

DHYAN COMMERCE

11-12, F.Y.B.COM TO M.COM

(English & Gujarati Medium)

Branches: Sector-6/B & Sector-22 (A.C. Classes)

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**DHYAN COMMERCE
MISSION BOARD**

 **2024** 
PAPERSTYLE

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STD. – 12**PAPER STYLE****ACCOUNTANCY****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS :**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT OPTION	WITH OPTION	
A	OBJECTIVE QUESTIONS	20	20	20
B	VERY SHORT QUESTIONS	10	10	10
C	SHORT QUESTIONS	04	06	12
D	SHORT QUESTIONS	03	05	12
E	LONG QUESTIONS	03	05	24
F	ESSAY TYPE QUESTIONS	02	02	22
	TOTAL	42 QUE.	48 QUE.	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

QUE. NO.	SECTION	MARKS
1 to 20	<u>Section-A</u> Select the correct answer for each question. (1 mark each)	20
21 to 30	<u>Section-B</u> Answer the following questions in one or two sentences: (1 mark each)	10
31 to 36	<u>Section-C</u> Answer the following questions: (3 marks each) (Any 4 out of 6)	12
37 to 41	<u>Section-D</u> Answer the following questions: (4 marks each) (Any 3 out of 5)	12
42 to 46	<u>Section-E</u> Answer the following questions: (8 marks each) (Any 3 out of 5)	24
47 to 48	<u>Section-F</u> Answer the following questions: (11 marks each)	22
	TOTAL	100

BLUEPRINT

CH. NO.	SEC-A (1 M)	SEC-B (1 M)	SEC-C (3 M) [4 OF 6]	SEC-D (4 M) [3 OF 5]	SEC-E (8 M) [3 OF 5]	SEC-F (11 M)	TOTAL MARKS
ACCOUNTANCY PART-1							
1	2 QUE:1,2	----	1 QUE:31	----	----	----	05
2	----	----	----	----	----	1 QUE: 47	11
3	2 QUE: 3,4	1 QUE: 21	----	2 QUE: 37,38	----	----	11
4	2 QUE: 5,6	1 QUE: 22	1 QUE: 32	----	----	----	06
5	2 QUE: 7,8	----	----	----	2 QUE:42,43	----	18
6	1 QUE: 9	1 QUE: 23	----	----	1 QUE: 44	----	10
7	2 QUE:10,11	2 QUE:24,25	2 QUE:33,34	----	----	----	10
ACCOUNTANCY PART-2							
1	2 QUE:12,13	----	----	----	2 QUE:45,46	----	18
2	1 QUE:14	1 QUE:26	2 QUE:35,36	----	----	----	08
3	----	----	----	----	----	1 QUE: 48	11
4	2 QUE:15,16	----	----	1 QUE:39	----	----	06
5	2 QUE:17,18	2 QUE:27,28	----	1 QUE:40	----	----	08
6	2 QUE:19,20	2 QUE:29,30	----	1 QUE:41	----	----	08
TOTAL MARKS	20	10	12	12	24	22	100
NO OF QUE	20	10	04	03	03	02	42

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[2]

❖ **CHAPTERWISE WEIGHTAGE OF MARKS :**

CH. NO.	NAME OF CHAPTER	CHAPTERWISE WEIGHTAGE	
		WITHOUT OPTION	WITH OPTION
	PART : 1		
1	INTRODUCTION TO PARTNERSHIP	05	05
2	FINAL ACCOUNTS OF PARTNERSHIP FIRM	11	11
3	VALUATION OF GOODWILL	07	11
4	RECONSTRUCTION OF PARTNERSHIP	06	06
5	ADMISSION OF A PARTNER	10	18
6	RETIREMENT/DEATH OF A PARTNER	10	10
7	DISSOLUTION OF PARTNERSHIP FIRM	07	10
	TOTAL	56	71
	PART : 2		
1	ACCOUNTING FOR SHARE CAPITAL	10	18
2	ACCOUNTING FOR DEBENTURES	05	08
3	COMPANY FINAL ACCOUNTS	11	11
4	ANALYSIS OF FINANCIAL STATEMENTS	06	06
5	ACCOUNTING RATIOS AND ANALYSIS	08	08
6	CASH FLOW STATEMENT	04	08
	TOTAL	44	59
	TOTAL MARKS	100	130

