

**Practical**

**Std: XII (Practical)**  
**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	-	-	-	-	-	-	-	-	1(20)	-	-	-	20	-
		-	-	-	-	-	-	-	-	-	-	-	1(20)	-	20
2	Office Motivation	-	-	-	-	-	-	-	-	1(10)	-	-	-	10	-
		-	-	-	-	-	-	-	-	1(10)	-	-	-	-	10
3.	Office Salary Administration	-	-	-	-	-	-	-	-	1(10)	-	-	-	10	-
		-	-	-	-	-	-	-	-	1(10)	-	-	-	-	10
4.	Office Employees Discipline, Leaves and Holidays	-	-	-	-	-	-	-	-	1(20)	-	-	-	20	-
		-	-	-	-	-	-	-	-	1(20)	-	-	-	-	20
5.	Office Financial Services and Banking Operations	-	-	-	-	-	-	-	-	1(10)	-	-	-	10	-
		-	-	-	-	-	-	-	-	-	-	-	2(10)	-	20
6.	Office Forms	-	-	-	-	-	-	-	-	-	-	-	1(10)	10	-
		-	-	-	-	-	-	-	-	-	-	-	2(10)	-	20



Std: XII (Practical)  
 Sub: Accounting And Office Management  
 Paper- I- Office Motivation (UA)  
 Weightage to unit

Sr.No.	Unit	Marks	Marks with Option
1.	Secretarial work relation to Meetings	20	20
2.	Office Motivation	10	10
3.	Office Salary Administration	10	10
4.	Office Employees Discipline, Leaves and Holidays	20	20
5.	Office Financial Services & Banking Operation	10	20
6.	Office Forms	10	20
7.	Demat Account	-	10
8.	Income Tax	-	10
	Total	80	120

Weightage to objective

Sr. No.	Objective	Percentage of Mark	Marks	Marks with Option
1	Knowledge	-	-	-
2.	Understanding	-	-	-
3.	Application	87.50%	70	60
4.	Skill	12.50%	10	60
	Total	100%	80	120

Weightage to type of Questions

Sr. No.	Type of Questions	No of question		Percentage Of Mark	Marks	Marks with Option
		Without Option	with Option			
1	Objective (o)	-	-	-	-	-
2.	Short Answer (SA)	-	-	-	-	-
3.	Long Answer (LA)	6	10	100%	80	120
	Total	6	10	100%	80	120

**Std: XII**  
**Sub: Accounting and Office Management**  
**Paper:1 Office Motivation (UA)**  
**(PRACTICAL)**

---

**Time:3 Hours**

**Marks-80**

- Note- 1. Attempt any Four questions .  
2. Figures to the right indicates full marks.  
3. Each Questions carry 20 marks
- 

Q.No.1	Secretarial work in relation to meeting	20 Marks
Q.No.2.	a) Office Motivation	10 Marks
	b) Office Salary Administration	10 Marks
Q.No.3.	a) Office Financial Services and Banking operations	10 Marks
	b) Office Financial Services and Banking operations	10 Marks
Q.No.4.	a) Office Forms	10 Marks
	b) Office Forms	10 Marks
Q.No.5	a) Demat Account	10 Marks
	b) Income Tax	10 Marks
Q.No.6.	Office Employees Discipline leaves and Holidays	20 Marks

**Std: XII (Practical)**

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	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.	Depreciation Accounting									1(10)				10	-
										1(10)				-	10
2.	Accounting of Consignment Transaction									-				-	-
										-			1(20)		20
3.	Single Entry System of Accounting									-			1(20)	20	-
										1(20)				-	20
4.	Accounts of Non-Trading Concern									1(20)				20	-
										1(20)				-	20
5.	Partnership Account									1(20)				20	-
										1(20)				-	20
6.	Study of Financial Statement Ratio Analysis									-				-	--
										1(10)				-	10

Sr. No.	Unit	OBJECTIVES												Total Marks	Total Marks Option
		Knowledge			Understanding			Application			Skill				
		O	SA	LA	O	SA	LA	O	SA	LA	O	S A	LA		
		3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.	Tally based Accounting												-	-	-
													1(10)	-	10
7.	Classification of Expenditure & Receipts												1(10)	10	-
										1(10)				-	10
	Total									1(10) 2(20)			1(10) 1(20)	80	-
										3(10) 3(20)			1(10) 1(20)	-	120

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

2) Figures outside the bracket indicate number of questions.

3) Number of question L.A. = 3(20), 2(10 )

$$60+20 = 80$$

$$\text{L.A.} = 4(20) 4(10)$$

$$80+40 = 120$$

Std: XII (Practical)  
 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	10	10
2.	Accounting of Consignment Transaction	-	20
3.	Single entry system of Accounting	20	20
4.	Accounts of Non-Trading Concern	20	20
5.	Partnership Account	20	20
6.	Study of Financial Statement (Ratio Analysis)	-	10
7.	Tally based Accounting	-	10
8.	Classification of Expenditure & Receipts	10	10
	<b>Total</b>	<b>80</b>	<b>120</b>

Weightage to objective

Sr. No.	Objective	Percentage of Mark	Marks	Marks with Option
1	Knowledge	-	-	-
2.	Understanding	-	-	-
3.	Application	62.50%	50	90
4.	Skill	37.50%	30	30
	<b>Total</b>	<b>100%</b>	<b>80</b>	<b>120</b>

