



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

NAAC Re-Accredited 'A' Grade ISO 21001:2018 Certified
Government Approved Hindi Linguistic Minority Institution

Date : 14/02/2025

FYJC ANNUAL EXAMINATION FEB/MARCH- 2025 PORTION & PAPER PATTERN

BOOK-KEEPING & ACCOUNTANCY

PORTION FOR APPLICATION BASED TEST (ABT – 20 MARKS)

Chapter 7 - Depreciation

Chapter 9 - Final Accounts of a Proprietary Concern

PAPER PATTERN FOR APPLICATION BASED TEST - 20 MARKS

- Q.1 Do you agree or disagree with the following statements. (05 marks)
Q.2 Select the correct option and rewrite the sentence. (05 marks)
Q.3 Give one Word/Term/Phrase for the following sentences. (05 marks)
Q.4 Calculate the following. (05 marks)

PORTION FOR ANNUAL EXAM (80 MARKS)

Chapter 1 - Introduction to Book-Keeping & Accountancy

Chapter 2 - Meaning & Fundamentals of Double Entry Book-Keeping

Chapter 3 - Journal

Chapter 4 - Ledger

Chapter 5 - Subsidiary Books

Chapter 6 - Bank Reconciliation Statement

Chapter 7 - Depreciation

Chapter 8 - Rectification of Errors

Chapter 9 - Final Accounts of a Proprietary Concern

Chapter 10 - Single Entry System

PAPER PATTERN FOR ANNUAL EXAM - 80 MARKS

Q.1 Objectives

- A. Select the correct option and rewrite the sentence. (05 Marks)
B. State whether the following statements are True or False. (05 Marks)
C. Find the odd one. (05 Marks)
D. Complete the following table. (05 Marks)

Q.2 Solve ANY ONE from the following. (10 Marks)

Journal

OR

Subsidiary Books (Purchase Book, Sales Book, Purchase Return Book & Sales Return Book)

Q.3 Solve ANY ONE from the following. (10 Marks)

Ledger

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OR
Cash Book

Q.4 Solve ANY ONE from the following. (08 Marks)

Petty Cash Book

OR

Rectification of Errors

Q.5 Solve ANY ONE from the following. (08 Marks)

Bank Reconciliation Statement

OR

Single Entry System

Q.6 Problem on Depreciation. (12 Marks)

Q.7 Problem on Final Accounts of a Proprietary Concern. (12 Marks)

ORGANISATION OF COMMERCE & MANAGEMENT

PORTION FOR APPLICATION BASED TEST OF 20 MARKS

Chp 5. Forms of business organisation - part 2

Chp 6. Institutes supporting business

Chp 7. Business environment

PAPER PATTERN FOR APPLICATION BASED TEST OF 20 MARKS

Q1. Correct the underlined word and rewrite the sentences. (4 marks)

Q2. Complete the sentences. (4 marks)

Q3. Find the odd one. (3 marks)

Q4. Study the following case/situation and express your opinion. (9 marks)

PORTION FOR ANNUAL EXAM (80 MARKS)

Chp 4. Forms of business organisation part 1

Chp 5. Forms of business organisation part 2

Chp 6. Institutes supporting business

Chp 7. Business environment

Chp 8. Introduction to management

PAPER PATTERN FOR ANNUAL EXAM (80 MARKS)

Q1. Objectives (20marks)

Q1.a) Select the correct option and rewrite the following sentence. (5 marks)

Q1.b) Match the pairs (5 marks)

Q1.c) Give one word (5 marks)

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- Q1.d) Arrange in proper order (5 marks)
Q2. Explain the following terms/concepts (any 4 out of 6) (8 marks)
Q3. Study the following case/situation and express your opinion. (any 2 out of 3) (6 Marks)
Q4. Distinguish between (any 3 out of 4) (12 marks)
Q5. Answer in brief. (any 2 out of 3) (8 marks)
Q6. Justify the following statements. (any 2 out of 4) (8 marks)
Q7. Attempt the following. (any 2 out of 3) (10 marks)
Q8. Answer the following (long answer) (any 1 out of 2) (8 marks)

ECONOMICS

PORTION FOR APPLICATION BASED TEST (ABT – 20 MARKS)

