MGM HIGHER SECONDARY SCHOOL, B.S.CITY
SYLLABUS BREAK-UP YEAR2023
CLASS – XI
SUBJECT –INFORMATION TECHNOLOGY (802)

MONTH	WEEK	CHAPTER NO.	TOPIC/TOPIC NAME
JUNE	4th	Chapter-1	Introduction to IT subject. Syllabus, books, practical, project etc., Employability skills. Computer Organization & OS: User Perspective-Computer Fundamentals, Characteristics, Block diagram of computer, Inside the computer (Internal components of computer)
	5th	Chapter-1	Operating system and its functions. Types of operating system. Exercises of Chapter-1.
JULY	1st	Chapter-2	Networking and Internet- Evolution, Computer networks, transmission medium.
	2nd	Chapter-2	Network Topologies, Network types, Internet Working devices.
	3rd	Chapter-2	E-mail, File transfer, TELNET,WWW,TCP/IP model
	4th	Chapter-2	Network safety concerns- Virus and its types, Phishing, hacking, IPR issues, Antivirus, Firewall
AUGUST	1st	Chapter-2	Cyber security, Safe practices on social networking sites, Digital literacy. Exercises of Chapter-2
	2nd	Chapter-3	Word Processing- Open office writer, Menus and its basic functions. Save-save As; Cut-Copy, Find-replace Option , Hyperlink, Uppercase, lowercase, toggle case etc.
	3rd	Chapter-3	Spreadsheet- Open Office Calc- Introduction and menus
	4th	Chapter-3	Spreadsheet- Open Office Calc- Menus, Formulas, Alignments, Borders, Operators, Charts, Macros, Practical
	5th	Chapter-3	Presentation- Open Office Impress-Introduction and menus, View options, Slide Master, Slide transition and animation,
SEPTEMBER	1st	Chapter-4	Introduction to RDBMS- Database and its purpose • Components of a table • Relational Database Model Terminology (Relation, Tuple, Attribute, Cardinality) • Keys (Primary, Candidate, Alternate, Foreign)
	2nd	Chapter-4	Introduction To MYSQL • Classification of MYSQL commands (DDL, DML) • Data Types in MYSQL (char, varchar, decimal, int, date, time) • Create database • Create table • View structure of a table • Add constraints in table • Modify structure • Show all tables created in a database • Delete structure
	3rd	EXAM	Half Yearly Practical Examination
	4th	EXAM	Half Yearly Examination
	5th	Chapter-4	Add rows to a table • Viewing content of a table
OCTOBER	1st	Chapter-4	Display selected data depending on specific condition
	2nd	Chapter-4	Display data in order • modify the data stored in a table • delete contents of a table
	3rd	Chapter-5	Introduction to Java Programming
	4th	Chapter-5	Components of NetBeans IDE
	5th	Chapter-5	Understand and change Properties and methods of Components like jButton, jLabel, jTextField, jTextarea, jRadiobutton, jCheckbox, jPasswordField, jListBox, jComboBox

NOVEMBER	1st	Chapter-5	Introduction to Object Oriented Programming
	2nd	Chapter-5	Understand various data types (primitive) and purpose of each data type
	3rd	Chapter-5	Understand the need and usage of variables
	4th	REVISION	Revision for Periodic Test-2
	5th	Chapter-5	Understand usage of operators (assignment, arithmetic, relational, logical, bitwise
DECEMBER	1st	Chapter-5	Understand how to attach a code with components like jButton, jLabel, jTextField and create a simple application on JFrame
	2nd	Chapter-5	Understand the use of various components like jTextarea, jRadiobutton,
	3rd	Chapter-5	Understand the use of various components like jTextarea, jRadiobutton, jCheckbox, jPasswordField, jListBox
	4th	Chapter-5	Understand the use of various components like jComboBox, JTable, JOptionPane, JPanel
JANUARY	1st	Chapter-5	Understand when to use selection statements (if, if else)
	2nd	Chapter-5	Understand when to use selection statements (Switch)
	3rd	REVISION	Revision
	4th	EXAM	Annual Practical Examination
FEBRUARY	1st		Revision
	2nd		Revision
	3rd	EXAM	Annual Examination

PORTION OF EXAM WITH MARK WEIGHTAGE FOR YEAR 2023-24

EXAM	CHAPTER NO.	NAME OF CHAPTER	MARKS WEIGHTAGE
1st Monday Test		Employability Skills	5
	Chapter-1	Computer Organization & OS: User Perspective	20
HALF YEARLY		Employability Skills	10
	Chapter-1	Computer Organization & OS: User Perspective	10
	Chapter-2	Networking and Internet	15
	Chapter-3	Office Automation	15
	Chapter-4	RDBMS- (Introduction)	10
2nd Monday Test		Employability Skills	5
	Chapter-4	RDBMS	15
	Chapter-5	Fundamentals of Java (Introduction)	5
ANNUAL EXAM		Employability Skills	10
	Unit-1	Computer Organization & OS: User Perspective	10
	Unit-2	Networking and Internet	8
	Unit-3	Office Automation Tools- (Open Office Writer, Open Office Calc, Open Office Impress)	8
	Unit-4	RDBMS	12
	Unit-5	Fundamentals of java	12

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M.G.M. HIGHER SECONDARY SCHOOL, B.S.CITY
SYLLABUSBREAK-UPFORTHEYEAR:2023-2024
CLASS -XI
SUBJECT: ACCOUNTANCY

MONTH	WEEK	CBSE UNIT	TOPICS
June	**Fourth week** (June 19-24)	**Unit :1**	**<u>Theoretical Framework</u>** a) Introduction of Accounts : (11 periods) Accounting : Meaning, concept, objectives,merits and demerits, Branches of Accounting, definitions,Accounting information, Users : internal and external, Qualitative features of Accounting and Role of Accounting in Business. Basic Accounting terms : Business transactions, Assets, Capital, Liabilities,Expenditure - Capital Revenue and Deferred Revenue Expenses, Income, Profit, Gain , Loss, Sales, Purchases, Stock Detors, Creditors, Discount - trade and Cash (14 Periods)
	Fifth week (June 26-30)		b) Theory Base of Accounts - (14 periods) Fundamental Accounting Assumptions : GAAP, Business Entity, Money Measurement, Going concern, Accountng period, Dual Aspect, Revenue recognition, Matching, Full Disclosure, Prudence or Conservatism, Consistency, Materiality and Objectivity. Basis of Accounting : Cash basis and Accrual basis. Accounting Standards : Need, benefits,limitations, applicability, IFRS (International Financial Reporting System) -need GST (Goods and Services Tax) : Features and Objectives Only Simple GST Entries except Set off
July	**Second Week** (July 3-8)	**Unit :2**	**<u>Accounting Process</u>** a) Recording of Business Transactions Source documents - Vouchers and preparation, Debit & Credit Notes , Accounting Equation Approach, Meaning and analysis Books of Original Entry : Journal
	Third Week (July 10-15)		Special Purpose Books - Cash Book : Single Column Cash Book Double Column Cash Book (Cash Book with Bank columns) Petty Cash Book (Simple and Analytical Petty Cash Book)
	Fourth Week (July 17-22)		Purchases Day Book and Sales Day Book, Purchases Returns Book Sales Returns Book, Biils Receivable Book and Bills Payable Book Ledgers - Format, posting from Journal and Subsidiary Books
	Fifth week (July 24-29)		b) Bank Reconciliation Statement : Need and preparation

