

## KALAKSHETRA FOUNDATION

### SCHEME OF EXAMINATION FOR THE POST OF PGT

<b>PART - A</b>			
<b>Test</b>	<b>Component of the test</b>	<b>No. of questions</b>	<b>Total marks</b>
Section 1	General Reasoning	20	20
Section 2	Numeric Ability	20	20
Section 3	Basic Computer Literacy	20	20
Section 4	General Knowledge	20	20
Section 5	Language Competency Test (English)	10	10
Section 6	Language Competency Test (One other Modern Indian Languages*)	10	10
	<b>Total (A)</b>	<b>100</b>	<b>100</b>
<b>PART - B [SUBJECT-SPECIFIC]</b>			
	Detailed Syllabus on KF Website	100	100
	<b>Total (B)</b>	<b>100</b>	<b>100</b>
	<b>Total (A and B)</b>	<b>200</b>	<b>200</b>
	<i>Minimum qualifying marks will be 100 and not below 50 marks in each part)</i>		
<b>SKILL TEST</b>			
	Demo / Teaching Skills		30
	Subject Knowledge		30
	Communication Skill		30
	Usage of Teaching Aids		10
	<b>Total</b>		<b>100</b>
	<i>Minimum qualifying marks 75%)</i>		

**Note:**

- The candidate obtaining **50%** of marks each in PART-A and FASOPART-B shall be declared qualified for the next stage of examination, i.e. Skill Test.
- The candidates should obtain **not below 75%** in the Skill Test.
- A list of candidates shall be prepared at the end of examination process, and the candidates getting the highest marks/rank shall be considered for appointment, as per the vacancies notified.
- Further necessary instructions will be given on the day of Examination.

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**DETAILED SYLLABUS**  
**Post Graduate Teacher (Maths) -**

<b>1</b>	<b>Sets</b>
	Sets and their representations, Empty set, Finite and Infinite sets, Equal sets, Subsets. Subsets of a set of real numbers especially intervals (with notations). Universal set. Venn diagrams. Union and Intersection of sets. Difference of sets. Complement of a set. Properties of Complement.
<b>2</b>	<b>Relations &amp; Functions</b>
	Ordered pairs. Cartesian product of sets. Number of elements in the Cartesian product of two finite sets. Cartesian product of the set of reals with itself (upto $R \times R \times R$ ). Definition of relation, pictorial diagrams, domain, co-domain and range of a relation. Function as a special type of relation. Pictorial representation of a function, domain, co-domain and range of a function. Real valued functions, domain and range of these functions, constant, identity, polynomial, rational, modulus, signum, exponential, logarithmic and greatest integer functions, with their graphs. Sum, difference, product and quotients of functions.
<b>3</b>	<b>Trigonometric Functions</b>
	Positive and negative angles. Measuring angles in radians and in degrees and conversion from one measure to another. Definition of trigonometric functions with the help of unit circle. Truth of the identity $\sin^2x + \cos^2x = 1$ , for all $x$ . Signs of trigonometric functions. Domain and range of trigonometric functions and their graphs. Expressing $\sin(x \pm y)$ and $\cos(x \pm y)$ in terms of $\sin x$ , $\sin y$ , $\cos x$ & $\cos y$ and their simple applications. Identities related to $\sin 2x$ , $\cos 2x$ , $\tan 2x$ , $\sin 3x$ , $\cos 3x$ and $\tan 3x$ .
<b>4</b>	<b>Complex Numbers and Quadratic Equations</b>
	Need for complex numbers, especially $\sqrt{-1}$ , to be motivated by inability to solve some of the quadratic equations. Algebraic properties of complex numbers. Argand plane
<b>5</b>	<b>Linear Inequalities</b>
	Linear inequalities. Algebraic solutions of linear inequalities in one variable and their representation on the number line.
<b>6</b>	<b>Permutations and Combinations</b>
	Fundamental principle of counting. Factorial $n$ . $(n!)$ Permutations and combinations, derivation of Formulae for $nPr$ and $nCr$ and their connections, simple applications.
<b>7</b>	<b>Binomial Theorem</b>
	Historical perspective, statement and proof of the binomial theorem for positive integral indices. Pascal's triangle, simple applications.

