

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD**

**ACADEMIC YEAR 2020-2021**

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

**INTERMEDIATE 1<sup>st</sup> YEAR ACCOUNTANCY SYLLABUS**

**Unit 1 Introduction to Accounting**

- Introduction - Basic Accounting Terms
- Accounting Principles - Accounting Principles, GAAP - Accounting Concepts, Accounting Conventions

**Unit II Recording of Business Transactions**

Accounting Equation, Basis of Accounting, Systems of Accounting, Meaning of Account, Classification of Accounts - Rules of Debit and Credit - Journal and Ledger

**Unit III Subsidiary Books and Bank Reconciliation Statement**

- Subsidiary Books - Meaning - Types of Subsidiary Books,
- Cash Book and BRS - Meaning, - Types of Cash Book and their preparation - Simple Cash Book - , Three Column Cash book, Petty Cash Book
- Bank Reconciliation Statement: Nature of Cash book and Bank Pass book (Bank Statement) - Reasons for Difference - Meaning and Advantages of BRS - Procedure for Preparation of BRS - Preparation of BRS under favourable balances. Concept of Overdraft Balances

**Unit IV Trial Balance and Rectification of Errors**

- Trial Balance: Meaning - Features or Characteristics - Objectives - Preparation of Trial Balance
- Rectification of Errors: Meaning - Types of Errors - Rectification of Errors

**Unit V Final Accounts of Sole Trading Concerns**

- Meaning - Objectives of Preparation Final Accounts - Capital and Revenue Items - Preparation of Trading Account - Preparation of Profit & Loss Account and preparation of Balance Sheet - Preparation of Final Accounts without and with adjustments.
- ONLY 5 ADJUSTMENTS - Closing Stock, Outstanding Expenses, Prepaid Expenses, Depreciation, Provision for Doubtful Debts

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD**

**ACADEMIC YEAR 2020-2021**

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

**INTERMEDIATE 1<sup>st</sup> YEAR COMMERCE SYLLABUS**

**Unit 1 Fundamentals of Business**

- Classification of human activities; Economic and non-economic activities – Types of economic activities; Business – Profession & employment; Trade - Types of Trade; Aids to Trade

**Unit II Forms of Business Organisations**

- Concept and Meaning of business organization; Forms of business organization; Sole Proprietorship: Meaning and definitions – features; Partnership Firm : Meaning and definition – features of Partnership firm; Types of partners; Limited liability partnership firm; Registration of partnership firm;– Rights and duties of partners

**Unit III Formation of Company as per Companies Act 2013**

- Joint Stock Company : Meaning and Definition of a Company as per companies Act 2013; features and classification of joint stock companies; Partnership vs Joint Stock company; Types of Companies; Differences between private company and public company; Formation of a company;. Role of Promoter. Incorporation of the Company – Capital subscription – Minimum subscription – Certificate of commencement of business

**Unit IV Sources of Business Finance**

- Meaning of Business Finance — significance of Business Finance; Classification of Sources of funds – Factors determining the choice of source of finance;; Short Term sources of Finance - Bill discounting, Commercial paper, Repos, Working Capital loans, Micro Finance, etc

**Unit V : MSMEs**

- MSMEs: Meaning and definition of enterprise and MSMEs – Registration requirements under MSMED Act, 2006 – significance of MSMEs – Privileges offered to MSMEs –other promotional measures for MSMEs.
- E-Business: Meaning and Definition of E – business – Scope of E-business – Benefits of E-business –