Weightage to type of Questions

Sr. No.	Type of Questions	No of question		Percentage Of Mark	Marks	Marks with Option
		Without Option	with Option			
1	Objective (o)	-	-	-	-	-
2.	Short Answer (SA)	-	-	-	-	-
3.	Long Answer (LA)	05	08	100%	80	120
	Total	05	08	100%	80	120



**Std: XII**  
**Sub: Accounting and Office Management**  
**Paper:II Advanced Financial Accounting (UB)**  
**(PRACTICAL)**

---

**Time:3 Hours**

**Marks-80**

- Instruction:- 1) Attempt any Four questions.  
2) Figures to the right indicates full marks.  
3) Each questions carry 20 marks.
- 

- Q.No.1 a) Problem on Depreciation Account  
(Assets A/c ,Depreciation A/c for Three year) 10 Marks
- b) Chart Showing Classification of Expenditure & Receipt  
(20 Items are given) 10 Marks
- Q.No.2. Problem on Consignment Account 20 Marks  
(Preparation of Pro-Forma Invoice, Account Sale and Expenses/Bank/  
Commission Vouchers)
- Q.No.3. Problem on Single Entry system of Accounting 20 Marks  
(Statement of affairs method)
- Q.No.4. Problem on Accounts of Non-Trading concerns 20 Marks  
(Preparation of Income & Expenditure A/c, Opening &  
Closing Balance Sheet)
- Q.No.5. Problem on Partnership Account 20 Marks  
(Retirement, Death of a Partner/Dissolution of the Firm)
- Q.No.6. a) Problem on Ratio Analysis 10 Marks  
b) Tally based Accounting 10 Marks

**Std: XII (Practical)**

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	LA	O	SA	LA	O	S A	LA		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Contract Costing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	1(10)	-	-	-	-	10
2	Budget and Budgetary control	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	1(10)	-	-	-	-	10
3.	Reconciliation of cost and financial account	-	-	-	-	-	-	-	-	-	-	-	1(10)	10	-
		-	-	-	-	-	-	-	-	-	-	-	1(10)	-	10
4.	Marginal Costing	-	-	-	-	-	-	-	-	1(10)	-	-	-	10	-
		-	-	-	-	-	-	-	-	1(10)	-	-	-	-	10
5.	Standard Costing	-	-	-	-	-	-	-	-	1(20)	-	-	-	20	-
		-	-	-	-	-	-	-	-	1(20)	-	-	-	-	20
6.	Vouching	-	-	-	-	-	-	-	-	-	-	-	1(20)	20	-
		-	-	-	-	-	-	-	-	-	-	-	1(20)	-	20

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	Verification and Valuation of Assets & liabilities	-	-	-	-	-	-	-	-	1(20)	-	-	-	20	-
		-	-	-	-	-	-	-	-	1(20)	-	-	-	-	20
8	Audit Report	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	1(20)	-	20
	Total									1(10) 2(20)			1(10) 1(20)	80	-
										3(10) 2(20)			1(10) 2(20)	-	120

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

2) Figures outside the bracket indicate number of questions.

3) Number of question

$$\text{L.A.} = 3(20), 2(10) \quad 60+20 = 80$$

$$\text{L.A.} = 4(20), 4(10) \quad 80+40 = 120$$

Std: XII (Practical)  
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
	<b>Total</b>	<b>80</b>	<b>120</b>

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
	<b>Total</b>	<b>100%</b>	<b>80</b>	<b>120</b>

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
	<b>Total</b>	<b>28</b>	<b>37</b>	<b>100%</b>	<b>80</b>	<b>120</b>

**Std: XII**  
**Sub: Accounting and Office Management**  
**Paper: III Advanced Costing and Auditing (UC)**  
**(PRACTICAL)**

**Time:3 Hours**

**Marks-80**

- Instruction:- 1) Solve any two question from question number 1 to 3  
2) Solve any two questions from question number 4 to 6  
3) Each question Carry 20 Marks

- 
- Q.No.1 a) Problem on Marginal Costing 10 Marks  
b) Problem on Reconciliation of Cost and Financial Account 10 Marks
- Q.No.2. Problem on Standard Costing 20 Marks
- Q.No.3. a) Problem on Budget and Budgetary Control 10 Marks  
b) Problem on Contract Costing 10 Marks
- Q.No.4. From the Following information prepare any four vouchers  
(Cash Memo/Credit Memo/Debit Note/Credit Note/Expenses Voucher/  
Receipt/Salary Slip etc.) 20 Marks
- Q.No.5. Verification and Valuation of Assets and liabilities (Any Four)  
(From given 6 to 8 assets & liabilities) 20 Marks
- Q.No.6. Preparation of clean and qualified Audit report of sole trading  
concern/partnership firm/Co-operative societies/joint stock company etc.  
20 Marks

**Std: XII**

**Accounting And Office Management (UA,UB,UC)**

(लेखाकर्म आणि कार्यालय व्यवस्थापन) (UA,UB,UC)

**Paper-1**

**Office Motivation (UA)**

(कार्यालय अभिप्रेरणा) (UA)

**Paper-2**

**Advanced Financial Accounting(UB)**

(प्रगत वित्तीय लेखाकर्म©) (UB)

**Paper-3**

**Advanced Costing And Auditing (UC)**

(प्रगत परिव्यय आणि अंकेक्षण) (UC)