STD. – 12**PAPER STYLE****STATISTICS****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS :**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT OPTION	WITH OPTION	
A	OBJECTIVE QUESTIONS (SEC-A)	20	20	20
B	VERY SHORT QUESTIONS (SEC-B)	10	10	10
C	SHORT QUESTIONS (SEC-C)	07	09	14
D	SHORT QUESTIONS (SEC-D)	08	12	24
E	LONG QUESTIONS (SEC-E)	03	04	12
F	ESSAY TYPE QUESTIONS (SEC-F)	04	06	20
	TOTAL	52 QUE.	61 QUE.	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

QUE. NO.	SECTION	MARKS
1 to 20	<u>Section-A</u> Select the correct answer for each question. (1 mark each)	20
21 to 30	<u>Section-B</u> Answer the following questions in one or two sentences: (1 mark each)	10
31 to 39	<u>Section-C</u> Answer the following questions: (2 marks each) (Any 7 out of 9)	14
40 to 51	<u>Section-D</u> Answer the following questions: (3 marks each) (Any 8 out of 12)	24
52 to 55	<u>Section-E</u> Answer the following questions: (4 marks each) (Any 3 out of 4)	12
56 to 61	<u>Section-F</u> Answer the following questions: (5 marks each) (Any 4 out of 6)	20
	TOTAL	100

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[4]

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CH. NO.	SEC-A (1 M)	SEC-B (1 M)	SEC-C (2 M) [7 OF 9]	SEC-D (3 M) [8 OF 12]	SEC-E (4 M) [3 OF 4]	SEC-F (5 M) [4 OF 6]	TOTAL MARKS
STATISTICS PART-1							
1	2	1	1	2	----	1	16
	QUE: 1,2	QUE:21	QUE:31	QUE:40,41		QUE:56	
2	2	1	1	1	-----	2	18
	QUE: 3,4	QUE:22	QUE:32	QUE:42		QUE:57,58	
3	2	1	1	2	----	1	16
	QUE: 5,6	QUE:23	QUE:33	QUE:43,44		QUE:59	
4	2	1	1	1	-----	2	18
	QUE: 7,8	QUE:24	QUE:34	QUE:45		QUE:60,61	
STATISTICS PART-2							
1	2	1	1	3	----	----	14
	QUE: 9,10	QUE:25	QUE:35	QUE:46,47,48			
2	3	1	1	2	-----	-----	12
	QUE: 11,12,13	QUE:26	QUE:36	QUE:49,50			
3	3	2	----	----	2	----	13
	QUE: 14,15,16	QUE:27,28			QUE:52,53		
4	2	1	2	-----	1	-----	11
	QUE: 17,18	QUE:29	QUE:37,38		QUE:54		
5	2	1	1	1	1	-----	12
	QUE: 19,20	QUE:30	QUE:39	QUE:51	QUE:55		
TOTAL MARKS	20	10	14	24	12	20	100
NO OF QUE	20	10	7	8	3	4	52

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❖ **CHAPTERWISE WEIGHTAGE OF MARKS**

CH. NO.	NAME OF CHAPTER	CHAPTERWISE WEIGHTAGE	
		WITHOUT OPTION	WITH OPTION
	PART : 1		
1	INDEX NUMBER	12	16
2	LINEAR CORRELATION	12	18
3	LINEAR REGRESSION	12	16
4	TIME SERIES	12	18
	TOTAL	48	68
	PART : 2		
1	PROBABILITY	12	14
2	RANDOM VARIABLE AND DISCRETE PROBABILITY DISTRIBUTION	10	12
3	NORMAL DISTRIBUTION	10	13
4	LIMIT	10	11
5	DIFFERENTIATION	10	12
	TOTAL	52	62
	TOTAL MARKS	100	130


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[6]

STD.- 12**PAPER STYLE****ECONOMICS****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS :**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT OPTION	WITH OPTION	
A	OBJECTIVE QUESTIONS (SEC-A)	20	20	20
B	VERY SHORT QUESTIONS (SEC-B)	10	10	10
C	SHORT QUESTIONS (SEC-C)	12	16	24
D	LONG QUESTIONS (SEC-D)	07	10	21
E	ESSAY TYPE QUESTIONS (SEC-E)	05	07	25
	TOTAL	54 QUE.	63 QUE.	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