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD**

**ACADEMIC YEAR 2020-2021**

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

**INTERMEDIATE 1<sup>st</sup> YEAR ECONOMICS SYLLABUS**

<b>Unit No.</b>	<b>Title</b>	<b>Page No.</b>
<b>Unit – 1 :</b>	<b>Introduction to Economics</b>	
	1.1 Definitions of Economics	2
	1.2 Fundamental Problems of an Economy	8
	1.3 Nature and Scope of Economics	9
	1.4 Micro Economics and Macro Economics	12
	1.6 Basic Concepts of Economics	16
<b>Unit – 2 :</b>	<b>Theories of Consumer Behaviour</b>	
	2.1 Utility	25
	2.2 Law of Diminishing Marginal Utility	27
	2.4 Shortcomings of Utility Analysis	34
	2.5 Indifference Curve Analysis	34
<b>Unit – 3 :</b>	<b>Demand Analysis</b>	
	<b>Part-A: Theory of Demand</b>	
	3.1 Meaning of Demand	46
	3.2 Demand Function	46
	3.3 Determinants of Demand	47
	3.4 Types of Demand	48
	3.5 Price Demand - Law of Demand (except 3.5.5)	48
	3.6 Income Demand	55
	3.7 Cross Demand	57
	<b>Part-B: Elasticity of Demand</b>	
	3.8 Elasticity of Demand	59

<b>Unit – 4 : Production Analysis</b>	
4.1	Concept of Production and Factors of Production 74
4.2	Production Function 77
4.3	Law of Variable Proportions 78
4.4	Law of Returns to Scale 81
4.5	Economies of Scale 83
4.7	Cost Analysis 88
4.8	Revenue Analysis 93
<b>Unit – 5 : Market Analysis</b>	
5.1	Markets: Meaning and Classification 102
5.2	Perfect Competition: Meaning, Characteristics and Price Determination 104
5.3	Imperfect Competition: Monopoly, Comparison between Perfect Competition and Monopoly, Monopolistic Competition, Oligopoly and Duopoly (except 5.3.2, 5.3.3 & 5.3.4) 109
<b>Unit – 6 : Theories of Distribution</b>	
6.4	Rent: Concepts and The Ricardian Theory of Rent 122
6.5	Wages: Concepts and Types 126
6.6	Interest: Concepts 128
6.7	Profits: Concepts 129
<b>Unit - 7 : National Income Analysis</b>	
7.1	Definitions of National Income 134
7.2	Determining Factors of National Income 135
7.3	Concepts of National Income 135
7.4	Components of National Income 140
7.5	Measurement of National Income: Methods, Difficulties and Importance 140
7.6	Estimation of National Income in India 143
<b>Unit – 8 : Theories of Employment and Public Finance</b>	
8.2	Keynesian Theory of Income and Employment 153
8.3	Public Finance 160
8.4	Centre-State Financial Relations (except 8.4.2) 164
8.5	Budget 169

## **Unit – 9 : Money, Banking and Inflation**

### **Part-A: Money**

9.1 Money: Concept, Evolution and Types	179
9.2 Functions of Money	182
9.3 Components of Money Supply	184

### **Part-B: Banking :**

9.4 Banking: Commercial Banks	185
9.5 Central Bank or Reserve Bank of India: Objectives and Functions	191

### **Part-C: Inflation**

9.6 Inflation: Definitions and Types (except 9.6.2)	193
9.7 Causes and Effects of Inflation (except 9.7.2)	195

## **Unit – 10 : Basic Statistics for Economics**

10.1 Concept of Statistics	203
10.2 Nature, Scope and Importance of Statistics for the Study of Economics	203
10.3 Collection of Data	204
10.5 Measures of Central Tendency (except 10.5.3 & 10.5.4)	209