- Chapter 7: Unemployment in India
Chapter 8: Poverty in India
Chapter 9: Economic policy of India since 1991

PAPER PATTERN FOR APPLICATION BASED TEST - 20 MARKS

- Q1) Choose the correct options. (05)
Q.2) Find odd word. (05)
Q.3) Complete Correlation. (05)
Q.4) Give Economic term. (05)

PORTION FOR ANNUAL EXAM (80 MARKS)

- Chapter 6 : Population in India
Chapter 7: Unemployment in India
Chapter 8: Poverty in India
Chapter 9: Economic policy of India since 1991
Chapter 10: Economic planning in India

PAPER PATTERN FOR ANNUAL EXAM - 80 MARKS

- Q.1A) Choose the correct options. (05)
B) Complete Correlation. (05)
C) Find odd word. (05)
D) Economic term. (05)
Q.2A) Identify and explain the following 3/5 (06)
B) Distinguish between. 3/5. (06)
Q.3) Answer the following. 3/5 (12)
Q.4) State with reason whether do you agree or disagree. 3/5. (12)
Q.5) Answer the following on the basis of Passage/ Table/ chart . 2/3. (08)
Q.6) Answer the following in details. 2/3 (16)

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SECRETARIAL PRACTICE

PORTION FOR APPLICATION BASED TEST (ABT – 20 MARKS)

- Chp 6. Directors and key managerial personnel of company.
- Chp 7. Company meeting – 1.
- Chp 8. Company meeting – 2.
- Chp 9. Business communication skills of secretary

PAPER PATTERN FOR APPLICATION BASED TEST - 20 MARKS

- Q1. Select the correct option from the bracket. (4 marks)
- Q2. True or false (4 marks)
- Q3. Find the odd one out (3 marks)
- Q4. Study the following case/situation and express your opinion. (9 marks)

PORTION FOR ANNUAL EXAM (80 MARKS)

- Chp 6. Directors and key managerial personnel of company
- Chp 7. company meetings 1.
- Chp 8. Company meeting 2.
- Chp 9. Business communication skills of secretary
- Chp 10. Business correspondence with directors
- Chp 11. Business correspondence with banks.
- Chp 12. Correspondence with statutory authorities.

PAPER PATTERN FOR ANNUAL EXAM - 80 MARKS

- Q1. Objectives (20marks)
- Q1.a) Select the correct option and rewrite the following sentence. 5 marks
- Q1.b) State true or false 5marks
- Q1.c) Give one word 5marks
- Q1.d) Match the pairs. 5marks
- Q2. Explain the following terms/concepts (any 4 out of 6) (8 marks)
- Q3. Study the following case/ situation and express Your opinion.(any 2 out of 3) (6 marks)
- Q4. Distinguish between.(any 3 out of 4) (12 marks)
- Q5. Answer in brief.(any 2 out of 3) (8 marks)
- Q6. Justify the following statements.(any 2 out of 4) (8 marks)
- Q7. Attempt the following.(any 2 out of 3) (correspondence) (10 marks)
- Q8. Answer the following (long answer) (any 1 out of 2) (8 marks)

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MATHEMATICS & STATISTICS

PORTION FOR PRACTICAL (20 MARKS)

Paper-I

1. Complex Number
2. Determinant

Paper-II

1. Bivariate frequency Distribution
2. Correlation

PORTION FOR ANNUAL EXAM (80 MARKS)

Paper-I

1. Sets and Relation
2. Functions
3. Complex Number
4. Locus and Straight line
5. Determinants
6. Differentiation

Paper-II

1. Measures of Dispersion
2. Bivariate Frequency Distribution
3. Correlation
4. Probability
5. Linear Inequation
6. Commercial Mathematics

PAPER PATTERN FOR ANNUAL EXAM - 80 MARKS

Section I

- Q 1. A) Select and write the most appropriate answer from the given alternatives for each sub question. (1 mark each × 6)
- B) State whether the following statements are true or false. (1 mark each × 3)
- C) Fill in the following blanks with appropriate words. (1 mark each × 3)
- Q 2. A) Attempt any two of the following. (3 marks each × 2)
- B) Attempt any two of the following. (4 marks each × 2)
- Q 3. A) Attempt any two of the following. (3 marks each × 2)
- B) Attempt any one of the following. (4 marks each × 1)
- C) Attempt any one of the following. (4 marks each × 1)