QUE. NO.	SECTION	MARKS
1 to 20	<u>Section-A</u> Select the correct answer for each question. (1 mark each)	20
21 to 30	<u>Section-B</u> Answer the following questions in one or two sentences: (1 mark each)	10
31 to 46	<u>Section-C</u> Answer the following questions: (2 marks each) (Any 12 out of 16)	24
47 to 56	<u>Section-D</u> Answer the following questions: (3 marks each) (Any 7 out of 10)	21
57 to 63	<u>Section-E</u> Answer the following questions: (5 marks each) (Any 5 out of 7)	25
	TOTAL	100



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[7]

❖ **CHAPTERWISE WEIGHTAGE OF MARKS:**

CH. NO.	NAME OF CHAPTER	CHAPTERWISE WEIGHTAGE	
		WITHOUT OPTION	WITH OPTION
1	GRAPHS IN ECONOMICS	08	10
2	INDICATORS OF GROWTH AND DEVELOPMENT	10	13
3	MONEY AND INFLATION	08	10
4	BANKING AND MONETARY POLICY	08	08
5	POVERTY	10	13
6	UNEMPLOYMENT	10	12
7	POPULATION	10	15
8	AGRICULTURE SECTOR	10	10
9	FOREIGN TRADE	08	13
10	INDUSTRIAL SECTOR	08	08
11	EMERGING ISSUES IN INDIAN ECONOMY	10	15
	TOTAL MARKS	100	127



STD.- 12**PAPER STYLE****O.C.M.****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS :**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT OPTION	WITH OPTION	
A	OBJECTIVE QUESTIONS (SEC-A)	20	20	20
B	VERY SHORT QUESTIONS (SEC-B)	10	10	10
C	SHORT QUESTIONS (SEC-C)	13	17	26
D	LONG QUESTIONS (SEC-D)	08	12	24
E	ESSAY TYPE QUESTIONS (SEC-E)	04	06	20
	TOTAL	55 QUE.	65 QUE.	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

QUE. NO.	SECTION	MARKS
1 to 20	<u>Section-A</u> Select the correct answer for each question. (1 mark each)	20
21 to 30	<u>Section-B</u> Answer the following questions in one or two sentences: (1 mark each)	10
31 to 47	<u>Section-C</u> Answer the following questions: (2 marks each) (Any 13 out of 17)	26
48 to 59	<u>Section-D</u> Answer the following questions: (3 marks each) (Any 8 out of 12)	24
60 to 65	<u>Section-E</u> Answer the following questions: (5 marks each) (Any 4 out of 6)	20
	TOTAL	100

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❖ **CHAPTERWISE WEIGHTAGE OF MARKS**

CH. NO.	NAME OF CHAPTER	CHAPTERWISE WEIGHTAGE	
		WITHOUT OPTION	WITH OPTION
1	NATURE & SIGNIFICANCE OF MANAGEMENT	10	15
2	PRINCIPLES OF MANGEMENT	06	06
3	PLANNING	07	12
4	ORGANIZING	10	10
5	STAFFING	10	15
6	DIRECTING	10	15
7	CONTROLLING	06	08
8	FINANCIAL MANEGEMENT	08	08
9	FINANCIAL MARKET	08	08
10	MARKETING MANAGEMENT	09	12
11	CONSUMER PROTECTION	08	13
12	BUSINESS ENVIRONMENT	08	08
	TOTAL MARKS	100	130


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[10]

STD.- 12**PAPER STYLE****ENGLISH****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS :**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT GENERAL OPTION	WITH GENERAL OPTION	
A	OBJECTIVE TYPE (O)	37	37	30
B	VERY SHORT ANSWER TYPE (VSA)	14	14	14
C	SHORT ANSWER TYPE (SA-I)	04	06	08
D	SHORT ANSWER TYPE (SA-II)	04	06	13
E	SHORT ANSWER TYPE (LA)	06	06	35
	TOTAL	65	69	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

