

SYLLABI
FOR
STANDARDS XII
(For the Higher Secondary Certificate Examination)

H. S. C. VOCATIONAL SUBJECTS
(Volume I)

COMMERCE GROUP



Maharashtra State Board of Secondary and Higher Secondary Education,
Pune – 411004

SYLLABI
FOR
STANDARDS XII
(For the Higher Secondary Certificate Examination)

**(To be implemented in Standards XII For the
Academic year 2016-2017)**

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As sanctioned under Government of Maharashtra School Education and Sports Department.
Letter No.

H. S. C. Competency Vocational Subjects

STANDARDS XII

SCHEME OF TEACHING

Sr. No.	Subjects	Periods per week		Total
		Theory	Practical	
1.	English	5	--	5
2.	A Modern Indian Language Or A Modern Foreign Language Or A Classical Language	5	--	5
3.	Environmental Education	2	--	2
4.	General Foundation Course VOCATIONAL SUBJECT For subjects under - Commerce Group	5	--	5
5.	Paper I: Office Motivation (Y7) Paper II: Advanced Financial Accounting (Y8)	4	8	12
6.		4	8	12
7.	Paper III Advanced Costing and Auditing(Y9)	4	8	12
	Total	29	24	53

Std. – XII

Sr. No	Title of the Paper	Theory		Practical		Project	Student	Oral	Total
		Marks	Time (Hours)	Marks	Time (Hours)	Report	Activity		Marks
1	Entrepreneurship Development	60	2 $\frac{1}{2}$	-	-	20	10	10	100
		60	-	-	-	20	10	10	100

Note:

20 marks are allotted for Project Work (One Project Reports should be prepared by every student.)

10 marks are allotted for Student Activity (Every student should maintain a file)

10 marks are allotted for oral.

Std. XII

Paper: Entrepreneurship Development

Theory

Sr. No	Unit	Sub Unit	Periods	Students Activity
01	Entrepreneurial Career	1.1 Need & scope for self employment 1.2 Types of business in different trading sectors 1.3 Importance of skill 1.4 Qualities of good entrepreneur 1.5 Dynamics of entrepreneurship 1.6 Entrepreneurial competencies 1.7 Entrepreneurial goal setting	10	Collect any two success stories of:- entrepreneur/business icons and present it in class room
02	Market Assessment	2.1 Meaning 2.2 Understanding consumer and consumer behavior 2.3 Need and importance of market assessment	12	Conduct actual market survey of any one product

		2.4 Techniques of market assessment 2.5 Market & market segments 2.6 Concept of publicity and advertisement		
03	Project Selection	3.1 Meaning of Project 3.2 Product identification 3.3 Classification of project 3.4 Selection of project 3.5 SWOT Analysis	12	Make SWOT analysis of minimum one project
04	Resource Mobilization	4.1 Meaning of resource and resource mobilization 4.2 Various resources 4.3 Network analysis 4.4 Role of various schemes and institutions for self employment	10	Collect information from various organizations, institutions for self employment schemes i.e. I) DIC II) MCED III) MSSIDC IV) KVIC V) MITCON
05	Project Formulation	5.1 Need for project report 5.2 Elements of project report 5.3 Determining project size 5.4 Selection of place and machineries 5.5 Determining labour and raw materials 5.6 Estimation of project cost 5.7 Break Even Analysis and Profitability. 5.8 Time schedule, project monitoring and review techniques. (Network Analysis) 5.9 Requirements of banks and financial institutions 5.10 Project Appraisal	20	Prepare a project report on any one project.
06	Initiation of Project	6.1 Procedure for setting of an enterprises as per local requirement 6.2 Registration and legal formalities of firm 6.3 Investment procedure 6.4 Identification of Financial Agencies and bank	09	Identify five licensing authorities business/industry and list out the various license, collect format OR Prepare a dummy loan proposal for business/industry/shop
07	Operation Management	7.1 Concept of Purchasing and Planning materials 7.2 Techniques of material storage analysis a) ABC b) EOQ 7.3 Issue and Accounting of Stores & Materials 7.4 Flow and control of material 7.5 Quality Control and Operation of materials	09	Prepare a report based on issue of material of cottage/small industry/business house.
08	Financial Management	8.1 Book-keeping and Accounting 8.2 Principles of double entry book-keeping	18	Prepare formats of the following a) Journal

