JINDAL VIDYA MANDIR – VASIND

Monthly Syllabus 2020-21

STD:XII COMMERCE   **SUBJECT: ENGLISH**

SUBJECT	BOOK NAME	MONTH	CHAPTER / TOPIC NAME	ACTIVITY
ENGLISH (ENGLISH CORE)	TWO NCERT TEXTBOOKS FOR CLASS XII			
LITERATURE	FLAMINGO NCERT TEXTBOOK	APRIL	Poem 1 My Mother at Sixty-six	Speaking Act 1: Self-Introduction
WRITING SKILLS	---	APRIL	Notice	Listening Act 1: Notice & Invitation
LITERATURE	FLAMINGO NCERT BOOK	MAY	Prose 1 The Last Lesson Poem 3 Keeping Quiet	---
LITERATURE	VISTAS NCERT TEXTBOOK	MAY	Lesson 1 The Third Level	Listening Act 2: Focus on Figures of Speech Usage
WRITING SKILLS	----	MAY	Invitation _ Formal & Informal	Speaking Act 2: Opinion about a Person
LITERATURE	FLAMINGO NCERT TEXTBOOK	JUNE	Prose 2 Lost Spring Poem 2 An Elementary School Classroom in a Slum	---
LITERATURE	VISTAS NCERT TEXTBOOK	JUNE	Lesson 2 The Tiger King	Listening Act 3: Tips of Summarization
WRITING SKILLS	---	JUNE	Advertisement – Classified & Poster	Speaking Act 3: Advertising a Product
LITERATURE	FLAMINGO NCERT TEXTBOOK	JULY	Prose 3 Deep Water	---
LITERATURE	VISTAS NCERT TEXTBOOK	JULY	Lesson 3 Journey to the End of the Earth	Listening Act 4: Speech by Famous Orators (1)
WRITING & READING SKILLS	---	JULY	Formal Letters, Advertisement – Commercial, Invitation Replies & Note-making	Speaking Act 4: Online Classes – Boon or Bane - Debate
LITERATURE	FLAMINGO NCERT TEXTBOOK	AUGUST	Prose 4 The Rattrap Poem 4 A Thing of Beauty	---
LITERATURE	VISTAS NCERT TEXTBOOK	AUGUST	Lesson 4 The Enemy Lesson 5 Should Wizard Hit Mommy?	Listening Act 5: Speech by Famous Orators (2)
WRITING & READING SKILLS	---	AUGUST	Abstraction of Note-making, Formal Reports & Letters to Editor	Speaking Act 5: Extempore

LITERATURE	FLAMINGO NCERT TEXTBOOK	SEPTEMBER	Prose 5 Indigo Poem 5 A Roadside Stand	FORMAL TESTING OF LISTENING & SPEAKING SKILLS FOR TERM 1
LITERATURE	VISTAS NCERT TEXTBOOK	SEPTEMBER	Lesson 6 On the Face of it	Listening Act 6: Listening to a Recorded Webinar
WRITING & READING SKILLS	---	SEPTEMBER	Note-making Abbreviations, Complaint Letters, Speech & Pamphlets	Speaking Act 6: Elocution
LITERATURE	FLAMINGO NCERT TEXTBOOK	OCTOBER	Prose 6 Poets & Pancakes Poem 6 Aunt Jennifer's Tigers	
LITERATURE	VISTAS NCERT TEXTBOOK	OCTOBER	Lesson 8 Memories of Childhood	Listening Act 7: Radio Talk Show
WRITING & READING SKILLS	---	OCTOBER	Order placing Letters, Classified Ads, Invitation Replies & Note-making	Speaking Act 7: Group Discussion
LITERATURE	FLAMINGO NCERT TEXTBOOK	NOVEMBER	Prose 7 The Interview Prose 8 Going Places	---
LITERATURE	VISTAS NCERT TEXTBOOK	NOVEMBER	Lesson 7 Evans Tries an O-Level	Listening Act 8: TEDx Talk Show
WRITING & READING SKILLS	---	NOVEMBER	Job Application & Factual Passage Comprehensions	Speaking Act 8: Face a Mock Job Interview
LITERATURE	FLAMINGO & VISTAS TEXTBOOKS	DECEMBER	Revision of Reference to Context	Listening Act 9: Comprehension
WRITING & READING SKILLS	---	DECEMBER	Revision of Short Compositions & Literary Passage Comprehensions	Speaking Act 9: Conduct an Interview
LITERATURE	FLAMINGO & VISTAS TEXTBOOKS	JANUARY	Complete Revision of Literature	Listening Act 10 : Effective Listening Tips
WRITING & READING SKILLS	---	JANUARY	Complete Revision of Reading & Writing Skills	Speaking Act 10: Pair Interaction
LITERATURE	FLAMINGO & VISTAS TEXTBOOKS	FEBRUARY	Complete Revision of Literature	FORMAL TESTING OF LISTENING SKILLS FOR TERM 2
WRITING & READING SKILLS	---	FEBRUARY	Complete Revision of Reading & Writing Skills	FORMAL TESTING OF SPEAKING SKILLS FOR TERM 2