❖ CHAPTER WISE WEIGHTAGE OF MARKS

QUE. NO.	SECTION	MARKS
	<u>Section-A</u> (Prose-Flamingo)	
1-5	Comprehension Passage (MCQs)	05
4-15	Fill in the blanks (Vocabulary) Objective	05
16-20	Prose Textual Question (Three out of Five)	09
	<u>Section-B</u> (Poetry-Flamingo and Supplementary - Vistas)	
21-24	Comprehension of Stanza (VSA)	04
25-28	Figures of Speech (MCQs)	04
29-34	Poetry Textual Question (Four out of six)	08
35-36	Supplementary Comprehension Passage (VSA)	02
37-39	Supplementary Comprehension Passage (VSA)	03

	<u>Section-C</u> (Grammar)	
40-43	Rectification of Errors (Objective)	04
44-47	Punctuations (Objective)	02
48-51	Idioms and Phrases (Objective)	04
52	Direct-Indirect Speech (Paragraph)	04
53-58	Do as Directed (MCQs)	06
	<u>Section-D</u>	
59-63	Prose OR Poetry Comprehension (Unseen) (VSA)	05
64	Advertisement	05
65	Data Interpretation OR Note making	05
66	Email Writing (Formal or Informal)	05
	<u>Section-E</u>	
67	Report Writing OR Article Writing	05
68	Job Application	07
69	Essay Or Speech Writing	08
	TOTAL	100



STD.- 12**PAPER STYLE****GUJARATI**

❖ પ્રશ્નના પ્રકાર પ્રમાણે ગુણની ફાળવણી:

વિભાગ	પ્રશ્નોના પ્રકાર	પ્રશ્નોની સંખ્યા		કુલ ગુણ
		જનરલ વિકલ્પ વિના	જનરલ વિકલ્પ સાથે	
A	હેતુલક્ષી પ્રશ્નો (O)	30	30	30
B	અતિ ટુંકા પ્રશ્નો (VSA)	24	24	24
C	ટુંકા પ્રશ્નો (SA)	04	06	08
D	લાંબા પ્રશ્નો (LA)	06	06	28
E	નિર્બંધ પ્રકારના પ્રશ્નો (EA)	01	01	10
	કુલ	65	67	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

❖ વિભાગ પ્રમાણે ગુણભાર :

ક્રમાંક	વિભાગનું નામ	ગુણ
1	વિભાગ-A પદ	20
2	વિભાગ-B ગદ્ય	20
3	વિભાગ- C વ્યાકરણ	20
4	વિભાગ-D અર્થગ્રહણ/ લેખન	20
5	વિભાગ-E લેખન સજ્જતા	20
	કુલ	100



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❖ પ્રશ્નપત્રનું માળખું:

પ્રશ્ન ક્રમ	વિભાગતથા પ્રશ્નની વિગત	ગુણ
	વિભાગ - A (પદ્ય આધારિત)	20
1થી 5	નીચે આપેલા વિકલ્પોમાંથી યોગ્ય વિકલ્પ પસંદ કરી ઉત્તર લખો.	05
6 થી 9	નીચે આપેલાં જોડકાંને સાચી રીતે જોડો.	04
10થી 12	નીચે આપેલા પ્રશ્નોના એક વાક્યમાં ઉત્તર આપો.	03
13થી 15	નીચે આપેલા પ્રશ્નોના ત્રણ-ચાર વાક્યમાં જવાબ આપો. (કોઈપણ 02)	04
16 થી 17	સવિસ્તાર ઉત્તર લખો. (ગમે તે 01)	04
	વિભાગ - B (ગદ્ય આધારિત)	20
18થી 21	નીચે આપેલા વિકલ્પોમાંથી યોગ્ય વિકલ્પ પસંદ કરી ઉત્તર લખો.	04
22 થી 25	નીચે આપેલાં જોડકાંને સાચી રીતે જોડો.	04
26 થી 29	નીચે આપેલા પ્રશ્નોના એક વાક્યમાં ઉત્તર આપો.	04
30 થી 32	નીચે આપેલા પ્રશ્નોના ત્રણ-ચાર વાક્યમાં જવાબ આપો. (કોઈપણ 02)	04
33 થી 34	સવિસ્તાર ઉત્તર લખો. (ગમે તે 01)	4
	વિભાગ-C (વ્યાકરણ આધારિત)	20
35 થી 37	પ્રત્યય અને નામયોગી ઓળખાવો.	03
38 થી 39	વિરામચિહ્નનો ઉપયોગ	02
40 થી 41	સંયોજકનો ઉપયોગ	02
42 થી 44	વાક્ય ઓળખાવો	03
45થી 46	પદક્રમ અને પદસંવાદ	02
47	રૂઢિપ્રયોગ	01
48	સામાસિક શબ્દ	01
49	સમાનાર્થી શબ્દો	01
50	વિરોધી શબ્દ ઓળખો	01
51	શુદ્ધ-અશુદ્ધ વાક્ય રચના	01
52 થી 53	જોડણી	02
54	કહેવત	01