		8.3 Understanding financial statement 8.4 Compilation of final accounts 8.5 Cost concept 8.6 Budgetary control		b) Ledger c) Trading Account d) Profit and Loss Account e) Balance Sheet
09	Marketing Management	9.1 Meaning and concept of Marketing Management 9.2 Functions of marketing 9.3 Channels of distribution 9.4 Salesmanship	08	Prepare a layout of an advertisement of any product (Print Media)
10	Industrial Relations and Personnel Management	10.1 Methods and process of recruitment 10.2 Wages and incentives 10.3 Training & appraisal 10.4 Employer and employee relations	06	Prepare an application form with detail bio-data for the post of salesman/clerk/supervisor/technician/skilled worker
11	Transportation	11.1 Meaning and importance of transport 11.2 Means of transport 11.3 Advantages and disadvantages of transport	06	Prepare a chart of means of transportation and commodities to be transported.

Note:-

Subject 'Employability Skill Development' and 'Entrepreneurship Development' should be taught strictly by MBA or equally qualified expert.

Each student has to study and prepare one project reports based on concerned vocational course.

The sample list of project reports for each group of vocational course is shown in annexure.

The project report should be completed under the guidance of MBA or equally qualified expert.

Paper	Title of the Paper	Theory		Practical		Term work	Project work	Visits	OJT	Total Marks	Average
		Marks	Time (Hrs)	Marks	Time (Hrs)						Marks
1	OFFICE MOTIVATION	80	3	80	3	10	10	10	10	200	100
2	ADVANCED FINANCIAL ACCOUNTING	80	3	80	3	10	10	10	10	200	100
3	ADVANCED COSTING AND AUDITING	80	3	80	3	10	10	10	10	200	100

Std. XII
Paper I: Office Motivation (Y7)
Theory

	Periods
Topic No. 1: Secretarial Work in Relation to Meetings	15
Meaning & Definition of Meeting	
Importance of Meetings	
Types of Meeting –	
Statutory Meeting	
Directors Meeting	
Annual General Meeting	
IV) Extra Ordinary General Meeting	
Essentials of valid meeting-proper calling organizing & conducting meeting	
Notice, Agenda, Quorum, Motion, Adjournment, Voting, Resolution, Proceeding & Minutes	
Topic No. 2: Office Motivation	14
Meaning and Definition of Motivation	
Need for Motivation	
Methods of Motivation	
Principles of Motivation	
Problems in Motivating employees	
Meaning & definition of Leadership	
Features and Types of Leadership	
Qualities of Ideal Leader	
Promotion – Meaning, Basis, Types and Policies of promotion	
Transfer – Meaning, Basis & Policies	
Demotion – Meaning, Basis, Causes & Policies	
Suspension –Meaning & Features	
Retirement – Meaning & Types	
Absenteeism – Meaning & Definition, Causes, Remedies	
Employees economic security – Meaning and Need	
Concept of pension, gratuity and other retirement benefits	
Recreational activities of employees, Meaning, Need & Types	
Topic No. 3: Office Salary Administration	12
Meaning and Definition of office salary Administration	
Objectives of Salary Administration	
Importance of Salary Administration	
Procedure of Salary Administration	

Advantages of Salary Administration

Job Evaluation – Meaning, Definition and Importance, Procedure, Methods and Advantages.