August	**First Week** (Aug 1-5) **Second Week** (Aug 7-12) **Third Week** (Aug 14-19)		c) Depreciation, Provision and Reserves Depreciation : Concept, features,causes and factors Methods of depreciation : Straight Line Method or Original Cost or Fixed Installment Method Written Down Value Method or Reducing Balance Method or Diminishing Balance Method and Accounting treatment Provisions and Reserves : Difference between Provisions and Reserves, Types of Reserves : Revenue Reserve, Capital Reserve General Reserve, Specific Reserve and Secret Reserve Difference between Capital Reserve and Revenue Reserve
UPTO THIS PORTION FOR HALF YEARLY			
	Fourth Week (Aug 21-26) **Fifth week** (Aug 28-31)		e) Trial Balance and Rectification of Errors Trial Balance :Objectves,functions and preparation. Errors : Types :Errors of Principle, Errors of Omission and Errors of Commission, Compensating errors, Suspense Account
October	**First Week**	**Unit :3**	**Financial Statements of a Sole Proprietorship from Complete Records** a) Meaning, objectives and preparation of Financial Statements b) Trading Account, Profit & Loss Account and Balance Sheet c) Revenue receipts and Capital receipts d) Revenue expenditure, Capital expenditure & Deferred Revenue Expenditure e) Adjustments in preparation of Financial Statements :- 1 Closing Stock 2 Outstanding Expenses 3 Prepaid expenses 4 Accrued Income 5 Income received in advance 6 Depreciation 7 Deferred Revenue Expenditure 8 Interest on Capital 9 Interest on Drawings 10 Bad debts 11 Provision for bad debts/doubtful debts 12 Provision for discount on debtors 13 Provision for discount on creditors 14 Goods taken for personal use 15 Goods distributed as free samples 16 Goods lost by fire

			17 Manager's Commission **Financial Statements of a Sole Proprietorship from Incomplete Records (Single Entry System)** 1 Features, Reasons and Limitations 2 Ascertainment of Profit/Loss by Statement of Affairs Method 3 Difference between Accounts from Complete Records and Accounts from Incomplete Records

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MGM HIGHER SECONDARY SCHOOL
BOKARO STEEL CITY
SYLLABUS BREAKUP
SESSION-2023-24
CLASS – XI
SUBJECT – Applied Mathematics

MONTH	WEEK	UNIT NO.	CHAPTER/TOPIC
JUNE-23	4TH	1	***NUMBERS, QUANTIFICATION AND NUMERICAL APPLICATIONS*** i. Prime Numbers ii. Binary Numbers iii. Complex Numbers
	5TH	1	Numerical Applications : i. Average ii. Clock
JULY-23	1ST	1	iii. Calendar iv. Time, Work and distance v. Mensuration
	2ND	1	Mensuration (contd.) vi. Seating arrangement
	3RD	2	***ALGEBRA*** Sets, Types of Sets, Subsets, Venn Diagrams Operations on Sets
	4TH	2	Sets (To be continued)
AUGUST-23	1ST	2	RELATIONS
	2ND	2	***SEQUENCE AND SERIES*** A.P, G.P, Applications of A.P and G.P
	3RD	2	Sequence and Series (To be continued)
	4TH	2	***PERMUTATIONS AND COMBINATIONS*** Factorials, FPC, Permutations, Circular Permutations, Permutations with restrictions. Combinations, Combinations with restrictions
SEPTEMBER-23	1ST	3	***MATHEMATICAL REASONING*** • Mathematical Reasoning • Logical Reasoning
	2ND	3	Mathematical Reasoning
	3RD	**HALF YEARLY EXAMINATION**	
	4TH		
	5TH	3	***CALCULUS*** • Functions
OCTOBER-23	1ST	4	• Limits and Continuity of function
	2ND	4	• Differentiation
	3RD	4	• Rate of Charge • Tangent Line and Equations of tangents
	4TH	5	***PROBABILITY*** • Random experiment, events, Conditional Probability
NOVEMBER-23	1ST	5	• Total probability • Bayes' Theorem
	2ND	6	***DESCRIPTIVE STATISTICS*** • Types of Data • Data on Various Scales • Data representation and data visualization

	3RD	6	• Data Interpretation • Measure of Central Tendency • Measure of Dispersion • Skewness and Kurtosis • Percentile Rank and quartile rank • Correlation
	4TH	6	• Data Interpretation (To be continued)
DECEMBER-23	1ST	7	***FINANCIAL MATHEMATICS*** • Compound Interest and Annuity
	2ND	7	• Taxation (G.S.T and Income tax)
	3RD	7	***UTILITY BILLS*** • Bills, Tariff Rates, Fixed Charge, Surcharge
	4TH	7	• Calculation and interpretation of electricity bill, water supply bill (To be continued till 23.12.2023)
JANUARY-24	1ST	8	***CO-ORDINATE GEOMETRY*** • Straight Lines
	2ND	8	• Circle
	3RD	8	• Parabola
	4TH	Revision	
	5TH	Revision **COMPLETION OF SYLLABUS**	

Portion to be asked in Monday Test

Total Marks=25

First Monday Test (14.08.2023)

Unit No.	Chapter/Topic
1	Numbers, quantification and numerical applications
2	Algebra • Sets • Relations

Second Monday Test (30.10.2023)

Unit No.	Chapter/Topic
3	Mathematical reasoning
4	Calculus

Third Monday Test (08.01.2024)

Unit No.	Chapter/Topic
6	Descriptive statistics
7	Financial mathematics

Portion of Half-Yearly Examination

S.N	UNIT NO.	CHAPTER/TOPIC	MARKS ASSIGNED
1	1	***Numbers, Quantification and Numerical Applications*** • Prime Numbers	24

		• Binary Numbers • Complex Numbers • Average • Clock • Calendar • Time, Work and distance • Mensuration • Seating arrangement	
2	2	***Algebra*** • Sets, Types of Sets, Subsets, Venn Diagrams Operations on Sets • Relations, Sequence And Series • Permutations and Combinations	40
3	3	**Logical Reasoning**	16

Portion of Annual Examination

S.N	UNIT NO.	CHAPTER/TOPIC	MARKS ASSIGNED
1	1	Numbers, Quantification and Numerical Applications	09
2	2	Algebra	15
3	3	Mathematical Reasoning	06
4	4	Calculus	10
5	5	Probability	08
6	6	Descriptive statistics	12
7	7	Financial mathematics	15
8	8	Co-ordinate geometry	05
		Total	80