STD: XII COMMERCE   **SUBJECT: ACCOUNTANCY**

UNIT	CHAPTER NAME	MONTH OF COMPLETION
I	Financial Statements of Not for profit Organisations	August
2	Accounting for Partnership Firms:	April to July
	Partnership Concepts	April/May
	Admission of a Partner	May /June
	Retirement & Death of a Partner	July
	Dissolution of a Partner	July
3	Accounting for Companies:	August to October
	Shares	August ,September
	Debentures	October
4	Analysis of Financial Statement	October
5	Cash flow Statement	November
	Project Work	November & December

STD: XII COMMERCE   **SUBJECT:BUSINESS STUDIES**

UNIT	CHAPTER NAME	MONTH OF COMPLETION
Part A- Principles and functions of management. meaning, importance, characteristics, levels, objectives, functions, co-operation and co-ordination.	Nature and significance of management	March/April
Meaning ,importance ,of principles ,Fayols principles of management Taylors principles of management Characteristic ,comparison between Taylor and Fayol.	Principles of management.	April/
Meaning of business environment . Features ,Characteristics/Nature of Business Environment ,importance, dimensions ,Features of new economic policy	Business Environment	April/
Meaning, features, nature, characteristic, importance, significance, limitation, planning process, plan, types of plan.	Planning	April
Meaning, process ,importance, significance, organizational structure, formal, informal/delegation of authority/centralization and decentralization.	Organizing	April/May
Concept, importance, Staffing as a part of HRM, Staffing process Recruitment process/selection process. Training and development ,methods of training	Staffing	May
Concept and importance, elements of directing Motivation concept Maslow's hierarchy of needs. Financial and non-financial incentives Leadership concept styles, authoritative, democratic, laissez faire, Communication, formal/informal barriers to effective communication/how to overcome the barriers.	Directing	May
Concept and importance Relationship between planning and controlling Steps in process of control	Controlling	May/June

| Part B
Business Finance and
Marketing	Financial Management	June/July
Concept, functions/and Philosophies, marketing mix concept and elements
Product-branding ,labelling and packaging
;price, factors determining price, physical distribution/components | Marketing | June/ |
| Concepts, functions/types/money market and its instruments
Capital markets and its types, primary/secondary/methods of floatation in the primary market.
Stock exchange function and trading procedure
Securities and exchange board of India (SEBI)
Objectives and functions | Financial market | July |
| Concept and importance of consumer protection
Consumer protection Act/meaning/Rights and responsibilities of consumers/redressal machinery/remedies available
Consumer awareness/role of consumer organization and non-government organization (NGOs)

Project work
Students can select topic of their own choice
Principles of management
Fayol and Taylor
their practical implications in modern era.
Marketing project
Select any product of your own choice.
Refer to the CBSE web site for further details. | | August

September |

BOOK NAME	UNIT	CHAPTER NAME	MONTH OF COMPLETION
Micro Economics:	1	National Income and Aggregates	September
	2	Money & Banking	September
	3	Income Output & Employment	October
	4	Government Budget & Economy	November
	5	Balance of Payment	November
Indian Economic Development	1	Economic Panning	April
	2	Economic Reforms since 1991 or New Economic Policy	April/May
	3	Current Challenges facing Indian Economy	June to September
		Poverty	June
		Human Capital Formation in India	June
		Rural Development	June
		Employment and Unemployment	July
		Infrastructure	July
		Environment and Sustainable Development	August
	4	Development Experience of India, Pakistan and china – A Comparative Study	August