Merit Rating- Meaning, Definition, Importance and Methods

Wage Payment- Meaning and Methods

Fringe Benefits- Meaning and Definition, Importance & Types

Topic No. 4: Office Employees Discipline **12**

Meaning of Employees Discipline

Objective of Employees Discipline

Types, Need, Principles of Employees Discipline

Code of conduct

Features of discipline, Procedure of disciplinary action

Termination of Services

Service Book – Meaning and Content

Confidential Report – Meaning, Importance, Features

Leave – Meaning and Definition: - Types - casual, earned, commuted, extra ordinary, Maternity and paternity, medical, special, duty leave

Holidays –

Declared by Government

Declared by Collector

Declared by Institutional Head

Topic No. 5: Office Financial Services & Banking Operations **20**

Salary Bill – definition, Feature and Content

Budget – Meaning, Types, Advantages, Preparing budget for office factors to be considered while preparing budget, budget period and revision of budget.

Bank – Meaning, Definition & functions

Procedure of opening and operating bank account, types of bank account

Cheque – Meaning, definition, crossing and Endorsement

Bank Draft- Meaning and Definition, procedure of issue of bank draft, procedure of withdrawals and deposit in bank, withdrawal of cash by withdrawal slip, cheque & ATM, deposits by cash, by pay-in-slip & cheques.

Topic No. 6: Office Forms **15**

Meaning, Objective of office forms

Importance and Types of office forms

Designing of office forms

Meaning and principles of Designing

Controlling office form – Meaning, Objectives, Procedures and Advantages

Topic No. 7: Demat Account **12**

Meaning and Introduction of SEBI (Securities and Exchange Board of India)

Introduction of Demat Account

Meaning of Demat Account (BSE/NSE) (Bombay Stock Exchange & National Stock Exchange)

Merit of Demat A/C, Company, Investor and Broker

Demerit of Demat A/C, Fees Structure A/C, Opening fees, Annual maintenance fees, Custodian fees

Procedure of Dematerialization of security, opening account, submission of request

Forwarding DRF (Demat Requisition Form)

Forwarding DRF copy to Depository

Confirmation by depository, updating records by company

Confirmation of Demat to the depository, updating records by depositors

Confirmation by depository, updating records by participants

Confirmation of Dematerialization

Topic No. 8: Income Tax

20

Meaning of Assessee, Assessment, and previous year & assessed year.

Prediction & Exempted income, Definition & Meaning of Taxation, Features, Types, Scope & objectives of income tax

Exempted income & Deduction under Income Tax Act 1961

Different Heads of Income (only theory)

I. Income from Salary

Income from House Property

Income from business & Profession

IV. Capital gain

Other sources

Definition of:-

Salary U/S 15 to 17

Income exempted U/S 17

Deduction from salary U/S, 16

IV. Prerequisite U/S 17/ (2)

Profits in lieu salary 17/ (3)

VI. Steps in computation of income from salary

VII. Computation of gross salary

VIII. Computation of deduction U/S 16

IX. Deduct (B) from (A)

Structure of form 16A

Practical

Topic No. 1: Secretarial Work

Periods

30

Drafting Notices and agendas of meeting

Drafting various types of resolutions passed in meeting

Writing proceeding and minutes of the meeting, procedure of meeting and conferences

Preparation of PROXY forms

To organize mock-up of program on the entire

Topic No. 2: Office Motivation

28

Minimum 05 Practicals on:-

Preparing a motivational plan for office employees containing positive and negative motivation factors

Drafting a promotion letter

Drafting a transfer letter

Drafting a demotion letter with causes

Drafting a suspension letter mentioning causes of suspension

Drafting a letter appreciating valuable services in organization at the time of retirement

Conducting 01 visit to business organization to study the cause effects and remedies of absenteeism

Topic No. 3: Office Salary Administration

24

Minimum 05 Practicals on:-

Preparation of specimen of attendance register, salary sheet, salary slip, TA & DA bill

Visits to an office for studying the procedure for preparation of salary sheet and TA & DA bill

Prepare merit rating chart

Prepare group Insurance plan and demonstrate

Topic No. 4: Office Employees Discipline

24

Minimum 05 Practicals on:-

Preparing a memo to employees who is remained absent in office since last 15 days without consent

Preparing a report of bad conduct at employee before taking disciplinary action

Preparing a specimen showing contents at service books

Preparing a confidential report of concern employee

Preparing application for following leaves

Casual leave

Medical leave

Duty leave

Preparing a medical certificate writing down a report on conference on motivation aspect for submitting higher authorities. If an employee have received order from his higher authorities to attend a conference on motivation aspect of employees.