Pattern of Question Paper

Section	No. of Questions	Marks Assigned	
A	20 (MCQ including 2 Assertion-Reason)	20	1X20
B	5 (V.S.A)	10	2X5
C	6 (S.A)	18	3X6
D	4 (L.A)	20	5X4
E	3 (Case Studies based questions)	12	4X3
	Total no. of questions=38	Total Marks=80	80

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M.G.M. HIGHER SECONDARY SCHOOL, B.S.CITY
SYLLABUSBREAK-UPFORTHEYEAR:2023-2024
CLASS -XI
SUBJECT: BUSINESS STUDIES

MONTH	WEEK	CHAPTER/TOPIC
JUNE	4TH	**Ch: 1-Evolution and Fundamental of Business** History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy
	5TH	**Ch: 1- Evolution and Fundamental of Business (Contd.)** Business –Meaning and characteristics Business, profession and employment- Concept Objectives of Business Classification of business activities - Industry and Commerce
JULY	1ST	**Ch: 1- Evolution and Fundamental of Business (Contd.)** Industry-Types: primary, secondary, tertiary- Meaning and subgroups Commerce-trade: Types-internal, external; wholesale and retail Auxiliaries to trade: Banking, Insurance, Transportation, Warehousing, Communication and Advertising – meaning Business risk-Concept- Causes- Types
	2ND	**Ch:2 Forms of Business Organisation(Contd.)** Sole Proprietorship-Concept, merits and limitations Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm- Partnership deed-Types of partners
	3RD	**Ch:2 Forms of Business Organisation (Contd.)** Hindu Undivided Family Business: Concept Cooperative Societies-Concept, merits, and limitations Types of Cooperative Societies. Company - Concept, merits and limitations
	4TH	**Ch:2 Forms of Business Organisation(Contd.)** Formation of company - stages in Formation of a Company Important documents to be used in formation of a company Types: Private, Public and Privileges to a Private Company- Differences One Person Company – Concept
	5TH	**Ch:2 Forms of Business Organisation(Contd.)** Factors affecting Choice of form of business organization **Ch:3 Public, Private and Global Enterprises** Public sector and private sector enterprises – Concept Reason for giving importance to Public Sector after Independence Forms of Public Sector Enterprises: Departmental Undertaking,
AUGUST	1ST	**Ch:3 Public, Private and Global Enterprises (Contd.)** Statutory Corporation, Government Company-Features , Merits, Limitation Multinational Company – Feature- Merits , limitations Joint ventures, Public private Partnership – concept
	2ND	**Ch: 4 Business Services** Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account Banking services with particular reference to Bank Draft, Bank Overdraft,Cash credit- E-Banking: meaning, Types of digital payments
	3RD	**Ch: 4 Business Services (Contd.)**

		Insurance –Meaning- assurance- Principles of Insurance Types – life, health, fire and marine insurance – Concept
	4TH	**Ch: 4 Business Services (Contd.)**Communication: Postal/ Telecommunication Service - Mail, Registered Post,Parcel, Speed Post, Courier - meaning **Ch: 5 : Emerging Modes of Business** E - business: concept, scope and benefits, Limitations - Online Transactions Risk in E- Business, E-business Vs traditional business. Business Process Outsourcing (BPO): Concept, need and scope
	5TH	**Ch: 7 Source of Business Finance** Business finance- Meaning, nature and importance of business finance Sources of funds- owners' funds Vs owed fund: Concept , Types
SEPTEMBER	1ST	**Ch: 7 Source of Business Finance(Contd.)** Owners' funds II- Shares, Retained Earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – Concept
	2ND	**Ch: 7 Source of Business Finance(Contd.)** Debentures & Bonds- Loans from Financial Institutions- Loans from Commercial Bank
	3RD	**TERM I EXAMINATION**
	4TH	**TERM I EXAMINATION**
	5TH	**Ch:7 Source of Business Finance(Contd.)** Retained Earnings-Trade Credit- Public Deposit
OCTOBER	1ST	**Ch:7 Source of Business Finance(Contd.)** Fixed Capital requirement, Working Capital requirement Factor affecting Choices of source of fund-Factoring – Lease Financing-Commercial Paper etc
	2ND	**Ch: 6Social Responsibility of Business and Business Ethics** Concept of social responsibility- Case of social responsibility Responsibility towards owners, investors, consumers
	3RD	**Ch: 6Social Responsibility of Business and Business Ethics(Contd.)** Social Responsibility towards employees, government and community- Role of business in environment protection Business Ethics - Concept and Elements
	4TH	**Ch 8: Small Business and EnterpreneurshipDevelopement** Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up.
	5TH	**DUSSHEHRA**
NOVEMBER	1ST	**Ch 8: Small Business and Enterprises(Contd.)** Intellectual Property Rights and Entrepreneurship Classification of Intellectual Property rights
	2ND	**DEEPAWALI**
	2ND	**Ch 8: Small Business and Enterprises(Contd.)** Small Business: Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act) Role of small business in India with special reference to rural areas Problems of Small Business
	3RD	**Ch 8: Small Business and Enterprises(Contd.)** Institutional Support: Government Scheme and incentives to promote Small Business Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas

	4TH	**Ch 9: Internal Trade** Internal trade - meaning , features and types- Services rendered by a wholesaler and a retailer-Types of retail-trade-Itinerant: Cheap Jacks, Street Vendor etc
	5TH	**Ch 9: Internal Trade(Contd.)** Small scale fixed shops retailers-Concept Types Large scale retailers-Departmental stores, Chain stores – Concept
DECEMBER	1ST	**Ch 9: Internal Trade(Contd.)** Mail order Business, Vending Machine, GST (Goods and Services Tax): Concept and key-features
	2ND	**Ch: 10 International Business** International trade: concept and benefits Scope of international trade to the nation and business firms.
	3RD	**Ch: 10 International Business(Contd.)** Nature of International Business Problem of International Business Reason for International Business
	4TH	**Ch: 10 International Business (Contd.)** Export trade – Meaning and procedure Import Trade - Meaning and procedure
	5TH	**X-MAS HOLIDAY**
JANUARY	1ST	**Ch: 10 International Business (Contd.)** Import Trade - Meaning and procedure(Contd)
	2ND	**Ch: 10 International Business (Contd.)** Documents involved in International Trade: indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP)- Purpose
	3RD	**Ch: 10 International Business (Contd.)** World Trade Organization (WTO) : Meaning and objectives **Project Allotment and Group Division** **Discussion with each group**
	4TH	**Revision Commences with emphasis on Latest Pattern**
	5TH	**VIVA_ PRACTICAL (ANNUAL EXAM)** **COMPLETION OF SYLLABUS**