	વિભાગ-D (અર્થગ્રહણ/લેખનસજ્જતા)	20
55 થી 59	પદાર્થગ્રહણ (આપેલ કાવ્ય વાંચી 05 (પાંચ) પ્રશ્નોના ઉત્તર એક વાક્યમાં આપવાના રહેશે.) પ્રત્યેક ઉત્તર દીઠ 1 (એક) ગુણ રહેશે.	05
60 થી 64	ગદ્યાર્થગ્રહણ (આપેલ પરિછદ વાંચી પ્રશ્નોના ઉત્તર આપવાના રહેશે. પ્રત્યેકનો 1 (એક) ગુણ રહેશે.)	05
65	સંક્ષેપીકરણ (આપેલ અંગ્રેજી ગદ્યખંડ વાંચી તેનો ગુજરાતીમાં 1/3 ભાગમાં સંક્ષેપ કરવાનો રહેશે. શીર્ષક આપવું.)	05
66	મુદ્દા પરથી વાર્તા (આપેલ મુદ્દાઓને આધારે 100 (સો) શબ્દોમાં વાર્તા લખી શીર્ષક આપવું)	05
	વિભાગ-E (લેખન સજ્જતા)	20
67 અથવા 67	વિચાર વિસ્તાર (આપેલ પંક્તિઓનો આશરે 100 (સો) શબ્દોમાં વિચાર વિસ્તાર લખવાનો રહેશે. (અથવામાં કોઈપણ અવતરણ આપવાનું રહેશે. જેનો વિસ્તાર કરવાનો રહેશે.)	05
68	અહેવાલ લેખન જ નગ (આપેલ વિષય પર આશરે 100 શબ્દોમાં અહેવાલ લેખન કરવાનું રહેશે.)	05
69	નિબંધ લેખન (આપેલ નિબંધોમાંથી મુદ્દા પર આધારિત કોઈપણ એક નિબંધ લખવાનો રહેશે. ત્રણ નિબંધ આપવાના રહેશે.)	10



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STD.- 12**PAPER STYLE****HINDI**

❖ प्रश्न के प्रकार के अनुसार भारांक:

क्रम	प्रश्नों के प्रकार	प्रश्नों की संख्या		कुल अंक
		विकल्प सहित प्रश्नों की संख्या	विकल्प रहित प्रश्नों की संख्या	
1	वस्तुनिष्ठ प्रश्न (O)	30	30	30
2	अति लघु उत्तरीय प्रश्न (VSA)	06	06	06
3	लघु उत्तरीय प्रश्न (SA-I)	13	11	22
4	लघु उत्तरीय प्रश्न (SA-II)	06	04	12
5	विस्तृत प्रश्न (LA)	06	04	20
6	निबंधात्मक प्रश्न (EA)	01	01	10
		62	56	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

❖ विभाग के अनुसार भारांक :

1	गद्य विभाग	30
2	पद्य विभाग	30
3	व्याकरण	20
4	अपठित अर्थबोध एवं लेखन	20
	कुल	100

क्रम	विभाग - A	अंक
1-5	वस्तुनिष्ठ प्रश्नों के उत्तर दीजिए	05
6-10	सही जोड़े मिलाइए (रचना रचनाकार, पात्र संवाद जैसे मुद्दे हो सकते हैं।)	05
11-13	एक-एक वाक्य में उत्तर दीजिए	03
14-17	दो-तीन वाक्यों में उत्तर दीजिए (चार में से कोई तीन)	06
18-19	पंद्रह-बीस वाक्यों में उत्तर दीजिए (दो में से कोई एक)	05
20-22	गद्यांश की ससंदर्भ व्याख्या कीजिए (तीन में से कोई दो, तीनों गद्यांश वितान भाग-2 से लेना है।)	06