Topic No. 5: Office Financial Services & Banking Operation

40

Minimum 03 Practicals on:-

- Preparing a salary sheet of office employees
- Preparing a salary slip of any employee
- Preparing a salary certificate of any employee
- Preparing form no 16 A of any employee with imaginary data
- Preparing a profoma of pay in slip withdrawal slip, cheque, bank draft
- Preparing a loan proposal of any employee for purchasing a motorcycle or car etc
- Preparing budget for next year for office stationary
- Preparing a budget for next year for office employees salary
- Preparing and filling of forms used in banking operations i.e. account operating form, nomination form, specimen signature card, pay-in-slip, withdrawal slip, cheque, pass book, promissory note, bank draft, mail transfer form etc.
- Visit to a bank to acquaint the students with the procedure of opening and operating bank account
- To acquaint the students with the procedure of opening and operating bank account
- Familiar the students with the procedure and type of crossing and endorsement of cheque
- Arrange at least one visit to bank to study the banking operations

Topic No. 6: Office Forms

30

Minimum 05 Practicals on:-

- Preparation of forms used in the office-bills invoice, cash memo, credit memo, receipt voucher, Debit note, credit note etc.
- Acquaint students with the procedure of designing and controlling office forms
- Visit to the concerned office to study designing, using & controlling office forms

Topic No. 7: Demat Account

24

Minimum 05 Practicals on opening DEMAT Account:-

- To collect necessary documents for Demat A/C
- Filling of Demat A/C opening forms
- Submission of Demat requests & scrip certificate by investor
- Forwarding DRF & SCRIP certificate to register
- Forwarding a copy at DRF to depository
- To get confirmation of receipts of DRF by depository
- To get confirmation at dematerialization to depository
- Updating records of depository participants

Topic No. 8: Income Tax**40**

Practical Training in filling Income Tax returns forms (minimum 10 practicals). Filling the forms for tax deducted at source & procedure to avail the same (minimum 10 practicals) Computation of taxable income & income. Tax-salary & individual income, simple problems (minimum 10 practicals) preparing form No-16 A (minimum 10 practicals).

Paper II: Advanced Financial Accounting (Y8)

Theory

	Periods
Topic No. 1: Depreciation Accounting	20
<p>Meaning and causes of depreciation. Depreciation accounting under straight line & written down value method.</p>	
Topic No. 2: Accounting of Consignment Transactions	25
<p>Meaning and Necessity of Consignment, parties to consignment-consignor, consignee, difference between consignment and sale. Losses in Consignment:- Normal and Abnormal Commission:- Ordinary, Del-Creder, over-riding Valuation of stock on consignment, journal entries of consignment, dealing in the books of Consignor and Consignee and preparation of Consignment account, Goods sent of Consignment A/C, Consignees A/C, and Abnormal Loss A/C for Consignor and Consignors A/C in the books of Consignee.</p>	
Topic No. 3: Single Entry System of Accounting	15
<p>Meaning and Features of single entry system, Accounts maintained in the single entry system, Distinction between single entry and double entry system, methods of calculation of profit; statement of affairs method only.</p>	
Topic No. 4: Accounts of Non-Trading Concerns	20
<p>Meaning, Features and objects of non-trading concerns, distinction between trading and non trading concerns, Trust deeds/by laws of non-trading concerns, books of accounts to be maintained. Preparation of final accounts: - Receipts & payment Account, Income & Expenditure Account and Balance sheet.</p>	
Topic No. 5: Partnership Accounts	25
<p>Meaning, Definition, Characteristics, Maximum and Minimum no. of partners. Types of partners, partnership deed and important clauses of the deed, implied provision of partnership Act, methods of maintaining partner's capital accounts:-Fixed and fluctuating capital Methods. Necessary adjustments in P & L appropriation a/c & distribution of profit.</p> <p>Admission of a partner- Accounting Treatment-Revaluation of assets and liabilities, treatment of goodwill and capital brought in, preparation of revaluation account, partners capital account, cash/bank account and balance sheet.</p> <p>Partnership Final Accounts - Trading and profit & loss account, P & L appropriation A/C and balance sheet of the partnership firm.</p>	

