	Probability	• calculate probabilities of events in a random experiment • calculate probability of an event using description of an experiment • calculate probabilities of events obtained using algebra of events.
8	Linear Inequations	Linear Inequations	• identify sets of numbers satisfying given in - equations • solve a given set of in equations graphically
9	Commercial Mathematics	Percentage	• calculate percentages from given information • compare quantities in terms of percentages
		Profit and Loss	• calculate profit/loss from descriptions of a commercial activity/transaction • express profit/loss in terms of percentages
		Interest	• calculate simple interest • calculate compound interest
		GST	• calculate CGST, SGST and UTGST • calculate input tax and output tax • calculate input tax credit at different stages of trade
		Shares	• calculate dividend on shares • understand concepts of face value, market value, nominal value and par value of shares • calculate brokerage in a given transaction
		Partnership	• understand types of partnerships • understand levels of involvement of partners in a specified business
		Depreciation	• calculate depreciation using the initial value, period and duration of use of an asset • calculate present value from initial value for a given rate of depreciation and a specified duration after purchase of an asset

Competency Statements

Unit No.	Topic	Competency Statements
1	Secretary	The Students will be able to - • Understand the concept of Secretary • Understand importance of Secretary, types of secretary • Know about qualities and qualification of Secretary
2	Joint stock company	The Students will be able to - • Understand Evolution of Business organisations • Understand Meaning, Features and types of Joint Stock Companies • Compare Various Forms of Business Organisation
3	Formation of company and Documents related to Formation of company	The Students will be able to - • Understand the Procedure of Formation of a company • Understand different documents of the company namely MOA, AOA, Prospectus etc. • Compare MOA and AOA.
4	Members, Directors and Key Managerial Personnel	The Students will be able to - • Understand the concept of shareholder and member, rights of members • Explain ways and reasons of acquisition and termination of membership. • Understand role, importance, duties of Board of Director, M.D., CEO, CFO, C.S.

5	Company Meeting	The student will be able to - • Understand the meaning, need, provisions of Company Meetings • Understand the types of company meeting and legal provisions. • State the functions of secretary related to annual general meeting.
6	Business Communication skills of secretary	The student will be able to - • Understand different types of Business Communication, importance, layout and essentials of Business letters. • State role of secretary in preparing letters, notices, reports, returns and minutes The student will be able to - • Understand circumstances under which secretary communicates with directors and drafting of letters. • Understand circumstances under which secretary communicates with banks and drafting of letters. • Circumstances under which secretary communicates with statutory authorities and drafting of letters.

Book-keeping and Accountancy

Competency Statement

Standard XIIth

Unit No.	Topic	Competency Statements
1	**Introduction to Partnership and partnership final Accounts**	Students are able to • understand the meaning of Partnership. • know the important features of Partneship • understand the meaning of The Indian Partnership Act, 1932. • understand the importance of Partnership Deed. • understand the provisions applicable in absence of Partnership Deed • know how to maintain Capital Accounts of Partners • understand the meaning of Partnership Final Account • know the need and importance of Final Accounts • know the effects of adjustments in Final Accounts • know the meaning of Trading Account, Profit and Loss Account and Balancesheet • know how to find out financial results of the business
2	**Accounts of Not For Profit Concerns**	Students are able to • understand the meaning and features of Not for Profit Concerns • know the meaning of Receipts and Payments Account • understand the meaning of Income and Expenditure Account and its difference from Profit and Loss Account • understand the difference between Profit and Not for profit Organisations • learn to acquire the skills for preparing Income and Expenditure Account and Balancesheet of Not for profit concern
3	**Reconstitution of Partnership** **(Admission of Partner)**	Students are able to • understand the meaning and different ways of reconstitution • to understand the meaning and need of admission of partner • to learn the adjustments required on admission of a Partner • to calculate the new profit sharing ratio and sacrifice ratio • to know the methods of valuation of goodwill and treatment of goodwill • to learn the accounting treatment of accumulated profits/ losses • to make necessary adjustment for revaluation of assets and liabilities • to learn to adjust the capitals according to new profit sharing ratio
4	**Reconstitution of Partnership** **(Retirement of partner)**	Students are able to • understand the meaning of retirement of partners in partnership business • learn to calculate various ratios connected to retirement of partnership • understand the treatment of goodwill • know the effect of reserves, accumulated profit/ loss • learn the effect of revaluation of assets and liabilities • understand the adjustments to be made for remaining partners capital • to know the various modes of final payment to be made to retiring partners

5	**Reconstitution of Partnership (Death of a Partner)**	Students are able to • learn how to calculate various ratios • know how to calculate share of profit up to the date of death of a partner • learn how to calculate share of goodwill of deceased partner • know how to calculate amount due to deceased partner's executor • understand how to settle the account of an executor
6	**Dissolution of Partnership Firm**	Students are able to • understand the meaning and reasons of dissolution of partnership firm • know the effects of dissolution of partnership firm • learn various accounting treatment for settlement of accounts • learn accounting procedure under simple dissolution and insolvency of partner
7	**Bills of Exchange**	Students are able to • know the meaning of bill of exchange • understand the different concepts used in bills of exchange • Prepare a draft of bill of exchange and know the various types of bills of exchange • understand retaining, sending bill for collection, discounting, endorsing, honour, renewal and retiring of the bill • learn various accounting treatment of bills of exchange
8	**Company Accounts - Issue of shares**	Students are able to • learn the types of shares and share capital • understand the concept of public subsription and private placement • know the concept of under and over valuation of shares and accounting of shares issued at par, at premium and at discount • know the different accounting treatment for under and over subscription of shares as well as calls in arrears and calls in advance
9	**Analysis of Financial Statements**	Students are able to • understand the meaning, objectives and limitations of financial statement analysis • learn various tools for financial statements analysis • understand objectives and classification of Accounting ratios and Ratio Analysis
10	**Computer in Accounting**	Students are able to • understand the computarized Accounting and its components • understand features, importance and limitations of computarised accounting system • learn application of computerised accounting statements • learn various accounting packages