	विभाग - B	
23-27	वस्तुनिष्ठ प्रश्नों के उत्तर दीजिए	05
28-32	सही जोड़े मिलाइए(रचनाकार- रचना या काव्यांश जैसे मुद्दे हो सकते हैं।)	05
33-35	एक-एक वाक्य में उत्तर दीजिए	03
36-39	दो-तीन वाक्यों में उत्तर दीजिए (चार में से कोई तीन)	06
40-41	पंद्रह-बीस वाक्यों में उत्तर दीजिए (दो में से कोई एक)	05
42-44	पद्यांश की ससंदर्भ व्याख्या कीजिए (तीन में से कोई दो)	06
	विभाग - C	
45-46	संधि-विच्छेद कीजिए	02
47-48	तत्सम रूप लिखिए	02
49-50	उपसर्ग या प्रत्यय अलग कीजिए	02
51-52	सामासिक शब्द का विग्रह करके समास नाम लिखिए	02
53-54	शब्दसमूह के लिए एक शब्द लिखिए	02
55-56	मुहावरे का अर्थ लिखकर वाक्यप्रयोग कीजिए	04
57	उदाहरण सहित छन्द की परिभाषा लिखिए	02
58-59	उदाहरण सहित अलंकार की परिभाषा लिखिए	04
	विभाग - D	
60	अपठित गद्यांश का एक-तिहाई में सारलेखन कीजिए और उचित शीर्षक भी दीजिए	05
61	निबंध लेखन लगभग 300 शब्दों में पूछिए	10
62	अपठित काव्यांश का भावार्थ लिखिए:(काव्यांश आधुनिक काल से होगा)	05
	कुल	100



STD.- 12**PAPER STYLE****S.P.C.C.****❖ WEIGHTAGE OF MARKS ACCORDING TO THE TYPES OF QUESTIONS:**

SEC.	TYPES OF QUESTIONS	NO. OF QUESTIONS		MARKS
		WITHOUT OPTION	WITH OPTION	
A	OBJECTIVE QUESTIONS	20	20	20
B	VERY SHORT QUESTIONS	10	10	10
C	SHORT QUESTIONS	7	10	14
D	SHORT QUESTIONS	5	7	15
E	LONG QUESTIONS	9	13	41
	TOTAL	51	60	100

Note: This paperstyle is translated from the paperstyle given by GHSEB.

QUE. NO.	SECTION	MARKS
1 to 20	<u>Section-A</u> Select the correct answer for each question. (1 mark each)	20
21 to 30	<u>Section-B</u> Answer the following questions in one or two sentences: (1 mark each)	10
31 to 40	<u>Section-C</u> Answer the following questions: (2 marks each) (Any 7 out of 10)	14
41 to 47	<u>Section-D</u> Answer the following questions: (3 marks each) (Any 5 out of 7)	15
48 to 53	<u>Section-E</u> Answer the following questions: (4 marks each) (Any 4 out of 6)	16
54 to 60	<u>Section-F</u> Answer the following questions: (5 marks each) (Any 5 out of 7)	25
	TOTAL	100

❖ **CHAPTERWISE WEIGHTAGE OF MARKS :**

CH. NO.	NAME OF CHAPTER	CHAPTERWISE WEIGHTAGE	
		WITHOUT OPTION	WITH OPTION
	SECTION-1 CC		
1	BANK CORRESPONDENCE	06	08
2	CORRESPONDENCE WITH GOVERNMENT DEPARTMENTS, PUBLIC SERVICES AND LOCAL ORGANISATIONS	08	13
3	INTERDEPARTMENTAL AND EMPLOYEE RELATED CORRESPONDENCE	08	13
4	INSURANCE LETTERS	06	07
5	E-COMMUNICATION	06	06
6	PRESENTATION SKILLS	06	07
	SECTION-2 SP		
1	ISSUE OF SHARES	11	15
2	TRANSFER AND TRANSMISSION OF SHARES	08	10
3	DEBENTURE	06	08
4	MEMBERSHIP	07	11
5	DIRECTORS OF COMPANY	11	12
6	MEETINGS OF THE COMPANY	10	12
7	DISSOLUTION OF COMPANY	07	08
	TOTAL	100	100