Topic No. 6: Study of Financial Statement Ratio Analysis **10**

Meaning, Advantages, Necessity, Utility of Ratio Analysis, Vertical forms of profit & loss account & balance sheet. Meaning, Advantages, Necessity, Utility of Revenue statement ratios. Balance sheet ratios & combined ratios.

Topic No. 7: Classification of Expenditure & Receipts **05**

1) Classification of expenditure & receipts under capital, revenue deferred revenue expenditure, receipts, profits & losses-Meaning of Capital expenditure, receipts, profits, revenue expenditure, receipts, profit deferred revenue expenditure etc.

Practical

Periods

Topic No. 1: Depreciation Accounting **30**

Depreciation Accounting: - Under straight line & written down value method.
(Minimum 10 practical problem on each method)

Topic No. 2: Accounting of Consignment Transactions **40**

Documentation of consignment Dealings: - Preparation of proforma invoice, account sale, payment vouchers for expenses of consigner and consignee, journal vouchers for commission, receipts for advance and final remittance from consignee.

(Minimum 05 practical problems out of which 2 should be based on actual record of various dealers/agencies)

Topic No. 3: Single Entry of Accounting **30**

Minimum 10 practical problems on statement of affairs method.
(Minimum 10 problems should be given for practices.)

Topic No. 4: Accounts of Non-Trading Concerns **40**

Minimum 10 practical problems on preparation of income & expenditure and balance sheet from the given receipts & payment account.

Minimum 5 practicals on preparing members register, subscription register, dead stock register, notice of governing body & annual general meeting, receipts and payment account of non-trading concerns from the given transactions (Minimum 1 practical based on actual record)

Topic No. 5: Partnership Account **40**

Form 'A' registration of partnership firm, Form 'E' change in constitution of partnership firm and preparation of partnership deed from the information given,

Retirement and Death of a partner-Accounting Treatment-Dissolution of partnership firm-Meaning and procedure of dissolution, journal entries for dissolution
(Minimum 5 practicals each on retirement, death and dissolution of the firm)

Topic No. 6: Study of Financial Statement [Ratio Analysis] 25

Minimum 5 practicals on Profit and Loss and Balance Sheet (simple problems).
Minimum 5 practicals on Calculation of Revenue statement ratio, Balance Sheet ratios and Combined Ratios their meaning and interpretation.

Minimum 5 practicals based on actual annual reports of companies, problems on Revenue statement ratios, Balance sheet ratios and combined ratios with vertical form of Income Statement & Balance Sheet.

Topic No. 7: Tally based Accounting 20

Data Entries and preparation of cash book, purchases register, sales register, Returned registers, Journal proper, various Ledger Accounts, Trial Balance, Receipts and payment accounts, Income & Expenditure accounts, Manufacturing, Trading, Profit & Loss accounts and Balance Sheet.