- Contents -

SECTION ONE (Prose)

1.1	An Astrologer's Day	*R. K. Narayan*	1
1.2	On Saying "Please"	*Alfred George Gardiner*	13
1.3	The Cop and the Anthem	*O'Henry*	27
1.4	Big Data–Big Insights	-	35
1.5	The New Dress	*Virginia Woolf*	43
1.6	Into the Wild	*Kiran Purandare*	55
1.7	Why we Travel	*Siddarth Pico Raghavan Iyer*	65
1.8	Voyaging Towards Excellence	*Achyut Godbole*	77

SECTION TWO (Poetry)

2.1	Song of the Open Road	*Walt Whitman*	93
2.2	Indian Weavers	*Sarojini Naidu*	99
2.3	The Inchcape Rock	*Robert Southey*	103
2.4	Have you Earned your Tomorrow	*Edgar Guest*	111
2.5	Father Returning Home	*Dilip Chitre*	115
2.6	Money	*William H. Davies*	121
2.7	She Walks in Beauty	*George Gordon Byron*	125
2.8	Small Towns and Rivers	*Mamang Dai*	129

SECTION THREE (Writing Skills)

3.1	Summary Writing	-	135
3.2	Do Schools Really Kill Creativity? (Mind-Mapping)		141
3.3	Note–Making	-	147
3.4	Statement of Purpose	-	153
3.5	Drafting a Virtual Message	-	159
3.6	Group Discussion	-	166

SECTION FOUR (Genre-Novel)

4.1	History of Novel	-	173
4.2	To Sir, with Love	*E. R. Braithwaite*	178
4.3	Around the World in Eighty Days	*Jules Gabriel Verne*	189
4.4	The Sign of Four	*Sir Arthur Ignatius Conan Doyle*	204

SECTION ONE

NO.	TITLE/TYPE OF THE TOPIC	VOCABULARY/ LANGUAGE STUDY/ POETIC DEVICES	WRITING SKILLS	EXTENSION ACTIVITIES/ PROJECT	VALUES/ LIFE SKILLS
1.1	An Astrologer's Day	Code mixing, Word Usage	Draft a speech Expansion of an idea	Reading short stories as a form	Wit and Humour, Astuteness, Ingenuity
1.2	On Saying "Please"	Collocations, Register, Articles, Prepositions, Change the voice	Drafting a speech Expansion of an idea	Reading essays as a form Career opportunities with the help of Soft Skills	Etiquette and Manners, Introspective spirit, Humility
1.3	The Cop and the Anthem	Word Power, Affirmative and Negative Sentences	View – Counterview Conduct an interview	Reading stories as a form Career opportunities in social field	Self-realization, Redemption, Morality
1.4	Big Data- Big Insights	Idioms and Phrases, Degrees of Comparison Use of 'as well as', 'either ... or'	Write dialogues for Group Discussion Conduct an interview	Career/ Job opportunities in Clinical, Data Management, Data Operations and Research	Information and Communication Technology skills, Media literacy, Technology literacy
1.5	The New Dress	Synonyms, Tenses	Character sketch Expansion of an idea	Reading the collection of books, Career opportunities in fashion designing, dress designing, textile and garment industry, etc.	Self-esteem, Search for identity, Sociability
1.6	Into the Wild	Phrases, Not only... but also, Change the voice	Conduct an interview Write a report, appeal, Mind Mapping/design	Career opportunities in forest, wild life, tours and travels, geology etc.	Problem-solving, Love for Nature and wild life, Adventure, Acceptance of challenges
1.7	Why we Travel	Adjectives, Phrasal verbs, Infinitive	Write an email	Reading books of great travellers, Career opportunities in travel and tourism	Adaptability, Broadening of outlook, Cultural Integration
1.8	Voyaging Towards Excellence	Phrases, Register, Primary and Modal Auxiliary Verbs, Clauses	Write a Flyer	Reading books	Motivation, Perseverence, Hard Work, Self -confidence, Determination

SECTION TWO

NO	TITLE / TYPE OF THE TOPIC	LANGUAGE STUDY / POETIC DEVICES	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES	VALUES/ LIFE SKILLS
2.1	Song of the Open Road	Metaphor, Paradox, Free Verse, Repetition	Appreciation, Composing lines/ poem. Write a blog, Expansion of an idea	Reading a poem as a form. Make a list of proverbs and quotations on 'Road'.	Freedom, democratic values, overcoming obstacles, open-heartedness
2.2	Indian Weavers	Metaphor, Simile, Rhyme Scheme	Appreciation, Composing lines, Appeal, Report writing	Information regarding looms and weaving, career opportunities in Small Scale Industries	Accepting life with its joys and sorrows, dignity of labour
2.3	The Inchcape Rock	Rhyme Scheme, Alliteration	Expansion of an idea, Appreciation	Career opportunities in Navy	Benevolence, good triumphs over evil, poetic justice
2.4	Have you Earned your Tomorrow	Alliteration, Interrogation, Onomatopoeia	Appreciation. Draft/Design a Mind Map, Conduct an interview, Compose a poem	Information regarding NGOs	Moral and ethical virtues, goodness, optimism
2.5	Father Returning Home	Simile, Alliteration, Onomatopoeia	Counterview, Dialogues for Group Discussion	Reading poems as a form, Career opportunities to cater the needs of senior citizens	Family values, love and concern, filial responsibilities
2.6	Money	Inversion, Simile, Repetition, Onomatopoeia, Antithesis, Rhyme Scheme	Appreciation, Compose a poem. Expansion of an idea	Reading poems as a form, Career opportunities in Economics	Happiness, fulfilment, futility of materialism
2.7	She Walks in Beauty	Imagery, Simile, Metaphor, Alliteration, Personification, Antithesis	Appreciation, Compose a poem, Expansion of an idea	Reading poems as a form, Collection, of poems of famous poets	Inner beauty, platonic love, sensitivity
2.8	Small Towns and Rivers	Metaphor, Antithesis	Debate, Compose lines, Appreciation, Dialogue	Information collection, Reading poems as a form	Eternity and divinity, concern for environment