PORTIONOFEXAM WITHMARKS WEIGHTAGEFORYEAR2023-2024

Units		Periods	Marks
Part A	**Foundations of Business**		
1	Nature and Purpose of Business	18	16
2	Forms of Business Organisations	24	
3	Public, Private and Global Enterprises	18	14
4	Business Services	18	
5	Emerging Modes of Business	10	10
6	Social Responsibility of Business and Business Ethics	12	
	Total	**100**	**40**
Part B	**Finance and Trade**		
7	Sources of Business Finance	30	20
8	Small Business	16	
9	Internal Trade	30	20
10	International Business	14	
	Total	**90**	**40**
	Project Work	**30**	**20**

SCHEDULE OF MONDAY TEST/EXAM

EXAM / MONDAYTEST	TOPICS/ SYLLABUS FOR EXAM	DATE/MONTH
Monday Test 1st (MT 9)	Ch: 1 - Fundamentals of Business	
	Ch: 2- Forms of Business Organisation (Till Cooperative Society)	24.07.23
TERM I	Ch: 3- Public, Private and Global Enterprises	11.09.23
	Ch: 4- Business Services	
	Ch: 5- Emerging Modes of Business	
	Ch: 7- Business Finance	
Monday Test 2nd (MT 13)	Ch: 6Social Responsibility of Business and Business Ethics	
	Ch 8: Small Business and EnterpreneurshipDevelopement	09.10.23
TERM II ANNUAL	Ch: 1 to Ch: 8	
	Ch: 9- Internal Business	
	Ch: 10- International Business	12.02.24

M.G.M HIGHER SECONDARY SCHOOL, BOKARO
SYLLABUS BREAK-UP FOR THE YEAR : 2023 - 2024
CLASS – XI
SUBJECT: BIOLOGY

MONTH	WEEK	CHAPTER NAME	TOPICS
JUNE	3rd Week 19th – 24th	1.Living world	Need for classification, Taxonomy and systematic.Cell theory, cell organelles,
	4th week 26th – 31st	8. Cell	Cell theory, cell organelles nucleus
JULY	1st Week 3rd – 8th	10 . Cell division	Cell cycle, Mitosis
	2nd week 10th –15th	10 . Cell division 9. Bio molecules	Meiosis Bio macro molecules enzymes cofactors
	3rd week 17th – 22nd	13. Photosynthesis	Process of photosynthesis
	4th week 24th -28th		C3 and C4 pathway, factors affecting photosynthesis.
AUGUST	1st week 1st –5th	14. Respiration	Process of respiration, introduction
	2nd week 7th -12th		Glycolysis,.
	3rd week 14th -19th	.	Krebs cycle
	4th week 21st – 26th		amphibolic pathway.
SEPTEMBER	28th Aug– 2nd Sep		Revision.
	2nd week 4th – 9th		
	3rd and 4th week	Half yearly exam	
	5th week 25th – 30th	2. Biological Classification	Binomial classification , Five kingdom classification
OCTOBER	1st week 3rd -7th	3. plant kingdom	Classification.
	2nd week 9th – 14th	4. Animal kingdom	Non chordates, chordates
	3rdweek 16th – 21th	5. Morphology of flowering plants	Root and stem
NOVEMBER	1st week, 1st – 4th		Leaf, inflorescence, fruit and seed, family solenaceae
	2nd week 6th - 11th	6. Anatomy of flowering plants.	Tissues, root, stem
	4th week 21st – 25th	7. Structural organization in animals	Frog, Morphology and anatomy
	5th week 28th -	15.Plant growth	Process of growth ,growth regulators.

	30th Dec- !st – 2nd		Mechanism of breathing and its regulation.
DECEMBER	1st week 4th – 9th	17. Breathing and exchange	Components of blood and process of circulation.
	2nd week 11th – 16th	18. Body fluids and circulation	Cardiac cycle, double circulation and disorders
	3rd week 18th – 23rd	Chapter 19. Excretory products and their elimination.	Human excretory system and urine formation
January	1st week 2nd – 6th	Chapter 19. Excretory products and their elimination. Chapter 20. Locomotion	Concentration of urine and regulation Muscle and mechanism of muscle contraction.
	2nd week 8th - 13th	Chapter 20. Locomotion	Skeletal system and joint.
	3rd week 15th -20th	Chapter 21. neural control and coordination	Human neural system, nerve impulse transmission
	4th week 22nd – 31st	Chapter 22. chemical coordination.	Endocrine glands, hormones, functions and disorders.
February	1st and 2nd week	Revision	
	3rd week	Annual exam	

Portion for Assessments (2023-24)

PORTION FOR EXAMINATION	CHAPTERS
1ST Monday TEST (max 25 mark)	1. Living world 8. Cell
	9. Bio molecules
HALF YEARLY (max 70 mark)	1. Living world
	8. Cell – the unit of life.
	9. Bio molecules.
	10. Cell division 13. Photosynthesis. 14. Respiration in plants.
2nd Monday TEST (25 MARKS)	2. Biological Classification 3. Plant kingdom 4. Animal kingdom
ANNUAL EXAM (70 MARKS)	Entire syllabus

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M.G.M HIGHER SECONDARY SCHOOL, BOKARO
SYLLABUS BREAKUP YEAR : 2023 - 2024
CLASS – XI
SUBJECT – CHEMISTRY

Month	Week	Chapter No.	Topic
June	3rd	1	***Some Basic concept in Chemistry:*** Chemistry its importance, significant figure, units, Law of chemical combination, Mole concept
	4th		Chemical equation and empirical formula
July	1st	2	***Structure of Atom:*** Atomic model, dual nature of electron, De-Brogli's equation, principle of uncertainty of electron
	2nd		Quantum number, Paul's Exclusion principle, Hund's rule,
	3rd		Electronic configuration, energy of electron in an atom.
	4th	3	***Classification of Element and Periodicity in properties:*** Introduction(brief historic development of periodic table), Mendeleev's periodic law, MPL.
August	1st		Nomenclature of elements with atomic number greater than 100, Periodic properties of elements: atomic radius, Ea,En, Ip.
	2nd	4	***Chemical Bonding and Molecular Structure:*** Cause of bond formation, Types of chemical bonding, Lewis structure, Types of covalent bond, VOT
	3rd & 4th		MOT, hydrogen bonding, Hybridisation.
September	1st	5	***Chemical Thermodynamics:*** Some basic terms and concepts realted to thermodynamics, zeroth law & 1st& 2nd Law of thermodynamics.
	2nd		Intrinsic energy, Enthalpy change, Heat capacity of gas, ΔS & ΔG
	3rd		Type of Heat reaction, Hess's Law & its application
	4th	6	***Equilibrium:*** Equilibrium involving physical and chemical change, law of chemical equilibrium
October	1st		Equilibrium constant, effect of equilibrium constant
	2nd		Le-Chatelier's principle, Ostwald's dilution law
	3rd		Acids, bases, pH scale and its value, common ion effect
	4th		Buffer solution, solubility product, hydrolysis of salt.
November	1st	7	***Redox Reaction:*** Oxidation & reduction reaction (Three concepts), oxidizing agent & Reducing Agent
	2nd		Oxidation number &balancing of chemical equation
	3rd		Balancing of chemical equation
	4th	8	***Organic chemistry : Some Basic Principles and Techniques:*** Qualitative and quantative analysis
December	1st		Purification of organic compounds, Nomenclature of organic compounds
	2nd		Nomenclature of organic compounds
	3rd		Inductive effect, Mesomeric effect & Hyperconjugation,
	4th		Isomerism, resonance.