(Minimum 10 practicals of Data Entries of minimum 20 transactions each)

Topic No. 8: Classification of Expenditure & Receipts 15

Preparation of separate lists for every class of expenditure. (5 practicals of at least 50 items each)

Paper III: Advanced Costing and Auditing (Y9)

Theory

	Periods
Topic No. 1: Contract Costing	15
<p>Introduction to contract costing, meaning of contract costing, Items charged to contract account, concept of profit on incomplete contract, work, certified and uncertified contract WIP (Work in Progress), and Escalation clause. Specimen of contract costing preparation of contract account.</p>	
Topic No. 2: Budget and Budgetary Control	15
<p>Meaning of budget, need of budget, objectives of budget, Advantages and limitations of budget meaning of budgetary control, objectives of budgetary control, essentials of effective budgeting, types of budgets - sales budget, cash budget, problems</p>	
Topic No. 3: Reconciliation of Cost and Financial Accounts	15
<p>Meaning, Need of Reconciliation statements. Reasons for disagreement in Profit, Methods of Preparing Reconciliation Statement.</p>	
Topic No. 4: Marginal Costing	20
<p>Meaning and definition of marginal cost and marginal costing. Uses/Advantages of marginal costing, Limitations of marginal costing, Contribution concepts, profit volume ratio, meaning of Break-Even point, meaning of margin of safety, calculation of p/v ratio, BEP and M/S. Break even chart, meaning of angle of incidence, problems.</p>	
Topic No. 5: Standard Costing	20
<p>Meaning and definition of standard cost and standard costing, Advantages of standard costing, Limitations of standard costing, concept of variances. Meaning of material cost variance. Material price variance, material usage variance, material mix variance, material yield variance. Calculation of variances by using suitable formula. Meaning and calculation of labour cost variance, labour rate variance, labour efficiency variance, labour mix variance, problems</p>	
Topic No. 6: Vouching	15
<p>Meaning and definition of vouchers and vouching, objectives of vouching, Essential steps of vouching, study of cash memo, credit memo, receipt, debit note, credit note, bill, invoice, cash expense voucher and pay bill. Vouching of cash purchase, sales, capital, revenue expenditures and incomes.</p>	
Topic No. 7: Verification and Valuation of Assets and Liabilities	10

Meaning and objectives of Verification and valuation of assets and liabilities, Distinction between verification and vouching. Distinction between verification and valuation. Valuation of different Assets and liabilities.

Topic No. 8: Audit Report

10

Meaning of audit report, types of audit report, points to be considered while preparing audit report, audit report of co-operative society, joint stock company, sole Trader, Partnership.

Practical

Topic No. 1: Contract Costing

Periods

30

Practical problems on preparation of contract account, calculation of profit on incomplete contract and work in progress (WIP)

(Minimum 15 problems)**Topic No. 2: Budgetary Control**

30

Practical problems on sales budget, cash budget.
(Minimum 10 problems)

Topic No. 3: Reconciliation of Cost and Financial Account

30

Practical problems on Reconciliation statement.
(Minimum 20 problems)

Topic No. 4: Marginal Costing

40

Practical problems on calculation of contribution p/v ratio (Profit Volume Ratio), BEP, Margin of Safety. preparation of Break Even chart
(Minimum 20 problems)

Topic No. 5: Standard Costing

40

Practical problems - Calculation of material cost variance, material price variance, material usage variance, material mix variance and material yield variance.

Calculation of labour variances - Labour cost variance, labour rate variances, labour efficiency variances, labour mix variance, labour sub efficiency variance. (Minimum 20 problems)

Topic No. 6: Vouching

30

Vouching of following items :- Cash sales, Receipt from debtors, Receipt from bills receivables, income from investment, sale of fixed assets, sale of investments, loan taken, bad debt recover, wages, payment to creditors, salaries, travelling and salesman commission, insurance premium, loans granted, Advertisement expenses, Rent paid,

Repairs to building, Repairs to machinery, withdrawal from Bank, Petty cash payment, credit purchase, sales, sales on higher purchase, sales return, purchase return.

Topic No. 7: Verification and Valuation of Assets and Liabilities **20**

Verification and valuation of plant & machinery, building, furniture and fixtures, Leasehold property, Goodwill, Tools and equipments, stock, debtors, bills receivables, investments, share capital, loans and advances, creditors.

Topic No. 8: Audit report **20**

Preparation of clean and qualified audit report of sole traders, partnership, co-op societies, joint stock companies.
(4 reports of each type)