SECTION THREE

NO	WRITING SKILLS	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES	VALUES/ LIFE SKILLS
3.1	Summary Writing	Write a summary of a given extract.	Write the summary of a text. Career Opportunities in summary writing and editing.	Skimming and scanning, Condensing
3.2	Do Schools Really Kill Creativity? (Mind-Mapping)	Develop a mind mapping frame/design Develop ideas in the form of main branch, sub-branches, tertiary branches.	Different frames/designs of Mind Mapping, their benefits, uses, etc.	Radical thinking, discovering, clarity of thought
3.3	Note-Making	Convert a passage/extract into tree-diagram, table etc.	-	Comprehending, preciseness
3.4	Statement of Purpose	Prepare a Statement of Purpose.	Different courses in Life Science, Sports, Music, Engineering and Medicine	Concise and organised presentation of facts and one's vision
3.5	Drafting a Virtual Message	Drafting a message on different/given topics/situations	Collecting different messages, dos and don'ts, templates	Creativity, imagination, effective communication
3.6	Group Discussion	Frame Dialogues. Give opinions, suggestions etc.	-	Leadership skills, problem-solving, co-operation and mutual understanding

SECTION FOUR

NO	TITLE/TYPE OF THE TOPIC	AUTHOR	GENRE	TYPE	WRITING SKILLS FUNCTIONAL/ CREATIVE	SKILLS/FEATURES
4.1	History of Novel	=	-	-	Writing a note on character, theme, plot, language, setting	Understanding, imagining, connecting the past and present
4.2	'To Sir, with Love'	E. R. Braithwaite	Novel	Autobiographical	Activities on character, plot, setting, theme, language	Dealing with troubles, problem-solving, sympathy
4.3	'Around the World in Eighty Days'	Jules Verne	Novel	Adventure	Activities on character, plot, setting, theme, language	Touring the whole world, meeting different people and learning about different cultures, exchange of ideas
4.4	'The Sign of Four'	Arthur Conan Doyle	Novel	Mystery/Suspense	Activities on character, plot, setting, theme, language	Solving mystery, handling stressful situation bravely and rationally

ORGANISATION OF COMMERCE AND MANAGEMENT STANDARD XII

Competency Statement

Unit No.	Chapter Name	Competency Statements
1)	Principles of Management	• Understands meaning and definitions of principles of management.
		• Understands the nature and significance of principles of management.
		• Understands theories of management.
		• Understands Henry Fayol's theory of management.
		• Understands Taylor's scientific management theory in detail.
2)	Functions of Management	• Understands functions of management
		• Understands meaning, definition and importnace of functions of management
3)	Entrepreneurship Development	• Understand entrepreneur intrapreneur and
		• Understands entrepreneurship development.
		• Understands initiatives in entrepreneurship development.
4)	Business Services	• Understands various business services.
		• Understands types of banks
		• Understands e-banking
		• Understands principles and types of insurance
		• Understand different types of communication.
		• Understands functions and types of ware houses.
		• Understands types of transport.
5)	Emerging Modes of Business	• Understands e-business.
		• Understands scope and benefits of e-business.
		• Understands online transaction process.
		• Understands outsourcing.
		• Understands BPO, KPO, LPO
6)	Social Responsibilities of Business organisations	• Understands social responsibility of business.
		• Understands social responsibilities of business towards different groups of society.

		• Understands protection of environment.
		• Understands business ethics.
		• Understands CSR.
7)	Consumer Protection	• Understands consumer protection.
		• Understands importance of consumer protection.
		• Understands rights of consumers.
		• Understands responsibilities of consumers.
		• Understands consumer redressal mechanism.
		• Understands role of NGO's
8)	Marketing	• Understands marketing.
		• Understands types of market
		• Understands importance and functions of marketing.
		• understands marketing mix.

Book-keeping and Accountancy
Competency Statements
Standard XI

Unit No.	Topic	Competency Statements
1	**Introduction to Book- Keeping and Accountancy**	• Students understand the meaning, features and the importance of accounting. • Students understand basic accounting concepts & Terminologies • Students can Analyse the role and benefits of book- keeping. • Students will be able to know the latest accounting standards.
2	**Meaning and Fundamental of Double Entry Book-Keeping**	• Students understand fundamental principles of Double Entry System. • Students understand classification and types of Accounts. • Students are able to apply the golden rules to prepare classification tables. • Students can prepare a statement of analysis of transaction and accounting equations system.
3	**Journal**	• Students are able to prepare accounting documents. • Students can get ability to analyse the effects of each transaction. • Students become familiar with the standard form and arrangement of Journal entries. • Students can calculate GST on purchase of goods. • Students can calculate GST on sale of goods. • Students are able to pass Journal Entries correctly.
4	**Ledger**	• Students are able to post recording from Books of original entry to Ledger. • Students learn the balancing of various ledger accounts • Students are able to prepare Trial Balance
5	**Subsidiary Books**	• Students understand the meaning & need of Subsidiary Books. • Students know the actual recording of transactions in special Journal. • Students can classify cash & credit transactions. • Students are able to prepare & balance different types of Cash Book. • Students learn to give accounting treatment for banking transactions & contra entries. • Students can prepare various Subsidiary Books.