January	1st	9	***Hydrocarbon:*** Types of Isomerism, conformation
	2nd		General methods of preparation and chemical properties of alkane and alkene
	3rd		Preparation and properties of alkyne, aromaticity, preparation and properties of benzene
	4th		Question- Answer of exercise

PORTION OF EXAMINATION
CHEMISTRY CLASS XI
SESSION 2023-2024

Exam	Chapter No.	Name of Chapter
1st M.T (24/7/2023)	1	Some Basic Concepts in Chemistry
	2	Structure of atom
2ndM.T (09/10/2023)	3	Classification of elements and periodicity in properties
	4	Chemical bonding and molecular structure
3rdM.T (11/12/2023)	5	Chemical Thermodynamics
	6	Equilibrium
Half Yearly	1	Some Basic Concepts in Chemistry
	2	Structure of Atom
	3	Classification of elements and periodicity in properties
	4	Chemical bonding and molecular structure
Annual Exam	Entire syllabus as per CBSE	

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M.G.M HIGHER SECONDARY SCHOOL, BOKARO
SYLLABUS BREAK-UP FOR THE YEAR : 2023 - 2024
CLASS – XI
SUBJECT: ECONOMICS

YEAR/ MONTH	WEEK	CHAPTER NO.	CHAPTERS/TOPICS
2023 JUNE	4th	STATISTICS Ch.-1	**Unit 1: Introduction** What is Economics? Meaning, scope, functions and importance of statistics in Economics.
	5th	MICRO. Ch.-1	**Unit 4: Introduction** Meaning of microeconomics and macroeconomics; positive and normative economics.
2023 JULY	2nd	MICRO. Ch.-2	What is an economy? Central problems of an economy: what, how and for whom to produce; concepts of production possibility frontier and opportunity cost.
	3rd	STATISTICS Ch.-2	**Unit 2: Collection, Organisation and Presentation of data.** **Collection of data**- sources of data - primary and secondary data.
	4th	STATISTICS Ch.-3	How basic data is collected with concepts of Sampling , Methods of collecting data; some important sources of secondary data: Census of India and National Sample Survey Organisation.
	5th	MICRO. Ch.-3	**Unit 5: Consumer's Equilibrium and Demand** Consumer's equilibrium - meaning of utility, marginal utility, law of diminishing marginal utility, conditions of consumer's equilibrium using marginal utility analysis.
2023 AUGUST	1st	MICRO. Ch.-4	**Indifference curve analysis of consumer's equilibrium**- the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium.
	2nd	STATISTICS Ch.-4	**Organisation of Data**: Meaning and types of variables; Frequency Distribution.
	3rd	STATISTICS Ch.-5 & 6	**Presentation of Data**: Tabular Presentation and Diagrammatic Presentation of Data: (i) Geometric forms (bar diagrams and pie diagrams)
	4th	STATISTICS Ch.-7 & 8	**Frequency diagrams**: (histogram, polygon and Ogive) and (iii) Arithmetic line graphs (time series graph).
	5th	MICRO. Ch.-5	Demand, market demand, determinants of demand, demand schedule, demand curve and its slope.
2023 SEPTEMBER	1st	MICRO. Ch.-6	Movement along and shifts in the demand curve, Price elasticity of demand - factors affecting price elasticity of demand.
	2nd	MICRO. Ch.-6	Measurement of price elasticity of demand – percentage-change method and total expenditure method.
	3rd	**EXAM**	**Half Yearly Examination**
	4th	**EXAM**	**Half Yearly Examination**
	5th	STATISTICS Ch.-9	**Unit 3: Statistical Tools and Interpretation** Measures of Central Tendency- Arithmetic mean
	1st	STATISTICS Ch.-10	Measures of Central Tendency- Median

2023 OCTOBER	2nd	STATISTICS Ch.-10	Measures of Central Tendency- Mode
	3rd	MICRO. Ch.-7	**Unit 6: Producer Behaviour and Supply** Meaning of Production Function – Short-Run and Long-Run
	4th	MICRO. Ch.-7	Returns to a Factor
	5th	MICRO. Ch.-8	**Cost**: Short run costs - total cost, total fixed cost, total variable cost; Average cost.
2023 NOVEMBER	1st	MICRO. Ch.-8	**Cost**: Average fixed cost, average variable cost and marginal cost-meaning and their relationships.
	2nd	MICRO. Ch.-9	**Revenue** - total, average and marginal revenue – meaning.
	3rd	MICRO. Ch.-9	**Revenue** - total, average and marginal revenue - their relationship.
	4th	STATISTICS Ch.-11	**Correlation**– meaning and properties, scatter diagram; Measures of correlation – Karl Pearson's method (two variables ungrouped data).
	5th	STATISTICS Ch.-11	**Correlation**– Spearman's rank correlation.
2023 DECEMBER	1st	MICRO. Ch.-10	**Producer's equilibrium**-meaning and its conditions in terms of marginal revenue marginal cost.
	2nd	MICRO. Ch.-10	**Producer's equilibrium**- Total revenue, marginal revenue marginal cost and their relationship.
	3rd	MICRO. Ch.-11	**Supply**, market supply, determinants of supply, supply schedule, supply curve and its slope, movements along and shifts in supply curve.
	4th	MICRO. Ch.-11	**Price elasticity of supply**; measurement of price elasticity of supply - percentage-change method.
2024 JANUARY	1st	STATISTICS Ch.-12	**Introduction to Index Numbers**- meaning, types - wholesale price index, consumer price index
	2nd	STATISTICS Ch.-12	Index of industrial production, uses of index numbers; Inflation and index numbers.
	3rd	MICRO. Ch.-12	**Unit 7: Forms of Market and Price Determination under Perfect Competition with simple applications.** **Perfect competition** - Features; Determination of market equilibrium and effects of shifts in demand and supply.
	4th	MICRO. Ch.-13	Simple Applications of Demand and Supply:
	5th	MICRO. Ch.-13	Price ceiling, price floor. **(Completion of Syllabus)**
2024 FEBRUARY	1st	**Revision**	Revision for Annual Exam
	2nd	**Revision**	Revision for Annual Exam
	3rd	**EXAM**	**ANNUAL EXAMINATION**