**DETAILED SYLLABUS**

<b>8</b>	<b>Sequence and Series</b>
	Sequence and Series. Arithmetic Progression (A. P.). Arithmetic Mean (A.M.) Geometric Progression (G.P.), general term of a G.P., sum of n terms of a G.P., infinite G.P. and its sum, geometric mean (G.M.), relation between A.M. and G.M.
<b>9</b>	<b>Straight Lines</b>
	Slope of a line and angle between two lines. Various forms of equations of a line parallel to axis, point -slope form, slope-intercept form. Distance of a point from a line.
<b>10</b>	<b>Conic Sections</b>
	Sections of a cone circles, ellipse, parabola, hyperbola, a point, a straight line and a pair of intersecting lines as a degenerated case of a conic section. Standard equations and simple properties of parabola, ellipse and hyperbola. Standard equation of a circle.
<b>11</b>	<b>Introduction to Three-dimensional Geometry</b>
	Coordinate axes and coordinate planes in three dimensions. Coordinates of a point. Distance between two points.
<b>12</b>	<b>Limits and Derivatives</b>
	Derivative introduced as rate of change both as that of distance function and geometrically. Intuitive idea of limit. Limits of polynomials and rational functions trigonometric, exponential and logarithmic functions. Definition of derivative relate it to slope of tangent of the curve, derivative of sum, difference, product and quotient of functions. Derivatives of polynomial and trigonometric functions.
<b>13</b>	<b>Statistics</b>
	Measures of Dispersion Range, Mean deviation, variance and standard deviation of ungrouped/grouped data.
<b>14</b>	<b>Probability</b>
	Random experiments; outcomes, sample spaces (set representation). Events; occurrence of events, 'not', 'and' and 'or' events, exhaustive events, mutually exclusive events, Axiomatic (set theoretic) probability, connections with other theories of earlier classes. Probability of an event, probability of 'not', 'and' and 'or' events.
<b>15</b>	<b>Relations and Functions</b>
	Types of relations reflexive, symmetric, transitive and equivalence relations. One to one and onto functions.
<b>16</b>	<b>Inverse Trigonometric Functions</b>
	Definition, range, domain, principal value branch. Graphs of inverse trigonometric functions
<b>17</b>	<b>Matrices</b>
	Concept, notation, order, equality, types of matrices, zero and identity matrix, transpose of a

**DETAILED SYLLABUS**

	matrix, symmetric and skew symmetric matrices. Operation on matrices Addition and multiplication and multiplication with a scalar. Simple properties of addition, multiplication and scalar multiplication. On commutativity of multiplication of matrices and existence of non-zero matrices whose product is the zero matrix (restrict to square matrices of order 2). Invertible matrices and proof of the uniqueness of inverse, if it exists; (Here all matrices will have real entries).
<b>18</b>	<b>Determinants</b>
	Determinant of a square matrix (up to 3 x 3 matrices), minors, co-factors and applications of determinants in finding the area of a triangle. Adjoint and inverse of a square matrix. Consistency, inconsistency and number of solutions of system of linear equations by examples, solving system of linear equations in two or three variables (having unique solution) using inverse of a matrix
<b>19</b>	<b>Continuity and Differentiability</b>
	Continuity and differentiability, derivative of composite functions, chain rule, derivative of inverse trigonometric functions, derivative of implicit functions. Concept of exponential and logarithmic functions. Derivatives of logarithmic and exponential functions. Logarithmic differentiation, derivative of functions expressed in parametric forms. Second order derivatives
<b>20</b>	<b>Applications of Derivatives</b>
	Applications of derivatives rate of change of bodies, increasing/decreasing functions, maxima and minima (first derivative test motivated geometrically and second derivative test given as a provable tool). Simple problems (that illustrate basic principles and understanding of the subject as well as real-life situations)
<b>21</b>	<b>Integrals</b>
	Integration as inverse process of differentiation. Integration of a variety of functions by substitution, by partial fractions and by parts, Evaluation of simple integrals of the following types and problems based on them
	$\int \frac{dx}{x^2 \pm a^2}, \int \frac{dx}{\sqrt{x^2 \pm a^2}}, \int \frac{dx}{\sqrt{a^2 - x^2}}, \int \frac{dx}{ax^2 + bx + c}, \int \frac{dx}{\sqrt{ax^2 + bx + c}}$ $\int \frac{px + q}{ax^2 + bx + c} dx, \int \frac{px + q}{\sqrt{ax^2 + bx + c}} dx, \int \sqrt{a^2 \pm x^2} dx, \int \sqrt{x^2 - a^2} dx$ $\int \sqrt{ax^2 + bx + c} dx,$
<b>22</b>	<b>Applications of the Integrals</b>
	Applications in finding the area under simple curves, especially lines, circles/ parabolas/ellipses (in standard form only)
<b>23</b>	<b>Differential Equations</b>