6	**Bank Reconciliation Statement**	• Students can prepare specimen of different Bank Documents. • Students will understand the difference between Cash Book and Pass Book • Students will know the reasons behind the differences in Cash Book balance and Pass Book balance • Students can prepare Bank Reconciliation Statement competently
7	**Depreciation**	• Students understand the Concept, Methods and Importance of Depreciation. • Students understand the difference between Fixed Assets and Current Assets. • Students are able to calculate the amount of Depreciation of different fixed assets. • Students are able to differentiate the amount of depreciation by Straight Line Method and Written Down Value Method.
8	**Rectification of Errors**	• Students will know the meaning and effects of Rectification of Errors. • Students will know the different Types of Errors and there Examples • Students are able to detect the errors and rectify them. • Students will learn the meaning and need of Suspense A/c. • Students know how to prepare Suspense A/c.
9	**Final Accounts of a Proprietary Concern**	• Students understand the Meaning, Objectives and Importance of Final Accounts. • Students are able to understand the effects of Adjustments • Students use the skills in preparing Trading Accounts, Profit & Loss Account and Balance Sheet with competency.
10	**Single Entry System**	• Students are able to understand the meaning and importance of Single Entry System. • Students can distinguish between single entry & double entry system. • Students are able to prepare Opening & Closing Statements of affairs & statement of Profit or Loss of sole trading concern competently.

- Contents -

SECTION ONE (Prose)

1.1	Being Neighborly	*Louisa May Alcott*	1
1.2	On to the Summit : We Reach the Top	*Tenzing Norgay*	15
1.3	The Call of the Soil	*Venkat Iyer*	25
1.4	Pillars of Democracy	*Dr. Babasaheb Ambedkar*	35
1.5	Mrs. Adis	*Sheila Kaye-Smith*	43
1.6	Tiger Hills	*General Ved Prakash Malik*	53

SECTION TWO (Poetry)

2.1	Cherry Tree	*Ruskin Bond*	65
2.2	The Sower	*Victor Hugo*	71
2.3	There is Another Sky	*Emily Dickinson*	75
2.4	Upon Westminster Bridge	*William Wordsworth*	81
2.5	Nose versus Eyes	*William Cowper*	87
2.6	The Planners	*Boey Kim Cheng*	91

SECTION THREE (Writing Skills)

3.1	Expansion of Ideas	-	97
3.2	Blog Writing	-	101
3.3	E-mails	-	105
3.4	Interview	*J. Krishnamurti*	111
3.5	Film Review	-	117
3.6	The Art of Compering	-	122

SECTION FOUR (Genre-Drama)

4.1	History of English Drama	-	128
4.2	The Rising of the Moon	*Lady Gregory*	138
4.3	Extracts of Drama	-	
	(A) A Midsummer Night's Dream	*William Shakespeare*	151
	(B) An Enemy of the People	*Henrik Johan Ibsen*	174

SECTION ONE

NO	TITLE / TYPE OF THE TOPIC	LANGUAGE STUDY / POETIC DEVICES	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES/ PROJECT	VALUES/ LIFE SKILLS
1.1	Being Neighborly	Direct-Indirect speech	Narration, Extension of a story	Career Development Human Resource Management, Reading	Being Friendly Empathy
1.2	On to the Summit : We Reach the Top	Suffixes	Letter writing E-mail	Report writing and comparison	Courage, Perseverence Dedication,
1.3	The Call of the Soil	Simple, complex and compound sentences	Preparing a Blog Note-Making, View and Counterview, Appeal	Plant a tree, Agriculture, Horticulture	Conservation of biodiversity, Perseverence
1.4	Pillars of Democracy	Wh questions Homographs	Drafting a speech	Opportunities in various fields	Democratic values
1.5	Mrs. Adis	Simple Past Tense	Dialogue writing	Reading short stories as a form	Forgiveness
1.6	Tiger Hills	Idioms/ phrases though /although, but, prefix 'a'	Report writing	Carrer opportunities in Army, Navy and Air Force	Patriotism Valour

SECTION TWO

NO	TITLE / TYPE OF THE TOPIC	LANGUAGE STUDY / POETIC DEVICES	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES/ PROJECT	VALUES/ LIFE SKILLS
2.1	Cherry Tree	Alliteration, Antithesis, Personification, Climax	Narration, Story Writing	Library Work	Creative acitivity, Respect to Nature
2.2	The Sower	Alliteration, Imagery	Letter Writing	Project Report Library Work	Optimism Patience Hard Work
2.3	There is Another Sky	Hyperbole, Inversion, Alliteration	Letter Writing Paraphrase	Web Search	Positive Attitude
2.4	Upon Westminster Bridge	Personification	Composing a Poem	Web Search Library Work	Discerning Beauty
2.5	Nose Vs. Eyes	Prefix-Suffix	Composing a Couplet	Library Work	Wit, Proper Justice
2.6	The Planners	Alliteration, Extended Metaphor, Oxymoron Parody, Climax and Personification	Dialogue Writing Composing a Couplet	Library Work	Planning, Respect for historical heritages

SECTION THREE

NO	TITLE / TYPE OF THE TOPIC	WRITING SKILLS FUNCTIONAL/ CREATIVE	EXTENSION ACTIVITIES/ PROJECT	VALUES/ LIFE SKILLS
3.1	Expansion of Ideas	Elaborate a given Thought/ Idea	Practice using Discourse Markers.	Expressing Oneself
3.2	Blog Writing	Creating your own Blog	Prepare a Word Register, Discuss Various Topics for Blog Writing	Sharing your Thoughts Creatively through Digital Media
3.3	E-mails	Develop a CV	Browsing	Effective Communication
3.4	Interview	Conducting an Interview	Presenting Ideas of Great Thinkers	Interview Skills
3.5	Film Review	Writing a Review of a Film	Writing a Script of a Short Film / Documentary	Critical Appreciation
3.6	The Art of Compering	To Prepare a Script for Hosting a Programme	Preparing Notes for Compering an Event	Confidence, Public Speaking

