

Std: XII (Theory)
 Sub: Accounting And Office Management (UA,UB,UC)
 Paper I: Office Motivation (UA)
 Blue Print

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	LA	O	SA	LA	O	SA	LA	O	SA	LA		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Secretarial work in Relation to Meetings	2(1)	-	-	2(1)	-	1(8)	-	1(4)	-	-	-	-	16	-
		2(1)	1(4)	-	2(1)	-	1(8)	-	2(4)	-	-	-	-	-	24
2	Office Motivation	2(1)	-	-	2(1)	-	-	-	-	1(8)	-	-	-	12	-
		2(1)	1(4)	-	-	1(4)	-	-	-	1(8)	-	-	-	-	18
3.	Office Salary Administration	-	1(4)	-	-	1(4)	-	-	-	-	-	-	-	8	-
		-	1(4)	-	-	1(4)	-	-	-	1(4)	-	-	-	-	12
4.	Office Employees Discipline Leaves and Holidays	-	1(4)	-	-	-	-	-	1(4)	-	-	-	-	8	-
		-	1(4)	-	-	-	-	-	-	2(4)	-	-	-	-	12
5.	Office Financial Services and Banking Operation	2(1)	-	-	2(1)	1(4)	-	-	1(4)	-	-	-	-	12	-
		2(1)	-	-	-	2(4)	-	-	-	-	1(8)	-	-	-	18
6.	Office Forms	2(1)	-	-	2(1)	1(4)	-	-	-	--	-	-	-	8	-
		2(1)	-	-	2(1)	1(4)	-	-	-	1(4)	--	-	-	-	12

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	LA	O	SA	LA	O	SA	LA	O	SA	LA		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7	Demat Account	-	1(4)	-	-	1(4)	-	-	-	-	-	-	-	8	-
		2(1)	1(4)	-	2(1)	-	-	-	1(4)	-	-	-	-	-	12
8	Income Tax	-	1(4)	-	-	-	-	-	1(4)	-	-	-	-	8	-
		-	1(4)	-	-	1(4)	-	-	1(4)	-	-	-	-	-	12
	Total	8(1)	4(4)	-	8(1)	4(4)	1(8)	-	4(4)	1(8)	-	-	-	80	-
		10(1)	6(4)	-	6(1)	6(4)	1(8)	-	8(4)	2(8)	-	-	-	-	120

N.B. 1) Figures in the bracket indicate marks

2) Figures outside the bracket indicate number of questions.

3) Number of question

$$O = 16(1) \quad SA = 12(4) \quad L.A. = 8(2) = 80$$

$$O = 16(1) \quad SA = 20(4) \quad L.A. = 8(3) = 120$$

Std: XII (Theory)
Sub: Accounting And Office Management (UA,UB,UC)
Paper II: Advanced Financial Accounting (UB)
Blue Print

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	L A	O	SA	L A	O	SA	LA	O	SA	L A		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Depreciation Accounting	1(1)	-	-	2(1)	-	-	2(1)	1(4)	-	-	-	-	09	-
		2(1)	-	-	1(1)	-	-	-	-	1(12)	-	-	-	-	15
2	Accounting of Consignment Transaction	1(1)	-	-	-	-	-	-	-	1(12)	-	-	-	13	-
		-	-	-	-	1(4)	-	-	-	1(12)	-	-	-	-	16
3.	Single Entry System of Accounting	2(1)	-	-	2(1)	-	-	-	-	1(12)	-	-	-	16	-
		2(1)	-	-	2(1)	-	-	-	1(4)	1(12)	-	-	-	-	20
4.	Accounts of Non-Trading Concern	2(1)	-	-	-	-	-	-	-	1(12)	-	-	-	14	-
		2(1)	-	-	-	1(6)	-	-	-	1(12)	-	-	-	-	20
5.	Partnership Account	-	-	-	-	-	-	-	-	1(16)	-	-	-	16	-
		2(1)				1(6)	-	-	-	1(16)	-	-	-	-	24
6.	Study of Financial Statement Ratio Analysis	1(1)	-	-	1(1)	-	-	1(4)	-	-	-	-	-	06	-
		2(1)	-	-	-	1(4)	-	1(6)	-	-	-	-	-	-	12