**DETAILED SYLLABUS**

	Definition, order and degree, general and particular solutions of a differential equation. Solution of differential equations by method of separation of variables, solutions of homogeneous differential equations of first order and first degree. Solutions of linear differential equation of the type $dy/dx + py = q$ , where $p$ and $q$ are functions of $x$ or constants. $dx/dy + px = q$ , where $p$ and $q$ are functions of $y$ or constants
<b>24</b>	<b>Vectors</b>
	Vectors and scalars, magnitude and direction of a vector. Direction cosines and direction ratios of a vector. Types of vectors (equal, unit, zero, parallel and collinear vectors), position vector of a point, negative of a vector, components of a vector, addition of vectors, multiplication of a vector by a scalar, position vector of a point dividing a line segment in a given ratio. Definition, Geometrical Interpretation, properties and application of scalar (dot) product of vectors, vector (cross) product of vectors
<b>25</b>	<b>Three - dimensional Geometry</b>
	Direction cosines and direction ratios of a line joining two points. Cartesian equation and vector equation of a line, skew lines, shortest distance between two lines. Angle between two lines.
<b>26</b>	<b>Linear Programming</b>
	Introduction, related terminology such as constraints, objective function, optimization, graphical method of solution for problems in two variables, feasible and infeasible regions (bounded or unbounded), feasible and infeasible solutions, optimal feasible solutions (up to three non-trivial constraints).
<b>27</b>	<b>Probability</b>
	Conditional probability, multiplication theorem on probability, independent events, total probability, Bayes' theorem, Random variable and its probability distribution, mean of random variable.

**DETAILED SYLLABUS**  
**Post Graduate Teacher (English)**

<b>1</b>	<b>Section A Reading</b>
	Comprehension
	Three or four unseen passages from different genres (prose, poetry, drama, articles, editorials, scientific, and literary extracts).
	Questions will test comprehension, inference, vocabulary, tone, rhetorical devices, and logical sequencing.
<b>2</b>	<b>Section B Writing Ability</b>
	<i>Functional Writing</i>
	Formal and Informal Letters Business letters, job applications, letters to editors, complaints, and personal letters.
	Report Writing Factual description of events, newspaper reports, and analytical reports. Notices, Circulars, and Press Releases.
	<i>Creative and Analytical Writing</i>
	Essay Writing Argumentative, analytical, reflective, and descriptive essays. Article/Debate/Speech Expressing opinions on socio-political, economic, and educational issues.
<b>3</b>	<b>Section C Grammar and Usage</b>
	Parts of Speech Nouns, Pronouns, Verbs, Adverbs, Adjectives, Prepositions, Conjunctions. Sentence Structure Types of sentences, subject-verb agreement, parallelism, and sentence connectors.
	Tenses and Their Usage Active-passive voice, sequence of tenses, and reported speech. Clauses Noun, adjective, and adverb clauses.
	Common Errors Articles, prepositions, modifiers, redundancy, and word order. Editing and Proofreading Error detection, sentence correction, and transformation.
<b>4</b>	<b>Section D Literature</b>
	<i>British Literature</i>
	Elizabethan and Jacobean Drama William Shakespeare, Christopher Marlowe, Ben Jonson. Poetry John Donne, Alexander Pope, William Wordsworth, Samuel Taylor Coleridge, John Keats.
	Victorian and Modern Writers Charles Dickens, Thomas Hardy, Virginia Woolf, T.S. Eliot, George Orwell.
	<i>American Literature</i>
	Poets Robert Frost, Emily Dickinson, Langston Hughes.

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**DETAILED SYLLABUS**

	Prose and Drama Arthur Miller, Ernest Hemingway, Mark Twain, Harper Lee.
	<i>Indian Writing in English</i>
	R.K. Narayan, Mulk Raj Anand, Anita Desai, Vikram Seth, Arundhati Roy, Amitav Ghosh.
	<i>World Literature</i>
	Gabriel García Márquez, Chinua Achebe, Pablo Neruda, Khaled Hosseini.
	<i>Literary Criticism and Movements</i>
	Classicism, Romanticism, Modernism, Postmodernism, Feminism, Post colonialism, Structuralism.