SECTION FOUR

NO	TITLE / TYPE OF THE TOPIC	THE AUTHOR	GENRE	TYPE	EXTENSION ACTIVITY	VALUES/ LIFE SKILLS
4.1	History of English Drama	-----	-----	-----	-----	Understading different ages and Cultures
4.2	*The Rising of the Moon*	Leady Gregory	One Act Play	Historical	Finding Impressive Quotes from the Play	Insights into European History and Learning from the Past
4.3	*A Midsummer Night's Dream*	William Shakespeare	Extract from Drama	Romantic Comedy	Writing a note on Characters, Plot, Structure, Setting, Conflict etc.	Importance of True Love and to Enjoy Humour.
4.4	*An Enemy of the People*	Henrik Ibsen	Extract from Drama	Realistic drama	Writing a note on Characters, Plot, Structure, Setting, Conflict etc.	Courage of Conviction

* अनुक्रमणिका *

क्र.	पाठ का नाम	विधा	रचनाकार	पृष्ठ
१.	प्रेरणा	त्रिवेणी	त्रिपुरारि	१–४
२.	लघुकथाएँ (अ) उषा की दीपावली (आ) मुस्कुराती चोट	लघुकथा	श्रीमती संतोष श्रीवास्तव	५–८
३.	पंद्रह अगस्त	गीत	गिरिजाकुमार माथुर	९–१२
४.	मेरा भला करने वालों से बचाएँ	व्यंग्य	डॉ. राजेंद्र सहगल	१३–१८
५.	मध्ययुगीन काव्य (अ) भक्ति महिमा	मध्ययुगीन काव्य	संत दादू दयाल	१९–२२
	(आ) बाल लीला	मध्ययुगीन काव्य	संत सूरदास	२३–२६
६.	कलम का सिपाही	रेडियो रूपक	डॉ. सुनील देवधर	२७–३३
७.	स्वागत है !	प्रवासी साहित्य–कविता	शाम दानीश्वर	३४–३८
८.	तत्सत	प्रतीकात्मक कहानी	जैनेंद्र कुमार	३९–४५
९.	गजलें (अ) दोस्ती (आ) मौजूद	गजल	डॉ. राहत इंदौरी	४६–४९
१०.	महत्त्वाकांक्षा और लोभ	वैचारिक निबंध	पदुमलाल पुन्नालाल बख्शी	५०–५४
११.	भारती का सपूत	जीवनीपरक उपन्यास अंश	रांगेय राघव	५५–६०
१२.	सहर्ष स्वीकारा है	नई कविता	गजानन माधव 'मुक्तिबोध'	६१–६४

विशेष अध्ययन हेतु

क्र.	पाठ का नाम	विधा	रचनाकार	पृष्ठ
१३.	नुक्कड़ नाटक (अ) मौसम (आ) अनमोल जिंदगी	नुक्कड़ नाटक	अरविंद गौड़	६५-८३

व्यावहारिक हिंदी

१४.	हिंदी में उज्ज्वल भविष्य की संभावनाएँ	भाषण	डॉ. दामोदर खड़से	८४-८८
१५.	समाचार : जन से जनहित तक	लेख	डॉ. अमरनाथ 'अमर'	८९-९२
१६.	रेडियो जॉकी	साक्षात्कार	अनुराग पांडेय	९३-९७
१७.	ई-अध्ययन : नई दृष्टि	आलेख	संकलन	९८-१०१

परिशिष्ट

•	मुहावरे	१०२-१०३
•	भावार्थ : भक्ति महिमा और बाल लीला	१०४-१०५
•	रसास्वादन	१०५
•	रेडियो जॉकी और रेडियो संहिता	१०६
•	पारिभाषिक शब्दावली	१०७-१०८
•	ज्ञानपीठ पुरस्कार प्राप्त हिंदी साहित्यकार	१०८
•	हिंदी साहित्यकारों के मूल नाम और उनके विशेष नाम	१०९
•	मुद्रित शोधन चिह्नदर्शक तालिका	११०

Competency Statements For Information Technology

Standard - XI

Competency
Theory
1. Key Concepts to create basic understanding about IT Enabled Technologies. **2.** To acquire technical know-how about different types of software. **3.** To acquire knowledge about 'Open source software' **4.** To get knowledge about LINUX Commands. **5.** To make the students aware about database concepts. **6.** To introduce students to different terminologies used in database management systems. **7.** To develop logical, problem solving, analytical and cognitive skills. **8.** To acquire knowledge about webpage development. **9.** To get technical knowledge to create dynamic web pages. **10.** To make student socially aware while using internet / computer. **11.** To create awareness about ethical ways of dealing with cyber world. **12.** To develop problem solving skills using case studies, programs, activities etc.
Skill Oriented Practicals (SOP)
1. To develop ability to use workplace productivity tool. **2.** To develop ability to create presentations, handle documentation, easy way of calculation or computation. **3.** To acquire web development skills. **4.** To collect user data with the help of 'Form' feature. **5.** To create dynamic web pages with the help of scripting language. **6.** To develop logical skill by using different structures. **7.** To acquire knowledge about Built-in-Functions in scripting language. **8.** To introduce skill sets regarding use of computerized accounting. **9.** To maintain & display ledger accounts using accounting software. **10.** To create & edit image by using different tools. **11.** To develop raster and vector images using image manipulation tools. **12.** To enhance the creative ability by developing digital contents. **13.** To acquire basic knowledge to use database commands. **14.** To create & maintain tables in a database. **15.** To acquire knowledge to Insert, update & delete data in tables. **16.** Use of computing skills for career opportunities.

INDEX

Information Technology

Standard - XI

(Arts, Commerce and Science)

No.	Title of the Chapter	Page No
	Theory	
1.	Basics of Information Technology	1
2.	Introduction to DBMS	20
3.	Impressive Web Designing	30
4.	Cyber Law	60
	Skill Oriented Practicals (SOP) (Select Any Four Skill Oriented Practicals from the following list)	
1.	Daily Computing (Libre Office)	72
2.	Web Designing (HTML - 5)	84
3.	Client Side Scripting (JavaScript)	85
4.	Accounting Package (GNUKhata)	86
5.	Digital Content Creation (GIMP, Inkscape)	96
6.	DBMS (PostgreSQL)	113
	Appendix : Steps for Installing	
•	Linux OS	119
•	Libre Office	127
•	PostgreSQL	129
•	GNUKhata	131
	Abbreviations	133

It is recommended that teachers should conduct one practical based on stream (Science - Client Side Scripting (JavaScript), Commerce - Accounting Packages and Arts - Digital Content Creation).