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD**

**ACADEMIC YEAR 2020-2021**

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

**INTERMEDIATE 1<sup>st</sup> YEAR GEOGRAPHY SYLLABUS**

<b>PartA:</b>	<b>Fundamentals of Physical Geography</b>
Unit1:	<b>Geography as a Discipline</b> Geography as an integrating discipline, Branches of Geography: Physical Geography and Human Geography
Unit2:	<b>The Earth- :</b> Interior of the earth; Wegener's continental drift theory and plate tectonics Earthquakes and volcanoes: causes, types and effects
Unit3:	<b>Landforms</b> Rocks: major types of rocks and their characteristics Geomorphic processes: weathering; mass wasting; erosion and deposition;
Unit4:	<b>Climate:</b> Elements of weather and climate; Atmosphere - composition and structure; Insolation: heating and cooling of atmosphere (conduction, convection, terrestrial radiation and advection); temperature- factors controlling temperature; distribution of temperature- horizontal and vertical; inversion of temperature. Pressure-factors & distribution; pressure belts; winds-planetary, seasonal and local; Rainfall-types and world distribution
Unit5:	<b>Oceans: Basics of Oceanography</b> <ul style="list-style-type: none"><li>□ Oceans-distribution of temperature and salinity</li><li>□ Movements of ocean water-waves, tides and currents; submarine reliefs</li><li>□ Ocean pollution</li></ul>
Unit 6:	<b>Life on the Earth</b> <ul style="list-style-type: none"><li>□ Biosphere-importance of plants and other organisms;</li><li>□ Ecosystem and ecological balance; biodiversity and conservation;</li></ul>
Unit 7	<b>Hazards and Disasters:</b> Causes, Consequences and Management Floods, Cloudbursts; Droughts: Tsunami Cyclones: features and impact.
<b>Part B:</b>	<b>Practical Work</b>
Unit1:	<b>Fundamentals of Maps</b> <ul style="list-style-type: none"><li>□ Geospatial data, Concept of Geographical data matrix; Point, line, area data</li><li>□ Maps- types; scales-types; construction of simple linear scale, measuring distance; finding direction and use of symbols</li></ul>
Unit2:	<b>Topographic and Weather Maps</b> <ul style="list-style-type: none"><li>□ Study of topographic maps (1:50,000 or 1:25,000 Survey of India maps); contour cross section and identification of landforms - slopes, hills, valleys, waterfall, cliffs and distribution of settlements</li><li>□ Use of weather instruments: thermometer, wet and dry-bulb thermometer, barometer, wind vane and rain gauge</li></ul>

TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD

ACADEMIC YEAR 2020-2021

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

INTERMEDIATE 1<sup>st</sup> YEAR HISTORY SYLLABUS

Chapter-1: History, Geography and Sources

- 1.1 History and its Importance
- 1.2 Geographical Features of India
- 1.3 Influence of Geography on Indian History
- 1.4 Sources of History
- 1.5 Archaeological Sources

Chapter-2: Indus Valley Civilization & Vedic Culture

- 2.1 Indus Valley Civilization
- 2.2 Town Planning
- 2.3 Political System
- 2.4 Social Conditions
- 2.5 Economic Conditions
- 2.6 Trade and Commerce
- 2.7 Technology and Crafts
- 2.8 Religious Conditions
- 2.9 Decline of the Civilization
- 2.10 Vedic Culture
- 2.11 Early Vedic Period
- 2.12 Later Vedic Period

Chapter-3: Socio-Religious Movements in Ancient India

- 3.1 Origin of new religions in India
- 3.2 Jainism
- 3.4 Buddhism

Chapter-4: Origin of State and Mauryan Empire

- 4.1 Mahajanapadas
- 4.2 Emergence of Magadha
- 4.3 Alexander's Invasion
- 4.4 Mauryan Empire
- 4.5 Ashoka
- 4.6 Mauryan Administrative System
- 4.7 Economics, Social and Cultural Conditions

## Chapter-5: Imperial Guptas

- 5.1 Political History
- 5.2 Administration
- 5.3 Decline of the Guptas
- 5.4 Harshavardhana[606-647 C.E.]

## Chapter-6: Age of Rajputs

- 6.1 The Origin of Rajputs
- 6.2 Political History
- 6.3 The Paramaras
- 6.4 Rajput Culture
- 6.5 Arab Conquest of Sindh

## Chapter-7: South Indian Kingdoms

- 7.1 The Pallavas
- 7.2 Administration of Pallavas
- 7.4 The Cholas (850-1280 C.E.)