PORTION OF EXAM FOR THE YEAR 2023-24

EXAM	CHAPTER NO.	NAME OF THE CHAPTERS
1st Monday Test	Chapter-1 Chapter-1	Economics and Economy (Micro) Concepts of Economics and Significance of Statistics in Economics (Stats.)
	Chapter-2 Chapter-2	Central problem of an Economy. (Micro.) Collection of Data. (Stats.)
HALF YEARLY	Chapter-1 Chapter-1	Economics and economy (Micro) Concepts of Economics and significance of Statistics in Economics (Stats)

EXAM	Chapter-2 Chapter-2	Central problem of an Economy. (Micro) Collection of Data. (Stats)
	Chapter-3 Chapter-3	Consumer's Equilibrium-Utility Analysis. (Micro) Census and Sample Methods of Collection of Data. (Stats)
	Chapter-4 Chapter-4	Consumer's Equilibrium- Indifference Curve Analysis. (Micro) Organisation of Data. (Stats)
	Chapter-5 Chapter-5	Theory of Demand. (Micro) Presentation of Data- Textual and Tabular Presentation.(Stats)
	Chapter-6 Chapter-6	Price Elasticity of Demand. (Micro) Diagrammatic Presentation of Data: Bar Diagrams and Pie Diagrams. (Stats)
	Chapter-7	Frequency Diagrams: Histogram, Polygon and Ogive. (Stats)
2nd Monday Test	Chapter-7 Chapter-8	Production Function and Returns to a Factor. (Micro) Arithmetic Line-Graphs or Time Series Graphs. (Stats)
	Chapter-8 Chapter-9	Concepts of Cost. (Micro) Measures of Central Tendency- Arithmetic Mean. (Stats)
3rd Monday Test	Chapter-9 Chapter-10	Concept of Revenue (Micro) Measures of Central Tendency- Median and Mode. (Stats)
	Chapter-10 Chapter-11	Producer's Equilibrium (Micro) Correlation (Stats)
ANNUAL EXAM	Chapter-1 Chapter-1	Economics and economy (Micro) Concepts of Economics and significance of Statistics in Economics (Stats)
	Chapter-2 Chapter-2	Central problem of an Economy. (Micro) Collection of Data. (Stats)
	Chapter-3 Chapter-3	Consumer's Equilibrium-Utility Analysis. (Micro) Census and Sample Methods of Collection of Data. (Stats)
	Chapter-4 Chapter-4	Consumer's Equilibrium- Indifference Curve Analysis. (Micro) Organisation of Data.(Stats)
	Chapter-5 Chapter-5	Theory of Demand. (Micro) Presentation of Data- Textual and Tabular Presentation.(Stats)
	Chapter-6 Chapter-6	Price Elasticity of Demand. (Micro) Diagrammatic Presentation of Data: Bar Diagrams and Pie Diagrams. (Stats)
	Chapter-7 Chapter-7	Production Function and Returns to a Factor. (Micro) Frequency Diagrams: Histogram, Polygon and Ogive. (Stats)
	Chapter-8 Chapter-8	Concepts of Cost (Micro) Arithmetic Line-Graphs or Time Series Graphs.(Stats)
	Chapter-9 Chapter-9	Concept of Revenue (Micro) Measures of Central Tendancy - Arithmetic Mean (Stats)
	Chapter-10 Chapter-10	Producer's Equilibrium (Micro) Measures of Central Tendancy- Median and Mode. (Stats)
	Chapter-11 Chapter-11	Theory of Supply (Micro) Correlation (Stats)
ANNUAL EXAM	Chapter-12 Chapter-12	Forms of Market (Micro) Index Number (Stats)
	Chapter-13	Market equilibrium under Perfect Competition and Effects of shifts in Demand and Supply (Micro)

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M.G.M HIGHER SECONDARY SCHOOL, BOKARO
SYLLABUS BREAK-UP FOR THE YEAR : 2023 - 2024
CLASS – XI
SUBJECT: PHYSICS

Month	Week	UNIT No.	Chapter/Topic name
June	**3rd**	**I**	Chapter – 2 : Units and Measurements Need for measurement: Units of measurement; systems of units; SI units, fundamental and derived units, significant figures,dimension of physical quantities,dimensional analysis and its application
	4th& 5th	**II**	**Kinematics** Chapter-3: Motion in a straight Line Frame of reference, Motion in a straight line. Elementary concepts of differentiation and integration for describing motion, uniform and nonuniform motion, average speed and instantaneous velocity, uniformly accelerated motion, velocity-time and Position-time graphs. Relations for uniformly accelerated motion (graphical treatment).
July	**1st**		Chapter-4 Motion in a plane Scalar and vector quantities; position and displacement vectors, general vectors and their notations; equality of vectors, multiplication of vectors by a real number; addition and subtraction of vectors, relative velocity, Unit vector; resolution of a vector in a plane, rectangular components, Scalar and Vector product of vectors.
	2nd		Motion in a plane, cases of uniform velocity and uniform acceleration-projectile motion, uniform circular motion. Experiment: A1
	3rd	**III**	Laws of Motion Chapter-5: Laws of Motion Concept of force, Inertia, Newton's first law of motion; momentum and Newton's second law of motion; impulse; Newton's third law of motion. Law of conservation of linear momentum and its applications. Activities: A1 and A4 Equilibrium of concurrent forces. Experiment: A2
	4th		Static and kinetic friction,Angle of friction, angle of repose, laws of friction, rolling friction, lubrication.
	5th	**IV**	Dynamics of uniform circular motion: Centripetal force, examples of circular motion (vehicle on a level circular road, vehicle on a banked road).

August	**1st**		Chapter-6: Work, Energy and Power Work done by a constant force and a variable force; kinetic energy, work-energy theorem, power. Motion of potential energy, potential energy of a spring, conservative forces: conservation of mechanical energy (kinetic and potential energies); non-conservative force.
	2nd		motion in a vertical circle; elastic and inelastic collisions in one and two dimensions. Experiment: A2
	3rd	**V**	Chapter-7: System of Particles and Rotational Motion Centre of mass of a two-particle system, momentum conservation and center of mass motion. Centre of mass of a rigid body; centre of mass of a uniform rod. Experiment: A3
	4th		Moment of force, torque, angular momentum, law of conservation of angular momentum and its applications.
	5th		Moment of Inertia, radius of gyration, values of moments of inertia for simple geometrical objects (no derivation). Equilibrium of rigid bodies, rigid body rotation and equations of rotational motion, comparison of linear and rotational motions. Experiment : A7
September	**1st**	**VI** **VI**	Chapter-8: Gravitation Kepler's laws of planetary motion, universal law of gravitation. Acceleration due to gravity and its variation with altitude and depth. Gravitational potential energy and gravitational potential, escape velocity, orbital velocity of a satellite
	2nd		**Revision for H.Y. Exam.**
	3rd		**Half year Examination**
	4th	**VII**	Chapter-9(Mechanical Properties of solids): Elastic behavior, Stress-strain relationship, Hooke's law, young's modulus, bulk modulus, shear modulus of rigidity, Poisson's ratio; elastic energy
October	**1st& 2nd**	**VII**	Chapter-10(Mechanical property of fluids) :Pressure due to a fluid column; Pascal's law and its applications (hydraulic lift and hydraulic brakes), effect of gravity on fluid pressure, Viscosity, stokes law, terminal velocity, critical velocity, streamline and turbulent flow, bernoulli's theorem and its simple application. Experiment: A9
	2nd & 3rd		Surface energy and surface tension, angle of contact, excess of pressure inside liquid drop and soap bubble, application of surface tension, capillary rise.