अनुक्रमणिका

भाग – १

अ. क्र.	पाठ, कविता	पृ. क्र.
	स्वतंत्रतेचें स्तोत्र (काव्यानंद) – स्वातंत्र्यवीर वि. दा. सावरकर	१
१.	मामू – शिवाजी सावंत	२
२.	प्राणसई (कविता) – इंदिरा संत	७
३.	अशी पुस्तकं – डॉ. निर्मलकुमार फडकुले	११
४.	झाडांच्या मनात जाऊ (कविता) – नलेश पाटील	१६
५.	परिमळ – प्रल्हाद केशव अत्रे	१९
६.	दवांत आलिस भल्या पहाटीं (कविता) – बा. सी. मर्ढेकर	२५

भाग – २

अ. क्र.	पाठ, कविता	पृ. क्र.
७.	'माणूस' बांधूया! – प्रवीण दवणे	२९
८.	ऐसीं अक्षरें रसिकें (संतकाव्य) – संत ज्ञानेश्वर	३३
९.	वहिनींचा 'सुसाट' सल्ला – शोभा बोंद्रे	३६
१०.	शब्द (कविता) – यशवंत मनोहर	४४
११.	वाङ्मयीन लेण्याचा शिल्पकार – सुमती देवस्थळे	४७
१२.	पैंजण (कविता) – नीलम माणगावे	५३
	कवितेचे रसग्रहण	५८

भाग –३

अ. क्र.	साहित्यप्रकार	पृ. क्र.
	नाटक– साहित्यप्रकार–परिचय	६१
१.	हसवाफसवी – दिलीप प्रभावळकर	७०
२.	ध्यानीमनी – प्रशांत दळवी	७५
३.	सुंदर मी होणार – पु. ल. देशपांडे	८०

भाग –४

अ. क्र.	उपयोजित मराठी	पृ. क्र.
१.	सूत्रसंचालन	८८
२.	मुद्रितशोधन	९३
३.	अनुवाद	१०१
४.	अनुदिनी (ब्लॉग) लेखन	१०८
५.	रेडिओजॉकी	११४

भाग –५

अ. क्र.	व्याकरण	पृ. क्र.
१.	शब्दशक्ती	११९
२.	काव्यगुण	१२३
३.	वाक्यसंश्लेषण	१२६
४.	काळ	१३०
५.	शब्दभेद	१३२
	परिशिष्टे	१३७



ORGANISATION OF COMMERCE AND MANAGEMENT

STD XI

Competency Statement

Unit No.	Topic	Competency Statement
1	**Introduction to Commerce and Business**	• Understand the concept of commerce and business. • Understand different economic and non-economic activities • Understand the concept and meaning of business. • Understand the concept and meaning of profession • Understand the concept and meaning of employment • Understand role of Profit in business • Understand classification of business • Student can understand the concept of industry • Student can understand the concept of commerce • Student can understand different auxiliaries to trade
2	**Trade**	• Clearly understand the concept of trade. • Know about different types of trade. • Understand wholesale and retail trade. • Understand import trade and procedure. • Understand export trade and procedure. • Students understand entrepot trade
3	**Small Scale Industry and Business**	• Understand the meaning and definition of small scale business • Understand the importance of small business in industry • Understand the advantages and challenges of small scale business. • Understand steps in setting up of small scale business
4	**Forms of Business Organisation - I**	• Students understand concept of private sector organisation • Understand meaning of private sector organisation • Understand Sole Trading Concern, and its merits and demerits • Understand the concept of Partnership and its merits and its demerits • Understand the concept to Joint Hindu Family Business and its merits and demerits • Understand the concept of Joint Stock Company, its types, merits and demerits • Understand the concept of Co-operative Society and its merits and demerits

5	**Forms of Business Organisation - II**	• After going to this unit the student learner would be able to state the meaning of forms of Business Originisation • Highlight the distinctive features of Departmental Stores • Understand the concept of Statutory Corporation • Understand the concept of Government company • Understand the concept of Multinational Company • Student can understand merits & demeritsc of MNC's.
6	**Institutes Supporting Business**	• Student understand the different institutions supporting business • Student understand the features of SIDBI • Student understand the features of NABARD • Students can know the features of Khadi and Village Industries • Students understand the working of Mahila Bachat Gat • Students understand the features of World Bank
7	**Business Environment**	• Able to state the meaning and definition of Business Environment • Able to describe importance of Business Environment • Able to describe various dimension of Business Environment • Understand the impact of New Economic Policy on business and industry.
8	**Introduction to Management**	• After going through this unit the students would be able to understand the overview of management • Explain the meaning and definition of management • Discuss the characteristics of management • Understand the different levels of management and their roles • Know the management as an Art, Science and Profession

अनुक्रमणिका

क्र.	पाठ का नाम	विधा	रचनाकार	पृष्ठ
१.	नवनिर्माण	चतुष्पदी	त्रिलोचन	१–४
२.	निराला भाई	संस्मरण	महादेवी वर्मा	५–११
३.	सच हम नहीं; सच तुम नहीं	नयी कविता	डॉ. जगदीश गुप्त	१२–१५
४.	आदर्श बदला	कहानी	सुदर्शन	१६–२२
५.	(अ) गुरुबानी (आ) वृंद के दोहे	पद दोहा	गुरु नानक वृंद	२३–२६ २७–३०
६.	पाप के चार हथियार	निबंध	कन्हैयालाल मिश्र 'प्रभाकर'	३१–३५
७.	पेड़ होने का अर्थ	नयी कविता	डॉ. मुकेश गौतम	३६–४०
८.	सुनो किशोरी	पत्र	आशारानी व्होरा	४१–४६
९.	चुनिंदा शेर	शेर	कैलाश सेंगर	४७–५०
१०.	ओजोन विघटन का संकट	लेख	डॉ. कृष्ण कुमार मिश्र	५१–५६
११.	कोखजाया	अनूदित साहित्य	मूल लेखक – श्याम दरिहरे अनुवादक – बैद्यनाथ झा	५७–६३
१२.	* सुनु रे सखिया * कजरी	लोकगीत		६४–६८