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Section-2

- Q 4. A) Select and write the most appropriate answer from the given alternatives for each question. (1 mark each × 6)
B) State whether the following statements are true or false. (1 mark each × 3)
C) Fill in the following blanks with appropriate words. (1 mark each × 3)
- Q 5. A) Attempt any two of the following. (3 marks each × 2)
B) Attempt any two of the following. (4 marks each × 2)
- Q 6. A) Attempt any two of the following. (3 marks each × 2)
B) Attempt any one of the following. (4 marks each × 1)
C) Attempt any one of the following. (4 marks each × 1)

ENGLISH

PORTION

PROSE: 1.4 & 1.5 (Pillars of Democracy & Mrs. Adis)

POETRY: 2.4 & 2.5 & 2.6 (Upon Westminster Bridge, Nose versus Eyes & The Planners)

DRAMA: 4.1, 4.2 & 4.3 B (History of Drama, Rising of the Moon & An Enemy of the People)

Grammar: Articles, prepositions, Direct/Indirect speech, Change the Voice, Degrees of Comparison, Modal Auxiliaries, Rhetorical Questions, Frame 'Wh' Questions, Simple, Compound & Complex, Make it Affirmative/ Negative, Make it Exclamatory, Make it Assertive, No sooner....than...., Hardly.....when.....etc.)

Unseen Extract for Comprehension

Writing Skills:-

- * Summary Writing
- * Mind Map
- * Virtual Message
- * Interview Questions
- * Email Writing
- * Film & Book Review

PAPER PATTERN

Q.1A. Seen Extract	12 marks
Q. 1B. I) Non-textual grammar	3 marks
II) Spot the Error	1 mark
Q. 2A. Unseen Extract	12 marks
Q. 2B. Summary Writing	3 marks
Q. 2C. Mind Map	3 marks
Q. 3A. Seen Extract Poetry	10 marks
Q. 3B. Poetry Appreciation	4 marks
Q. 4A. Virtual Message	4 marks
Q. 4B. Interview Question	4 marks

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Q. 4C. Email writing	4 marks
Q. 4D. Speech writing	4 marks
Q. 5A. MCQ Based on 4.1 lesson	4 marks
I) MCQ 2 Marks	
II) MCQ 2 marks	
Q. 5B. Based on 4.2	6marks
I) Answer in 50 words.	
A1	
A2	
A3	
Q.5C. Based on 4.3 B	6marks
I) Answer in 50 words.	
A1	
A2	
A3	

HINDI

PORTION

गद्य : २, ४, ६, ८, १० [अंक-२०]

पद्य : १, ३, ५(अ) (आ), ७ [अंक-२०]

विशेष अध्ययन – १३(नुकड़ नाटक) अ. मौसम आ . अनमोल जिंदगी [अंक-१०]

व्यावहारिक हिंदी : १४. हिंदी में उज्ज्वल भविष्य की संभावनाएं, १६ रेडियो जॉकी [अंक- २०]

व्याकरण: रस, अलंकार, काल परिवर्तन, मुहावरे, वाक्य शुद्धीकरण [अंक-१०]

PAPER PATTERN

विभाग १: गद्य – अंक २०

कृति: 1(अ) निम्नलिखित गद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए: ६

(आ) निम्नलिखित गद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए: ६

(इ) निम्नलिखित प्रश्नों के उत्तर 80 से 100 शब्दों में लिखिए (कोई दो) ६.

(ई) निम्नलिखित प्रश्नों के उत्तर एक वाक्य में लिखिए (कोई दो) २

विभाग २: पद्य – अंक २०

कृति: २(अ) निम्नलिखित पद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए: ६

(आ) निम्नलिखित गद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए: ६

(इ) निम्नलिखित मुद्दों के आधार पर रस स्वादन कीजिए। ६

(ई) निम्नलिखित प्रश्नों के उत्तर एक वाक्य में लिखिए। २

विभाग ३: विशेष अध्ययन – अंक १०

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कृति:३-(अ) निम्नलिखित गद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए। ६
(आ) निम्नलिखित प्रश्नों के उत्तर 80 से 100 शब्दों में लिखिए। ४