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## DETAILED SYLLABUS

**Post Graduate Teacher (Commerce & Accountancy)****Accountancy**

<b>1</b>	<b>Introduction to Accounting</b>
	<ul style="list-style-type: none"> <li>▪ Accounting- concept, meaning, as a source of information objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Basic Accounting Terms:</b> Business Transaction, entity, Capital, Drawings. Liabilities (Non Current and Current). Assets (Non Current, Current); Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount)</li> </ul>
<b>2</b>	<b>Theory Base of Accounting</b>
	<ul style="list-style-type: none"> <li>▪ Fundamental accounting assumptions: GAAP: Concept</li> <li>▪ Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity System of Accounting. Basis of Accounting: cash basis and accrual basis</li> <li>▪ Accounting Standards: Applicability of IndAS</li> <li>▪ Goods and Services Tax (GST): Characteristics and Advantages.</li> </ul>
<b>3</b>	<b>Recording of Business Transactions</b>
	<ul style="list-style-type: none"> <li>▪ Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.</li> <li>▪ Recording of Transactions: Books of Original Entry- Journal</li> <li>▪ Special Purpose books</li> <li>▪ Cash Book: Simple, cash book with bank column and petty cashbook</li> <li>▪ Purchases book</li> <li>▪ Sales book</li> <li>▪ Purchases return book</li> <li>▪ Sales return book</li> <li>▪ Journal Proper</li> <li>▪ Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts</li> </ul>

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## DETAILED SYLLABUS

	<ul style="list-style-type: none"><li>▪ Bank Reconciliation Statement:<ul style="list-style-type: none"><li>▪ Need and preparation, Bank Reconciliation, Statement with Adjusted Cash Book</li></ul></li><li>▪ Depreciation, Provisions and Reserves<ul style="list-style-type: none"><li>▪ Depreciation: Meaning, Features, Need, Causes, factors</li><li>▪ Other similar terms: Depletion and Amortisation</li></ul></li><li>▪ Methods of Depreciation: (i) Straight Line Method (SLM), (ii) Written Down Value Method (WDV)</li><li>▪ Difference between SLM and WDV;</li><li>▪ Advantages of SLM and WDV Accounting treatment of depreciation<ul style="list-style-type: none"><li>▪ Charging to asset account</li><li>▪ Creating provision for depreciation/accumulated depreciation account</li><li>▪ Treatment for disposal of asset</li></ul></li><li>▪ Provisions and Reserves: Difference</li><li>▪ Types of Reserves: i. Revenue reserve ii. Capital reserve iii. General reserve iv. Specific reserve v. Secret Reserve</li><li>▪ Difference between capital and revenue reserve</li></ul>
<b>4</b>	<b>Trial balance and Rectification of Errors</b>
	<ul style="list-style-type: none"><li>▪ Trial balance: objectives and meaning &amp; preparation</li><li>▪ Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance. Detection and rectification of errors; preparation of suspense account.</li></ul>
<b>5</b>	<b>Financial Accounting – II</b>
	<ul style="list-style-type: none"><li>▪ Financial Statements Meaning, objectives, and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure;</li><li>▪ Deferred Revenue expenditure.</li><li>▪ Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation.</li><li>▪ Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation.</li><li>▪ Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission.</li><li>▪ Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.</li></ul>

**DETAILED SYLLABUS**

<b>6</b>	<b>Accounting for Partnership Firms</b>
	<ul style="list-style-type: none"> <li>▪ Partnership: features, Partnership Deed. Provisions of the Indian Partnership Act 1932 in the absence of partnership deed.</li> <li>▪ Fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account- division of profit among partners, guarantee of profits.</li> <li>▪ Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio). Goodwill: meaning, nature, need, factors affecting and methods of valuation - average profit, super profit and capitalization.</li> </ul>
<b>7</b>	<b>Accounting for Partnership firms - Reconstitution and Dissolution.</b>
	<ul style="list-style-type: none"> <li>▪ Change in the Profit Sharing Ratio among the existing partners - sacrificing ratio, gaining ratio, accounting for revaluation of assets and reassessment of liabilities and treatment of reserves, accumulated profits and losses. Preparation of revaluation account and balance sheet.</li> <li>▪ Admission of a partner - effect of admission of a partner on change in the profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, treatment of reserves, accumulated profits and losses, adjustment of capital accounts and preparation of capital, current account and balance sheet.</li> </ul>
<b>8</b>	<b>Retirement and death of a partner</b>
	<ul style="list-style-type: none"> <li>▪ effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits, losses and reserves, adjustment of capital accounts and preparation of capital, current account and balance sheet. Preparation of loan account of the retiring partner.</li> <li>▪ Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account and his executor's account.</li> </ul>
<b>9</b>	<b>Dissolution of a partnership firm:</b>
	<ul style="list-style-type: none"> <li>▪ Meaning of dissolution of partnership and partnership firm, types of dissolution of a firm. Settlement of accounts - preparation of realization account, and other related accounts: capital accounts of partners and cash/bank a/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s)).</li> </ul>
<b>10</b>	<b>Accounting for Share Capital</b>