## Chapter-8: The Age of Delhi Sultanate

- 8.1 Brief Political History
- 8.2 Important Sulthans and their Achievements
- 8.3 Administration
- 8.4 Social and Economic Conditions
- 8.5 Indo-Islamic Culture
- 8.6 Bhakti and Sufi Movements

## Chapter-9: Age of Mughals

- 9.1 Babur (1526-1530 C.E.)
- 9.2 Humayun (1530-1540 C.E. and 1555-1556 C.E.)
- 9.3 Sur Dynasty (1540-1555 C.E.)
- 9.4 Imperial Mughals
- 9.5 Mughal Administration
- 9.6 cultural Development under the Mughals

## Chapter-10: Marathas and Rise of Regional Powers

- 10.1 Introduction
- 10.2 Factors led to the Rise of the Maratha Power
- 10.3 Shivaji (1627-1680 CE)
- 10.4 Successors of Shivaji
- 10.5 Peshwas
- 10.6 Third Battle of Panipat(1761)



## Chapter-11: Advent of Europeans

- 11.1 Early European settlements in India
- 11.2 Advent of European trading companies in India
- 11.3 Anglo-French Rivalry
- 11.4 Establishment of British Supremacy-Robert Clive
- 11.5 Anglo-Mysore Wars

## Chapter-12: Early uprisings against British Rule

- 12.1 Tribal, Civil Rebellions and Peasant Revolts
- 12.2 Revolt of 1857
- 12.3 Queen Victoria's proclamation (1858)

## Chapter-13: Socio-Religious Reform Movements in India

- 13.1 The causes of the Indian Renaissance
- 13.2 Brahma Samaj
- 13.3 Raja Ram Mohan Roy
- 13.4 Kandukuri Veereshlingam
- 13.6 Swami Dayananda Saraswathi
- 13.8 Rama Krishna Paramahansa (1833-1886)
- 13.9 Swami Vivekananda
- 13.10 Rama Krishna Mission
- 13.11 Theosophical Society and Mrs. Annie Besant
- 13.12 Satya Shodak Samaj and Jotiba Phule
- 13.13 Narayana guru
- 13.14 Periyar E.V. Ramaswamy Naicker
- 13.15 DR B.R. Ambedkar
- 13.16 The Deoband Movement
- 13.17 Sir Sayyid Ahmed Khan and Aligarh Movement
- 13.18 Reform Movements among the Parsis
- 13.19 Results of the Reform Movement

## Chapter-14: National Movement – Early Phase

- 14.1 Growth of Nationalism
- 14.2 Establishment of Early Associations
- 14.3 The Moderates (1885-1905) and their principles
- 14.4 Extremist phase (1905- 1914)
- 14.5 Vande Mataram Movement- Swadeshi Movement (1905-1911)
- 14.6 The Establishment of Muslim League (1906)
- 14.7 Minto-Morley Reforms(1909)
- 14.8 Revolutionary Nationalism – The first Phase (1897-1915)
- 14.9 Home Rule Movement (1916-1918 CE)

## Chapter-15 National Movement – Later Phase

15.1 Gandhian Era

15.2 Early Movements

15.3 Khilafat Movement (1919)

15.6 Civil Disobedience Movement

15.7 Gandhi-Irwin Pact (1931)

15.8 Government of India Act (1935)

15.9 Quit India Movement

15.10 Cabinet Mission

TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD

ACADEMIC YEAR 2020-2021

70% CONTENT IN VIEW OF COVID-19 PANDEMIC

INTERMEDIATE 1<sup>st</sup> YEAR POLITICAL SCIENCE (CIVICS) SYLLABUS

Unit – I : Introduction Of Political Science

- 1.1 Meaning and Definition of Political Science
- 1.2 Nature of Political Science
- 1.3 Scope of Political Science
- 1.4 Significance of Political Science

Unit – II: State

- 2.1 Meaning and Definitions of State
- 2.2 Essential Elements of the State
- 2.3 Relation between the State and others Institutions.
  - a. State and Society,
  - b. State and Government,
  - c.State and Associations
- 2.4. Sovereignty; Meaning, Definitions, Characteristics and aspects of sovereignty.