विभाग ४: व्यावहारिक हिंदी/ पारिभाषिक शब्दावली/ अपठित गद्यांश – अंक २०

कृति: ४-(अ) निम्नलिखित प्रश्नों से कोई किसी एक प्रश्न का उत्तर १०० से १२० शब्दों में लिखिए: ६
अथवा

निम्नलिखित गद्यांश पढ़कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए:

(आ) निम्नलिखित प्रश्नों से कोई किसी एक प्रश्न का उत्तर ८० से १०० शब्दों में लिखिए: ४
अथवा

सही विकल्प चुनकर वाक्य फिर से लिखिए:

(इ) अपठित गद्यांश पढ़ कर दी गई सूचनाओं के अनुसार कृतियाँ पूर्ण कीजिए। ६

(ई) पारिभाषिक शब्दावली लिखिए (कोई चार) ४

विभाग-५: व्याकरण- अंक:१०

कृति:५-(अ) निम्नलिखित वाक्यों का काल परिवर्तन कीजिए: २

(आ) निम्न पंक्तियों में उद्धृत रस पहचानकर लिखिए: २

(इ) निम्न पंक्तियों में उद्धृत अलंकार पहचानकर लिखिए: २

(ई) निम्नलिखित मुहावरों के अर्थ लिखकर उचित वाक्यों में प्रयोग कीजिए: २

(उ) निम्नलिखित वाक्यों को शुद्ध करके फिर से लिखिए: २

MARATHI

PORTION

पाठ/कविता

७, ८, ९, १०, ११, १२

साहित्य प्रकार

१, २, ३

उपयोजित मराठी

१, २, ३

व्याकरण

१, २, ३, ४, ५

उपयोजित मराठी

१, २, ३, ४, ५

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PAPER PATTERN

प्र १ अ) पठित उतारा ८ गुण
आ) पठित उतारा ८ गुण
इ) अपठित गद्य. ४ गुण

प्र २ अ) पठित पदय. ८ गुण
आ) पठित पद्य ८ गुण

प्र ३ साहित्य प्रकार.(नाटक)
अ) पठित पाठावर आधारित कृती. ६ गुण
आ)पठित नाटकावर आधारित कृती ६ गुण

प्र ४ उपयोजित मराठी. १८ गुण
उपयोजित घटकांवर आधारित कृती सोडवा.

प्र ५ व्याकरण. १४ गुण
दिलेल्या सूचनेनुसार कृती करा.

FRENCH

PORTION

Leçon 1 – 8

PAPER PATTERN

Q.1) A Répondez aux questions en français 10 marks

B Choisissez la bonne réponse 8 marks

Q.2) Grammaire

1. Conjuguez les verbes 8 marks

2. Remplacez les mots soulignés avec les pronoms personnels 6 marks

3. Complétez avec les adjectifs 6 marks

4. Faites comme indiqué 8 marks

Q. 3) Vocabulaire

A. Complétez les phrases 4 marks

B. Que dites-vous 2 marks

C. Reliez les colonnes 2 marks

Q.4) Compréhension 8 marks

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- Q.5) A. Traduisez en anglais 6 marks
B. Traduisez en francais 6 marks
Q. 6) Essay – Les saisons 6 marks

INFORMATION TECHNOLOGY

PORTION

Theory

- Chapter 1 - Basics of Information Technology
Chapter 2 - Introduction to DBMS
Chapter 3 - Impressive Web Designing
Chapter 4 - Cyber Law

Practical

Write a HTML program and execute it.

PAPER PATTERN

Question No.	Description	No. of Questions	Marks
Q1.	Fill in the Blanks	10	10
Q2.	State True or False	10	10
Q3.	Multiple Choice Single answer	10	10
Q4.	Multiple choice two correct answers	10	20
Q5.	Multiple choice three correct answers	2	6
Q6.	Match the following	4	4
Q7.	Answer briefly (Any 5)	8	10
Q8 (A)	Write HTML Program Or Write HTML Program	2	5

Mrs. Rashmi Punmia
Mrs. Trupti Singh
Examination Committee

Mrs. Kiran Mishra & Mr. Anil Bagade
Coordinators

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