November	**1st**	**VII**	Chapter 11(Thermal Property of matter)-: Heat, temperature, thermal expansion; thermal expansion of solids, liquids and gases, anomalous expansion of water; specific heat capacity; Cp, Cv- calorimetry; change of state-latent heat capacity. Second law of thermodynamics(Kelvin's - planck statement , clausius statement) : heat pump, reversible and irreversible process, Heat engine and refrigerator.
	2nd		Heat transfer-conduction, convection and radiation, thermal conductivity, qualitative ideas of Blackbody radiation, Wein's displacement Law, Stefan's law. Experiment :B2
	3rd	**VIII**	Chapter 12(Thermodynamics) -: Thermal equilibrium and definition of temperature (zeroth law and 1st law of thermodynamics), isothermal and adiabatic processes,cyclic process.
			Second law of thermodynamics (Kelvin's planck statement , clausius statement , reversible and irreversible process)
	4th	**IX**	**Behavior of perfect gas and kinetic theory of gases** Chapter 13(Kinetic Theory) -: Equation of state of a perfect gas, work done in compressing a gas. Kinetic theory of gases – assumptions, Concepts of pressure, Kinetic interpretation of temperature; rms speed of gas molecules
	5th		Degrees of freedom, law of equi-partition of energy (statement only) and application to specific heat capacities of gases; concept of mean free path, Avogadro's number. Experiment: B7
December	**1st**		**Oscillations and Waves** Chapter 14(Oscillations) -: Periodic motion-time period, frequency, displacement as a function of time, periodic functions and their applications. Simple harmonic motion (S.H.M) and its equation, equation for velocity and acceleration; phase; oscillations of a loaded spring-restoring force and force constant
	2nd		Energy in S.H.M. Kinetic and potential energies; simple pendulum derivation of expression for its time period.
	3rd **4th**	**X**	Chapter 15 (Wave motion) : Transverse and longitudinal waves , speed of traveling wave.
January	**1st& 2nd**		displacement relation for a progressive wave, principle of superposition of waves, reflection of waves, equation of standing wave, standing waves in strings and organ pipes, fundamental mode and harmonics, Beats. Activity :B1,B5
	3rd& 4th		Revision for Annual Exam

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M.G.M HIGHER SECONDARY SCHOOL, BOKARO
SYLLABUS BREAK-UP FOR THE YEAR : 2023 - 2024
CLASS – XI
SUBJECT: RETAIL (801)

MONTH	WEEK	CHAPTER/TOPIC
JUNE	4TH	**Unit 1: Fundamentals of Retailing** **Session 1: Basics of Retailing** Concept of evolution of retailing Meaning & Principles of Retailing Nature and Scope of Retailing Importance of Retailing Global retailing scenario Growth of retailing in India
	5TH	**Unit 1: Fundamentals of Retailing** **Session 1: Basics of Retailing (Contd.)** Organised and Unorganised Retailing Types of Retail Business Establishment & Modern Retail Functions of Retailing Services of Retailer
JULY	1ST	**Unit 1: Fundamentals of Retailing (Contd.)** **Session 2: Sales Associate Services to Customers** Concept of Customer- Consumer Types of Customer Customer Services-Meaning, Essential and Scope Customer Satisfaction- Concept, Importance Customer Retention Strategies
	2ND	**Unit 1: Fundamentals of Retailing (Contd.)** **Session 3: Skills for Handling Retail Business** Meaning of Skill Essentials of Skill Developement Skill of Sales Associate for customer service **Session 4:Duties and Responsibilities of a Sales Associate** Duties of a sales associate Responsibilities of a Sales Service Associate- Activities of a Sales/ Customer Service Associate
	3RD	**Unit 2: Process of Credit Application** **Session 1: Features and Conditions For Credit Sales** Meaning of Credit Sales- Features- Benefits Retail credit facility-Structure of credit agreement Contract of Sale, Condition & Warranty **Session 2: Credit Checks and Getting Authorisation** Meaning of Credit Checks Need of Credit checking Procedure of Credit Checks Steps to follow before granting Credit

	4TH	**Unit 2: Process of Credit Application** **Session 3: Processing Credit Requisitions** Meaning of Credit requisition Essential information for Credit Requisition Criteria for processing Credit Requisition **Session 4: Techniques for Determining Credit Worthiness** Meaning of credit Worthiness Consideration to check Customer Credit Worthiness Essential guidelines to Check Customer Credit Worthiness Technique to determine credit WorthinesS
AUGUST	1ST	**Employability Skill** **Unit 1: Communication Skill** Meaning of Communication- Types of Communication Communication Style Essential of effective Communication Styles of Communication Written Communication- Sentence-Parts of a Sentence- Types of Sentence Parts of Speech Clause- Phrase-Types Persuasion Skill **Unit 3: Mechanism to Choose Right Product** **Session 1: Methods of Selling** Retail Selling Methods Arrangement of Product- Need of arrangement Procedure/Methods of Arranging Product
	2ND	**Session 2: Sales Promotional activities** Meaning of Sales Promotion Objectives of Sales Promotion Techniques of Sales Promotion- Vendor Originated/Retailer Originated Consumer Behaviour Pre-requisite to influence Customer Buying Behaviour Product Knowledge- Explicit & Implicit Characteristics
	3RD	**Session 3: Responding to Questions and Comment** Adaptation :Responding & Interacting with Customer queries/ grievances in different situation: When the sales associate is unable to answer a customer's query When an item is not available to the customer When transferring a call of the customer Comments made on the product and how to respond to it Favours that cannot be granted When a product is defective Closing with a customer Dealing with angry customers