• विशेष अध्ययन हेतु •

क्र.	पाठ का नाम	प्रस्तुति	रचनाकार	पृष्ठ
१३.	कनुप्रिया	काव्य	डॉ. धर्मवीर भारती	६९-७८

• व्यावहारिक हिंदी •

१४.	पल्लवन	एकांकी	डॉ. दयानंद तिवारी	७९-८४
१५.	फीचर लेखन	कहानी	डॉ. बीना शर्मा	८५-९०
१६.	मैं उद्‌घोषक	आत्मकथा	आनंद सिंह	९१-९४
१७.	ब्लॉग लेखन	आलेख	प्रवीण बर्दापूरकर	९५-९९
१८.	प्रकाश उत्पन्न करने वाले जीव	शोधपरक लेख	डॉ. परशुराम शुक्ल	१००-१०४

• परिशिष्ट •

•	मुहावरे	१०५-१०६
•	भावार्थ : गुरुबानी, वृंद के दोहे	१०७
•	सुनु रे सखिया और कजरी	१०८
•	पारिभाषिक शब्दावली	१०९-११०
•	रसास्वादन के मुद्दे	११०

INFORMATION TECHNOLOGY

STANDARD - TWELVE

(Commerce)

INDEX

No.	Title of the Chapter	Page No
1	Advanced Web Designing	1
2	Digital Marketing	27
3	Computerised Accounting with GST	42
4	E-Commerce and E-Governance	71
5	Database Concepts using Libre Office Base	82
6	Enterprise Resource Planning (ERP)	99

Skill Oriented Practicals (SOP)

1.	Advanced Web Designing	110
2.	Digital Marketing	113
3.	Computerised Accounting with GST	115
4.	Database Concepts using Libre Office Base	118

अनुक्रमणिका

भाग – १

अ. क्र.	पाठ, कविता	पृ. क्र.
	बहु असोत सुंदर... (काव्यानंद) – श्री. कृ. कोल्हटकर	१
१.	वेगवशता – प्राचार्य शिवाजीराव भोसले	३
२.	रोज मातीत (कविता) – कल्पना दुधाळ	७
३.	आयुष्य... आनंदाचा उत्सव – शिवराज गोर्ले	१०
४.	रे थांब जरा आषाढघना (कविता) – बा. भ. बोरकर	१७
५.	वीरांना सलामी – अनुराधा प्रभुदेसाई	२०
६.	रंग माझा वेगळा (कविता) – सुरेश भट	२८
*	आत्मविश्वासासारखी शक्ती नाही (नमुना गद्य आकलन) – भारतरत्न डॉ. बाबासाहेब आंबेडकर	३१

भाग – २

अ. क्र.	पाठ, कविता	पृ. क्र.
७.	विंचू चावला... (भारूड) – संत एकनाथ	३२
८.	रेशीमबंध – डॉ. यू. म. पठाण	३५
९.	समुद्र कोंडून पडलाय (कविता) – वसंत आबाजी डहाके	४०
१०.	दंतकथा – वसंत सबनीस	४३
११.	आरशातली स्त्री (कविता) – हिरा बनसोडे	५०
१२.	रंगरेषा व्यंगरेषा – मंगेश तेंडुलकर	५४
*	जयपूर फूटचे जनक (नमुना गद्य आकलन) – डॉ. बाळ फोंडके	६१

भाग –३

अ. क्र.	साहित्यप्रकार	पृ. क्र.
	कथा- साहित्यप्रकार-परिचय	६२
१.	शोध – व. पु. काळे	७०
२.	गढी – डॉ. प्रतिमा इंगोले	७९

भाग –४

अ. क्र.	उपयोजित मराठी	पृ. क्र.
१.	मुलाखत	८७
२.	माहितीपत्रक	९४
३.	अहवाल	१००
४.	वृत्तलेख (फिचर रायटिंग)	१०५

भाग –५

अ. क्र.	व्याकरण व लेखन	पृ. क्र.
•	व्याकरण– वाक्यप्रकार व वाक्यरूपांतर, समास, प्रयोग, अलंकार	११२
•	लेखन : निबंधलेखन	१३१

भाग –६

अ. क्र.	परिशिष्टे	पृ. क्र.
•	पारिभाषिक शब्द, साहित्य अकादमी पुरस्कारप्राप्त साहित्यिकांची नावे व साहित्यकृती, शब्दार्थ व वाक्प्रचार	१३६ ते १४२

Competency statement

Sr. No.	Area/Topic	Competency statements
1	Mathematical Logic	The student will be able to • identify statement in logic and its truth value • use connectives to combine two or more logical statements • identify tautology, contradiction and contingency by constructing a truth table • examine logical equivalence of statement patterns • find the dual of a statement pattern • form the negation of a statement pattern
2	Matrices	• identify the order of a matrix • identify types of matrices • perform fundamental matrix operations after verifying conformity • perform elementary transformation on rows and columns of a matrix • find the inverse of a matrix using elementary transformations and adjoint method • verify the conditions for a matrix to be Invertible • use matrix algebra to solve a system of linear equations
3	Differentiation	• state standard formulae of differenciation • state and use the chain rule of differenciation • find derivatives using logarithms • find derivatives of implicit functions • find derivatives of parametric functions • understand the notion of higher order derivatives and find second order derivatives
4	Applications of Derivatives	• determine whether a function is increasing or decreasing • apply differenciation in Economics • find maximum and minimum values of a function • solve optimization problems in Commerce and Economics