Sr. No.	Unit	OBJECTIVES											Total Marks	Total Marks Option	
		Knowledge			Understanding			Application			Skill				
		O	SA	L A	O	SA	L A	O	SA	LA	O	SA	L A		
		3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.	Classification of Expenditure & Receipts	1(1)	-	-	1(1)	-	-	1(4)	-	-	-	-	-	06	-
		2(1)	--	-	1(1)	1(4)	-	1(6)	-	-	-	-	-	-	13
	Total	8(1)	-	-	6(1)	1(4)	-	2(1)	2(4)	3(12) 1(16)	-	-	-	80	-
		12(1)	-	-	4(1)	3(4) 2(6)	-	-	1(4) 2(6)	4(12) 1(16)	-	-	-	-	120

- N.B. 1) Figures in the bracket indicate marks
2) Figures outside the bracket indicate number of questions.
3) Number of question O = 16(1) SA = 3(4) L.A. = 3(12), 1(16)

$$\frac{16(1)+3(4)+3(12)+1(16)}{16(1)+4(4)+4(6)+4(12)+1(16)} = \frac{80}{120}$$

Std: XII (Theory)
Sub: Accounting And Office Management (UA,UB,UC)
Paper III: Advanced Costing and Auditing (UC)
Blue Print

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	LA	O	SA	L A	O	SA	LA	O	SA	L A		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Contract Costing	2(1)	-	-	-	1(4)	-	-	-	-	-	-	-	06	-
		2(1)	-	-	-	1(4)	-	-	1(6)	-	-	-	-	-	12
2	Budget and Budgetary control	2(1)	-	-	1(1)	-	-	-	1(4)	-	-	-	-	07	-
		2(1)			2(1)	1(4)	-	-	-	-	-	-	-	-	08
3.	Reconciliation of cost and financial account	-	-	-	-	-	-	-	-	1(12)	-	-	-	12	-
		3(1)	-	-	-	1(4)	-	-	-	1(12)	-	-	-	-	19
4.	Marginal Costing	3(1)	-	-	-	1(4)	-	-	-	-	-	-	-	07	-
		3(1)	-	-	-	1(4)	-	-	1(6)	-	-	-	-	-	13
5.	Standard Costing	-	-	-	-	-	-	-	-	1(12)	-	-	-	12	-
		3(1)	-	-	-	-	-	-	-	1(12)	-	-	-	-	15
6.	Vouching	2(1)	1(4)	-	1(1)	2(4)	-	-	-	-	-	-	-	15	-
		-	1(4)	-	-	3(4)	-	-	-	-	-	-	1(4)	-	-

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	L A	O	SA	L A	O	SA	LA	O	SA	L A		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7	Verification and Valuation of Assets & liabilities	2(1)	-	-	1(1)	2(4)	-	-	-	-	-	-	-	11	-
		1(1)	2(4)	-	-	2(4)	-	-	-	-	-	-	-	-	17
8	Audit Report	2(1)	-	-	-	2(4)	-	-	-	-	-	-	-	10	-
		-	1(4)	-	-	2(4)	-	-	-	-	-	1(4)	-	-	16
	Total	13(1)	1(4)	-	3(1)	8(4)	-	-	1(4)	2(12)	-	-	-	80	-
		14(1)	4(4)	-	2(1)	11(4)	-	-	2(6)	2(12)	-	2(4)		-	120

N.B. 1) Figures in the bracket indicate marks

2) Figures outside the bracket indicate number of questions.