Unit	Topic	Month
4	**Societal Impacts** Digital footprint, net and communication etiquettes, data protection, intellectual property rights (IPR), plagiarism, licensing and copyright, free and open source software (FOSS), cybercrime and cyber laws, hacking, phishing, cyber bullying, overview of Indian IT Act. E-waste: hazards and management. Awareness about health concerns related to the usage of technology.	April
3	**Introduction to Computer Networks** Introduction to networks, Types of network: LAN, MAN, WAN. Network Devices: modem, hub, switch, repeater, router, gateway Network Topologies: Star, Bus, Tree, Mesh. Introduction to Internet, URL, WWW, and its applications- Web, email, Chat, VoIP. Website: Introduction, difference between a website and webpage, static vs dynamic web page, web server and hosting of a website. Web Browsers: Introduction, commonly used browsers, browser settings, add-ons and plug-ins, cookies.	May/ June
2	**Database Query using SQL** Math functions: POWER (), ROUND (), MOD (). Text functions: UCASE ()/UPPER (), LCASE ()/LOWER (), MID ()/SUBSTRING ()/SUBSTR (), LENGTH (), LEFT (), RIGHT (), INSTR (), LTRIM (), RTRIM (), TRIM (). Date Functions: NOW (), DATE (), MONTH (), MONTHNAME (), YEAR (), DAY (), DAYNAME (). Aggregate Functions: MAX (), MIN (), AVG (), SUM (), COUNT (); using COUNT (*). Querying and manipulating data using Group by, Having, Order by.	July/ August/ September
1	**Data Handling using Pandas –I** Introduction to Python libraries- Pandas, Matplotlib. Data structures in Pandas - Series and Data Frames. Series: Creation of Series from – ndarray, dictionary, scalar value; mathematical operations; Head and Tail functions; Selection, Indexing and Slicing. Data Frames: creation - from dictionary of Series, list of dictionaries, Text/CSV files; display; iteration; Operations on rows and columns: add, select, delete, rename; Head and Tail functions; Indexing using Labels, Boolean Indexing; Importing/Exporting Data between CSV files and Data Frames. Data Visualization: Purpose of plotting; drawing and saving following types of plots using Matplotlib – line plot, bar graph, histogram Customizing plots: adding label, title, and legend in plots.	October/ November
	Practical and Project Work	December

Unit	Chapter Name	Month
1	Planning in sport	April
3	Yoga and Lifestyle	April/May
5	Children and Women in Sports	May
2	Sports and Nutrition	June
6	Test and Measurement in Sports	July
4	Physical Education and Sports in CWSN	August
7	Physiology and Injuries in sport	August
8	Biomechanics and sports	September
9	Psychology and sport	November
10	Training in sport	November
	Practical-1)Physical fitness test 2)Games and sports 3)Yogic practices 4)Record File 5)Viva	December

STD: XII COMMERCE   **SUBJECT: MATHEMATICS**

BOOK NAME	MONTH	CHAPTER NAME	ACTIVITY
NCERT	APRIL	CHAPTER-3 MATRICES	
		CHAPTER-4 DETERMINANTS	
	MAY	CHAPTER-1 RELATIONS AND FUNCTIONS	To verify that the relation R on the set L of all lines in a plane defined by R={(l,m):l and m are either parallel or coincident}
		CHAPTER-2 INVERSE TRIGNOMETRIC FUNCTIONS	To draw the graph of $\sin^{-1} x$, using the graph of sinx ,$x\epsilon[-\frac{\pi}{2},\frac{\pi}{2}]$
	JUNE	CHAPTER-5 CONTINUITY AND DIFFERENTIABILITY	To verify rolles theorem Or To verify lagranges mean value theorem
		CHAPTER-6 APPLICATION OF DERIVATIVES	To understand the concept of local maxima and local minima
	JULY	CHAPTER- 6 APPLICATION OF DERIVATIVES	
		CHAPTER-10 VECTORS	To verify geometrically that $\vec{c} \times \left(\vec{a} + \vec{b}\right) = \vec{c}\times\vec{a} + \vec{c}\times\vec{b}$
		CHAPTER-11 3D-GEOMETRY	
	AUGUST	CHAPTER-11 3D-GEOMETRY	To measure the shortest distance between two skew lines
		CHAPTER-12 LINEAR PROGRAMING	
		CHAPTER-13 PROBABILITY	To explain the computation of conditional probability of a given event A, when event B has already occurred.
	SEPTEMBER	CHAPTER-7 INTEGRALS	To evaluate the definite integral $\int_0^1 \sqrt{1 - x^2}\, dx$
		CHAPTER-8 APPLICATION OF INTEGRATION	
	OCTOBER	CHAPTER-9 DIFFERENTIAL EQUATIONS	
	NOVEMBER	CHAPTER -9 DIFFERENTIAL EQUATIONS	