	4TH	**Session 4: Techniques of Closing a Sale** Meaning of Closing a Sale Factors of Closing a Sale Types: Techniques of Closing a Sale **Employability Skill** **Unit 2- Self Management Skill** Strength & Weakness Analysis Dressing and Grooming- Meaning, Importance Personal grooming checklist to be followed- Personal Hygiene Self- Exploration Techniques Team Work Skills Factor influencing Team Building Factor affecting Team-work Time Management- Meaning, Techniques
	5TH	**Employability Skill** **Unit 3- ICT Skills** **Session 1: Introduction to ICT** Creating a Document in Word Processor Advantage of Using Word Processor Word Processing Software Package and Applications Parts of a Word Processing Window Creating a New Document- **Session 2: Basic Interface Libre Office Writer** Status Bar-Menu Bar- Tool Bar- Context Menu Types of Commands- Multiple way to Perform a Command **Session 3: Saving, Closing, Opening and printing document** Saving a Document-Opening /Closing an existing Document Printing a Document
SEPTEMBER	**1ST**	**Employability Skill** **Unit 3- ICT Skills (Contd.)** **Session 4: Formatting Text in a Word Document** Editing Text- Shortcut Keys for Selecting Text, Inserting, Overtyping, Deleting- Copying / Moving Text- Wrapping text Setting Alignment- Formatting Changing Case **Session 5: Checking Spelling and grammar** Spellchecker- Options Shortcut Menu for Spellchecker
	2ND	**Half Yearly Examination**
	3RD	**Unit-4 Specialist Support to Customer** **Session 1: Providing Product Information** Meaning of Product- Features- Need of Product Information- Methods of Providing product Information **Session 2: Techniques to encourage Customers to Buy Products** Customer Behaviour- Customer Motivation- Ways / Techniques to Motivate Customer to Buy Product-Customer Service Policy-Approaches to Providing Information to Customers & Handling Customer grievances and Complaints- Customer Loyalty- Techniques to

		Promote Customer Loyalty
	4TH	**Employability Skill** **Unit 3- ICT Skills (Contd.)** **Session 6: Inserting Lists, Tables, Pictures, and Shapes** Bulleted List- Numbered List- Pictures- Tables-Shapes **Session 7: Header, Footer and Page number** Inserting Header, Footer, Title, Page Number, Page Count **Session 8: Tracking Changes in Libre office Writer** Start/Stop tracking changes- Tracking Options- Manage Options- Compare Option
OCTOBER	1ST	**Unit-4 Specialist Support to Customer** **Session 3: Personalised Customer Service** Meaning of Personalisation- Customer Service Standard- Areas requiring Customised Sales Support- Steps involved in personalised sales support
	2ND	**Unit-4 Specialist Support to Customer (Contd.)** **Session 4: Post-Sales Service Support** Need- Types of post-sales service support Customer Data- Customer Information Methods of Collecting Customer Information
	3RD	**Unit-4 Specialist Support to Customer** **Session 4: Post-Sales Service Support (Contd.)** Benefits of Maintaining Customer Information Customer Data Protection- Safeguards- Approaches to Customer Data Promise to Customer – Types of Promises
	4TH	**DUSSHERA** **Project work and Skill Practice- Maintenance and Preparation of Files**
NOVEMBER	1ST	**Unit-5 Health and Safety Management** **Session 1: Health and Safety requirement** Meaning of Health and Safety-Factors to be Considered while making provision for Health and Safety- Responsibilities of Stakeholders in maintaining Health and Safety at a Store-Involving workers in maintaining Health and Safety Ways to encourage colleagues to follow health & Safety Norms
	2ND	**Session 2: Equipments and Materials Risk for retail Stores** Risk at a Retail store- Types of Potential Risk at a retail store - Types of equipment and materials used in the stores for health and safety- Occupational Health & Safety Rules (Laws/ Enactment)- Action Plan to deal with Risk at a Retail Store
		DEEPAWALI
	3RD	**Employability Skill** **Unit 4- Entrepreneurial Skill** **Session 1: Introduction to Entrepreneurship** Entrepreneur- Entrepreneurship- Types of Business Activities **Session 2: Values of an Entrepreneur** Meaning of Values- Types(Confidence, Independence, Perseverance, Open Mindedness) **Session 3: Attitude of an Entrepreneur** Meaning of Attitude, Difference in Attitude of Entrepreneur and Employees
	4TH	**Unit-5 Health and Safety Management** **Session 3: Dealing With Accidents and emergencies**

		Meaning of Accident , Emergencies- Reason for accident- Emergency Situations- Dealing with Emergencies- Emergency Action Plan **Unit 4- Entrepreneurial Skill (Contd.)** **Session 4: Thinking like an Entrepreneur** Problems of an Entrepreneur- Problem Solving (Basic Consideration) Thinking like an Entrepreneur to solve a Problem **Session 5: Coming up with a Business Idea** Business Cycle -Business Idea-Principles of Ideas Creation- Bases of forming a Business Idea
DECEMBER	**1ST**	**Unit 4- Entrepreneurial Skill (Contd.)** **Session 6: Understanding the Market** Understanding Customer need- Categories of Customer Need- Consideration in understanding Customer needs- Customer Survey-Factors to be considered to understand Competitors- Competitors Survey
	2ND	**Unit 4- Entrepreneurial Skill (Contd.)** **Session 7: Business Planning** Importance of Planning- Business Plan- Principles for Improving and Growing Business
	3RD	**Unit-5 Health and Safety Management** **Session 4: Reporting Accidents and Emergencies** Meaning of reporting – Legal Procedure and Policies to be followed in case of Accident and Emergency- Reporting Accident and Emergencies to proper authority
	4TH	**X-MAS HOLIDAY**
JANUARY	**1ST**	**Unit 5- Green Skill** **Session 1: Sectors of Green Economy** Important Sectors of green Economy Importance of Green Sector for Economy
	2ND	**Unit 5- Green Skill** **Session 2: Policies for a Green Economy** National action Plan for Climatic Change Green India Mission National Solar Mission, Swach Bharat Abhiyan National Green Tribunal **Session 3: Stakeholders in Green economy** Categories of Stakeholders- Important Projects-Role / Contribution of Stakeholders
	3RD	**Session 4: Government and Private Agencies** Role of Government and Private Agencies in the various Sectors of Green Economy- Some Important Green Projects
	4TH	**Project Submission** **Discussion with each group Revision Commences with emphasis on Latest Pattern**
	5TH	**VIVA_ PRACTICAL FOR ANNUAL EXAM** **COMPLETION OF SYLLABUS**

SYLLABUS FOR MONDAY TEST

DATE/ CHRONOLOGY	CHAPTERS	TOPICS
1st Monday Test	**Unit 1. Fundamentals of Retailing**	**Basics of Retailing** **Sales Associate Services to Customers** **Skills for Handling Retail Business** **Duties and Responsibilities of Sales-Associate**
2nd Monday Test	**Unit2. Process of Credit Application**	
3rd Monday Test		

Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
	Employability Skills		
	Unit 1 : Communication Skills-III	13	2
	Unit 2 : Self-Management Skills-III	07	2
	Unit 3 : ICT Skills-III	13	2
	Unit 4 : Entrepreneurial Skills-III	10	2
	Unit 5 : Green Skills-III	07	2
	Total	**50**	**10**
	Subject Specific Skills		
	Unit 1: Fundamentals of Retailing	23	7
	Unit 2: Process of Credit Application	22	7
	Unit 3: Mechanism for Customers to Choose Right Products	25	11
	Unit 4: Specialist Support to Customers	25	13
	Unit 5: Health and Safety Management	25	12
	Total	**120**	**50**
	Practical Work		
	Project	90	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	**90**	**40**
	GRAND TOTAL	**260**	**100**

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