3) Number of question

$$O = 16(1) \quad SA = 10(4) \quad L.A. = 2(12) \quad = \frac{16+40+24}{16+68+12+24} = 80$$

$$O = 16(1) \quad SA = 17(4) + 2(6) + 2(12) \quad = \frac{16+68+12+24}{16+68+12+24} = 120$$

Std: XII (Theory)
 Sub: Accounting And Office Management (UA,UB,UC)
 Paper- I- Office Motivation (UA)
 Weightage to unit

Sr.No.	Unit	Marks	Marks with Option
1.	Secretarial work relation to Meetings	16	24
2.	Office Motivation	12	18
3.	Office Salary Administration	8	12
4.	Office Employees Discipline Leaves and Holidays	8	12
5.	Office Financial Services & Banking Operation	12	18
6.	Office Forms	8	12
7.	Demat Account	8	12
8.	Income Tax	8	12
	Total	80	120

Weightage to objective

Sr. No.	Objective	Percentage of Mark	Marks	Marks with Option
1	Knowledge	30%	24	34
2.	Understanding	40%	32	38
3.	Application	30%	24	48
4.	Skill	-	-	-
	Total	100%	80	120

Weightage to type of Questions

Sr. No.	Type of Questions	No of question		Percentage Of Mark	Marks	Marks with Option
		With out Option	with Option			
1	Objective (o)	16	16	20%	16	16
2.	Short Answer (SA)	12	20	60%	48	80
3.	Long Answer (LA)	02	03	20%	16	24
	Total	30	39	100%	80	120

Std: XII (Theory)
 Sub: Accounting And Office Management (UA,UB,UC)
 Paper- II- Advanced Financial Accounting (UB)
 Weightage to unit

Sr.No.	Unit	Marks	Marks with Option
1.	Depreciation Accounting	09	15
2.	Accounting of Consignment Transaction	13	16
3.	Single entry system of Accounting	16	20
4.	Accounts of Non-Trading Concern	14	20
5.	Partnership Account	16	24
6.	Study of Financial Statement Ratio Analysis	06	12
7.	Classification of Expenditure & Receipts	06	13
	Total	80	120

Weightage to objective

Sr. No.	Objective	Percentage of Mark	Marks	Marks with Option
1	Knowledge	10%	8	12
2.	Understanding	12%	10	28
3.	Application	78%	62	80
4.	Skill	-	-	-
	Total	100%	80	120

Weightage to type of Questions

Sr. No.	Type of Questions	No of question		Percentage Of Mark	Marks	Marks with Option
		With out Option	with Option			
1	Objective (o)	16	16	20%	16	16
2.	Short Answer (SA)	03	08	15%	12	40
3.	Long Answer (LA)	04	05	65%	52	64
	Total	23	29	100%	80	120

Std: XII (Theory)

Accounting and Office Management(UA,UB,UC)
Paper- III- Advanced Costing & Auditing (UC)
Weightage to unit

Sr.No.	Unit	Marks	Marks with Option
1.	Contract Costing	06	12
2.	Budget and Budgetary control	07	08
3.	Reconciliation of cost and financial account	12	19
4.	Marginal Costing	07	13
5.	Standard Costing	12	15
6.	Vouching	15	20
7.	Verification and valuation of assets and liabilities	11	17
8.	Audit Report	10	16
	Total	80	120

Weightage to objective

Sr. No.	Objective	Percentage of Mark	Marks	Marks with Option
1	Knowledge	21.25%	17	30
2.	Understanding	43.75%	35	46
3.	Application	35.00%	28	36
4.	Skill	-	-	08
	Total	100%	80	120

Weightage to type of Questions

Sr. No.	Type of Questions	No of question		Percentage Of Mark	Marks	Marks with Option
		With out Option	with Option			
1	Objective (o)	16	16	20%	16	16
2.	Short Answer (SA)	10	19	50%	40	80
3.	Long Answer (LA)	02	02	30%	24	24
	Total	28	37	100%	80	120

Pattern of Question Paper

Std: XII (Theory)

Sub: Accounting And Office Management

Paper- I- Office Motivation (UA)

Time- 3 Hours

Marks-80

**Instructions:- 1. All questions are compulsory
2. Figures to the right indicate full marks**

Q.1. A) Select the appropriate alternative and complete the statement. (5)