5	Integration	• understand the relationship between differenciation and integration • use standard formulae of integration • use fundamental rules of integration • use the method of substitution for integration • identify integrals of special types • find integrals using integration by parts • use important formulae of integration • use partial fraction in integration
6	Definite Integration	• understand the relationship between indefinite and definite integrals • remember fundamental theorems of integral calculus • remember properties of definite integrals and use them in solving problems
7	Application of Definite Integration	• find area bounded by specified lines and curves.
8	Differential Equation and Applications	• identify order and degree of a differential equation • form a differential equation • solve a differential equation • use variables separable and substitution methods to solve first order and first degree differential equations • solve homogeneous and linear differential equations • use differential equations to solve problems on growth and decay of populations and assets

Competency statements

Sr. No.	Area / Topic	Competency Statement
1	Commission, Brokerage, Discount	• understand terms like Agent, Commission Agent, Broker, Auctioneer, Factor, Del credere Agent • identify trade discount and cash discount • know meaning and formula of present worth, true discount, sum due, date of bill, face value, period, nominal due date, discount, banker's gain • solve problems on commission and brokerage
2	Insurance	• understand the terms premium, policy value, types of insurance (fire, marine and accident) • know rules and formulae for claims
	Annuity	• identify types of annuity • know terms related to annuity • understand annuity formulae including abbreviations used in them • solve annuity problems
3	Linear Regression	• understand the meaning of regression • understand types of regression • understand meaning of linear regression • find the regression coefficient • state the equations of regression lines • state interrelations between standard deviations, regression coefficients and correlation coefficient • remember the properties of regression coefficients • solve problems based on regression
4	Time Series	• understand the concept of a time series • identify the components of a time series • use graphical method to find the trend line for a time series • use moving averages to find the trend line for a time series • use least squares method to find the trend line for a time series
5	Index Numbers	• understand the concept of index numbers • identify types of index numbers • understand the terminology of index number • construct different index numbers • solve economic problems involving index numbers

6	Linear Programming	• understand the concept of linear programming • understand the general form and meaning of LPP • formulate a given problems as LPP • draw constraint lines and find the region of feasible solutions • obtain the optimal solution of LPP
7	Assignment	• understand the assignment problem • formulate an assignment problem • solve an assignment problem by Hungarian method • identify the special cases of assignment problem
	Sequencing	• understand the concept of job sequencing • solve problems of processing n jobs through two machines • solve problem of processing n job through three machine
8	Probability Distribution	• understand the meaning of random variables and types of random variables • understand probability mass function and its properties • understand the cumulative distribution function and its properties • find the expected value and variance of a discrete random variable • understand the probability density function and its properties • find the cumulative distribution function, expected value and variance of continous random variables
	Binomial Distribution	• understand Bernauli trial, Bernouli distribution, condition for Binomial distribution and their properties • use Binomial distribution to calculate required probabilities
	Poisson Distribution	• understand the Poission distribution and its properties • use Poisson distribution to calculate required probabilities

INDEX

Sr. No.	Name of the lesson	Page No.
1.	Physical Fitness	1
2.	Exercise – Scientific View	7
3.	Study of Yoga	13
4.	Diet	22
5.	Active Lifestyle	29
6.	Motivational Stories	36
7.	Sports Awards	43
❍	Practical Work	52
❍	References	60

--- Contents ---

Sr. No.	Name of the topic	Page No.
1.	**Humans and Environment** 1.1 Population growth 1.2 Rural and urban settlements 1.3 Indigenous communities and traditions 1.4 Environment and health 1.5 Right to live, human rights and value education	1 to 13
2.	**Environmental Pollution** 2.1 Air pollution 2.2 Climate change 2.3 Soil pollution 2.4 Noise pollution 2.5 Solid waste management	14 to 32
3.	**Sustainable Development** 3.1. Need for sustainable development 3.2. Sustainable Development Goals 3.3. Challenges for sustainable development 3.4. Sustainable Agriculture 3.5. Role of individuals, community and government in sustainable development	33 to 42
4.	**Practices for Environmental Protection** 4.1 Consumer Education 4.2 Eco-labelling 4.3 Environment Impact Assessment 4.4 Green Audit 4.5 Eco-tourism 4.6 International Conventions and Agreements	43 to 54
5.	**Water Security** 5.1 Water resources 5.2 Need and importance of water resources 5.3 Water scarcity 5.4 Water contamination 5.5 Water conservation and management methods	55 to 66
	Glossary	67 to 69
	Project List	70 to 72

Frant cover : Water security and all environment protection measures are shown.

Back cover : Sustainable agriculture, use of non-renewable energy resources, eco-friendly articles and water conservation are shown.

Competency Statements

Unit No.	Topic	Competency Statements
1	Sources of Corporate Finance	• Understand the concept of Corporate Finance and its Importance. • Understand meaning of capital structure of a company • Understand various sources of owned and borrowed capital • Compare different sources of finance.
2	Capital raising	• Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.
3	Secretarial Correspondence	• Develop Communication skills related to Members, Debenture holders and Deposit holders.
4	Depository System	• Understand the concept of Depository system and its Importance. • Know the constituents of Depository System. • Learn the Functioning of Depository System.
5	Payment of Dividend and Interest	• Understand the concept of Dividend and Interest. • Compare between Interim and Final Dividend. • Learn about provisions on sources and for Declaration and Payment of Dividend.

6	Financial Markets	• Understand the Meaning of Financial Market. • Know the types of Financial Markets. • Learn about the Different Types of Financial Instruments. • Understand the Meaning and functions of Stock Exchange. • Know about BSE and NSE • Understand the different terms related to stock exchange. • Understand the role of SEBI in Capital Market.