Unit – IV:Political Concepts

- 4.1. Law
  - a. Meaning and definitions of Law,
  - b. Sources of Law,
  - c.Classification of Law,
  - d. Rule of Law
- 4.2. Liberty
  - a. Meaning and Definitions of Liberty,
  - b. Characteristics of Liberty,
  - c.Types of Liberty,
  - d. Safeguards of Liberty
- 4.3. Equality
  - a. Meaning of Equality,
  - b. Essential Features of Equality,
  - c.Types of Equality

#### 4.4. Justice

- a. Introduction and Definitions of Justice,
- b. Major concepts of Justice
- c. Types of Justice

#### Unit-V: Important Political Ideologies

- 5.4 Communism and its basic features
- 5.5 Gandhism and its basic features

#### Unit – VI : Rights And Duties

##### 6.1. Rights

- a. Meaning and Definitions
- b. Important features of Rights
- c. Classification of Rights
- d. Safeguards of Rights
- e. Human Rights

##### 6.2. Duties

- a. Meaning and Definitions
- b. Types of Duties

##### 6.3. Relationship between Rights and Duties

#### Unit – VIII : Democracy

- 8.1. Meaning and Definition
- 8.2. Features of Democracy
- 8.3. Types of Democracy
- 8.4. The essential conditions for the success of Democracy
- 8.5. The Role of Public opinion in Democracy

#### Unit – IX: Secularism

- 9.1 Meaning and Definitions
- 9.2 Origin of Secularism
- 9.3 Important features of Secularism
- 9.4 Secular State
- 9.5 Theocratic State
- 9.6 Secularism in Indian Context

## Unit – X : Constitution

- 10.1 Meaning and Definitions of Constitution
- 10.2 Historical background
- 10.3 Essential features of Constitution
- 10.4 Classification of Constitutions

## Unit – XI : Organs Of Government

- 11.1 Theory of separation of powers
- 11.2 Legislature: Powers and Functions
- 11.3 Executive :Powers and Functions
- 11.4 Judiciary : Powers and Functions

**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION, HYDERABAD**  
**ACADEMIC YEAR 2020-2021**

**70% CONTENT IN VIEW OF COVID-19 PANDEMIC**

**INTERMEDIATE 1<sup>st</sup> YEAR PUBLIC ADMINISTRATION SYLLABUS**

Unit No	Chapter No	Remaining chapter titles
	1	Introduction
I	1.0	Introduction
	1.1	Meaning
	1.2	Definition of Public Administration
	1.3	Nature of Public Administration
	1.4	Scope of Public Administration
	1.5	Importance of Public Administration
	2	Principles of Organisation
II	2.0	Introduction
	2.1	Hierarchy
	2.2	Division of Work
	2.4	Coordination
	2.6	Centralisation and Decentralisation
	2.7	Line & Staff Agencies
	2.8	Planning
	3	Theories of Organisation
III	3.0	Introduction
	3.1	Classical Theory
	3.2	Scientific Management Theory-F.W.Taylor
	3.3	Bureaucratic Theory-Max Weber
	3.6	Socio-Psychological Theory-Abraham Maslow
	3.7	Ecological Theory-F.W.Riggs
	4	Personnel Administration
IV	4.0	Introduction
	4.1	Recruitment, Selection
	4.2	Training
	4.5	Out Sourcing
	5	Financial Administration
V	5.0	Introduction
	5.1	Meaning and Importance of Financial Administration
	5.2	Principles of Budget
	5.3	Preparation of Budget
	5.4	Enactment of Budget
	6	Control over Administration
VI	6.0	Introduction
	6.1	Legislative control over Administration
	6.3	Judicial control over Administration
	6.4	Citizen control over Administration
	7	Office Management in Government
VII	7.0	Introduction
	7.1	Importance of Office Management
	7.2	Office Accommodation and Layout
	8	Contemporary Development in Public Administration
VIII	8.0	Introduction
	8.1	Globalisation and Public Management
	8.3	Good Governance
	8.4	E-Governance