- 1.-----
a)----- b)-----
c)----- d)-----
- 2.-----
a)----- b)-----
c)----- d)-----
- 3.-----
a)----- b)-----
c)----- d)-----
- 4.-----
a)----- b)-----
c)----- d)-----
- 5.-----
a)----- b)-----
c)----- d)-----

B) Match the following pairs. (5)

‘A’ Group

‘B’ Group

- 1)----- a)-----
- 2)----- b)-----
- 3)----- c)-----
- 4)----- d)-----
- 5)----- e)-----
- f)-----

C) State whether the following statements are true or false. (6)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----
- 6)-----

Q 2: Define and Explain any Three of the following. (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----
- 6)-----

Q 3: Answer the following questions. (any three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----

Q 4: Answer the following questions. (any three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----

Q 5: Distinguish between of the following. (any three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----

Q 6: Answer the following questions. (any two) (16)

- 1)-----
- 2)-----
- 3)-----

Pattern of Question Paper

Std: XII (Theory)

Sub: Accounting And Office Management

Paper- II- Advanced Financial Accounting (UB)

Time- 3 Hours

Marks-80

Instructions:- 1. All questions are compulsory.

2. Figures to the right indicate full marks.

Q.1. A) Select the appropriate alternative and complete the statement.

(5)

- 1.-----
a)----- b)-----
c)----- d)-----
- 2.-----
a)----- b)-----
c)----- d)-----
- 3.-----
a)----- b)-----
c)----- d)-----
- 4.-----
a)----- b)-----
c)----- d)-----
- 5.-----
a)----- b)-----
c)----- d)-----

B) Match the following pairs.

(5)

- 'A' Group
- 1)-----
 - 2)-----
 - 3)-----
 - 4)-----
 - 5)-----

- 'B' Group
- a)-----
 - b)-----
 - c)-----
 - d)-----
 - e)-----
 - f)-----

C) State whether the following statements are True or False. (6)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----
- 6)-----

Q.No. 2: Answer the following Questions. (Any Three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----

Q.No. 3: Problem on consignment Account. (12)

OR

Q.No. 3: Problem on Depreciation Account. (12)

Q. No . 4: Problem on Single entry system. (12)

OR

Q.No.4.A)------(Short answer question) (6)

B)------(Short answer question) (6)

Q.No. 5: Problem on Non - Trading Concern. (12)

OR

Q.No.5. A)------(Short answer question) (6)

B)------(Short answer question) (6)

Q.No. 6: Problem on Partnership final account/Admission of Partner (16)

Pattern of Question Paper

Std: XII (Theory)

Accounting and Office Management

Paper- III- Advanced Costing & Auditing (UC)

Time- 3 Hours

Marks-80

- Instructions:-** 1. All questions are compulsory
2. Figures to the right indicate full marks

Q.1. A) Select the appropriate alternative and complete the statement. (5)

- 1.-----
a) ----- b)-----
c)----- d)-----
- 2.-----
a)----- b)-----
c)----- d)-----
- 3.-----
a)----- b)-----
c)----- d)-----
- 4.-----
a)----- b)-----
c)----- d)-----
- 5.-----
a)----- b)-----
c)----- d)-----

B) Match the following pairs. (5)

- | 'A' Group | 'B' Group |
|-----------|-----------|
| 1)----- | a)----- |
| 2)----- | b)----- |
| 3)----- | c)----- |
| 4)----- | d)----- |
| 5)----- | e)----- |
| | f)----- |

C) State whether the following statements are True or False. (6)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----
- 6)-----

Q.No. 2: Answer of the following Questions in brief. (Any Three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----

Q.No. 3: Problem on Reconciliation statement. (12)

OR

Q.No.3: A) Short answer question. (6)

B) Short answer question. (6)

Q. No. 4: Problem on Standard Costing. (12)

Q.No.5: Answer the following question. (Any Three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----

OR

Q.5 Write Short notes. (Any Three) (12)

- 1)-----
- 2)-----
- 3)-----
- 4)-----

Q.6 Explain in brief. (Any Four) (16)

- 1)-----
- 2)-----
- 3)-----
- 4)-----
- 5)-----