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## DETAILED SYLLABUS

	<ul style="list-style-type: none"> <li>▪ Features and types of companies</li> <li>▪ Share and share capital: nature and types.</li> <li>▪ Accounting for share capital: issue and allotment of equity and preferences shares. Public subscription of shares - over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.</li> <li>▪ Concept of Private Placement and Employee. Stock Option Plan (ESOP), Sweat Equity.</li> <li>▪ Accounting treatment of forfeiture and reissue of shares. Disclosure of share capital in the Balance Sheet of a company</li> </ul>
<b>11</b>	<b>Accounting for Debentures</b>
	<ul style="list-style-type: none"> <li>▪ Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security concept, interest on debentures. Writing off discount / loss on issue of debentures.</li> </ul>
<b>12</b>	<b>Financial statements of a Company:</b>
	<ul style="list-style-type: none"> <li>▪ Meaning, Nature, Uses and importance of financial Statement.</li> <li>▪ Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013)</li> <li>▪ Financial Statement Analysis: Meaning, Significance Objectives, importance and limitations.</li> <li>▪ Tools for Financial Statement Analysis: Cash flow analysis, ratio analysis.</li> <li>▪ Accounting Ratios: Meaning, Objectives, Advantages, classification and computation.</li> <li>▪ Liquidity Ratios: Current ratio and Quick ratio.</li> <li>▪ Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and</li> <li>▪ Interest Coverage Ratio. Debt to Capital Employed Ratio.</li> <li>▪ Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade</li> <li>▪ Payables Turnover Ratio, Fixed Asset Turnover Ratio, Net Asset Turnover Ratio and Working Capital Turnover Ratio.</li> <li>▪ Profitability Ratios: Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.</li> </ul>
<b>13</b>	<b>Cash Flow Statement</b>

**DETAILED SYLLABUS**

	<ul style="list-style-type: none"> <li>Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation</li> </ul>
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**Business Studies**

<b>14</b>	<b>Foundation of Business</b>
	<ul style="list-style-type: none"> <li>Meaning and features</li> </ul>
<b>15</b>	<b>Evolution and Fundamentals of Business</b>
	<ul style="list-style-type: none"> <li>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. Business–meaning and Characteristics, Business- profession and employment- Concept, Objectives of business Classification of business activities - Industry and Commerce, Industry-types: primary, secondary, tertiary Meaning and subgroups, Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning, Business risk-Concept</li> </ul>
<b>16</b>	<b>Forms of Business organizations</b>
	<ul style="list-style-type: none"> <li>Sole Proprietorship-Concept, merits and limitations, Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners. Hindu Undivided Family Business: Concept. Cooperative Societies-Concept, merits, and limitations. Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept. Formation of company - stages, important documents to be used in formation of a company. Choice of form of business organization</li> </ul>
<b>17</b>	<b>Public, Private and Global Enterprises</b>
	<ul style="list-style-type: none"> <li>Public sector and private sector enterprises – Concept. Forms of public sector enterprises: Departmental Undertakings, Statutory. Corporations and Government Company. Global Enterprises – Feature. Public private partnership – concept</li> </ul>
<b>18</b>	<b>Business Services</b>
	<ul style="list-style-type: none"> <li>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. Insurance – Principles. Types – life, health, fire and marine insurance –concept. Postal Service-Mail, Registered Post, parcel, Speed Post, Courier meaning</li> </ul>

**DETAILED SYLLABUS**

<b>19</b>	<b>Emerging Modes of Business</b>
	<ul style="list-style-type: none"> <li>▪ E-business: concept, scope and benefits</li> </ul>
<b>20</b>	<b>Social Responsibility of Business and Business Ethics</b>
	<ul style="list-style-type: none"> <li>▪ Concept of social responsibility. Case of social responsibility. Responsibility towards owners, investors, consumers, employees, government and community. Role of business in environment protection. Business Ethics - Concept and Elements.</li> </ul>
<b>21</b>	<b>Finance and Trade-Sources of Business Finance</b>
	<ul style="list-style-type: none"> <li>▪ Concept of business finance. Owners' funds- equity shares, preferences share, retained earnings. Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).</li> </ul>
<b>22</b>	<b>Small Business and Enterprises</b>
	<ul style="list-style-type: none"> <li>▪ Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship. 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. 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.</li> </ul>
<b>23</b>	<b>Internal Trade</b>
	<ul style="list-style-type: none"> <li>▪ Internal trade - meaning and types services rendered by a wholesaler and a retailer. Types of retail-trade-Itinerant and small scale fixed shops retailers. Large scale retailers- Departmental stores, chain stores – concept. GST (Goods and Services Tax): Concept and key-features.</li> </ul>
<b>24</b>	<b>International trade:</b>
	<ul style="list-style-type: none"> <li>▪ Concept and benefits. Export trade – Meaning and procedure. Import Trade - Meaning and procedure. Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP). World Trade Organization (WTO) meaning and objectives.</li> </ul>
<b>25</b>	<b>Nature and Significance of Management</b>
	<ul style="list-style-type: none"> <li>▪ Management - concept, objectives, and importance. Management as Science, Art and Profession. Levels of Management. Management functions-planning, organizing, staffing, directing and controlling. Coordination- concept and importance.</li> </ul>
<b>26</b>	<b>Principles of Management</b>

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	<ul style="list-style-type: none"> <li>▪ Principles of Management- concept and significance. Fayol's principles of management.</li> <li>▪ Taylor's Scientific management- principles and techniques.</li> </ul>
<b>27</b>	<b>Business Environment</b>
	<ul style="list-style-type: none"> <li>▪ Business Environment- concept and importance Dimensions of Business Environment Economic, Social, Technological, Political and Legal. Demonetization - concept and features.</li> </ul>
<b>28</b>	<b>Planning</b>
	<ul style="list-style-type: none"> <li>▪ Concept, importance and limitation. Planning process. Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme.</li> </ul>
<b>29</b>	<b>Organising</b>
	<ul style="list-style-type: none"> <li>▪ Concept and importance. Organising Process. Structure of organisation- functional and divisional concept. Formal and informal organisation- concept. Delegation: concept elements and importance. Decentralization: concept and importance.</li> </ul>
<b>30</b>	<b>Staffing</b>
	<ul style="list-style-type: none"> <li>▪ Concept and importance of staffing. Staffing as a part of Human Resource Management concept. Staffing process. Recruitment process. Selection – process. Training and Development - Concept and importance, Methods of training - on the job and off the job - vestibule training, apprenticeship training and internship training.</li> </ul>
<b>31</b>	<b>Directing</b>
	<ul style="list-style-type: none"> <li>▪ Concept and importance. Elements of Directing. Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives. Leadership - concept, styles - authoritative, democratic and laissez faire. Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.</li> </ul>
<b>32</b>	<b>Controlling</b>
	<ul style="list-style-type: none"> <li>▪ Controlling - Concept and importance. Relationship between planning and controlling. Steps in process of control.</li> </ul>
<b>33</b>	<b>Financial Management</b>
	<ul style="list-style-type: none"> <li>▪ Concept, role and objectives of Financial Management. Financial decisions: investment, financing and dividend- Meaning and factors affecting. Financial Planning - concept and importance. Capital Structure – concept and factors affecting capital structure. Fixed and Working Capital - Concept and factors affecting their requirements.</li> </ul>
<b>34</b>	<b>Financial Markets</b>

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**DETAILED SYLLABUS**

	<ul style="list-style-type: none"><li>Financial Markets: Concept. Money Market: Concept. Capital market and its types (primary and secondary). Stock Exchange - Functions and trading procedure. Securities and Exchange Board of India(SEBI)-objectives and functions</li></ul>
<b>35</b>	<b>Marketing</b>
	<ul style="list-style-type: none"><li>Marketing – Concept, functions and philosophies. Marketing Mix – Concept and elements Product - branding, labelling and packaging – Concept. Price - Concept, Factors determining price. Physical Distribution – concept, components and channels of distribution. Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations</li></ul>
<b>36</b>	<b>Consumer Protection</b>
	<ul style="list-style-type: none"><li>Concept and importance of consumer protection. The Consumer Protection Act, 2019: Meaning of consumer. Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available. Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)</li></ul>