1. **Knowledge of subject concerned: Senior Secondary Level**
   - Principles of Book-keeping, Double Entry System.
   - Subsidiary books, Final Accounts, Adjustment Entries, Opening and closing entries.
   - Trial balance and rectification of errors.
   - Depreciation, Provisions and Reserves.
   - Accounting for bills of exchange transactions.
   - Partnership accounts.
   - Company Accounts- Issue of shares, forfeiture and re-issue of shares, redemption of shares and debentures.
   - Computers in Accounting.
   - Business Organization- sole - partnership, joint stock company.
   - Principles of management – concept, nature and significance.
   - Capital markets and types- Primary and secondary market
   - Marketing - Meaning, functions and role.
   - Statistics for economics - Measures of central Tendency, Measures of dispersion and introduction to Index Numbers.
   - Poverty – absolute and relative, Main programmes for poverty alleviation: A critical assessment.
   - Rural development – Key issues, credit and marketing.
   - Role of cooperatives: Agricultural diversification, alternative farming, organic farming.
   - Employment - Formal and informal, growth and other issues, Problems and policies.
   - Economic reform since 1991 – Need and main features – liberalization, globalization and privatization.

2. **Knowledge of subject concerned: Graduation level**
   - Financial statements: Meaning and Analysis.
   - Tools for financial statement analysis.
   - Cash flow statement
   - Cost Accounting – Meaning and Definition
   - Element of cost – Material, Labour, and overhead.
   - Auditing – Meaning and Objectives.
   - Audit of companies – Appointment, Rights, Duties and Liabilities of auditor.
   - The Indian contract Act 1872( Section 1 to 75).
   - Consumer protection Act 1986
   - Functions of Management – Planning, Organizing, Staffing, Directing and Controlling.
   - Company Secretary - Position, Duties and Qualification.
• Human resource: Meaning, Scope, Role, and Functions.
• Meaning and nature of Entrepreneurship – Entrepreneurship in Rajasthan.
• Economic Environment – Meaning, Factors affecting economic Environment, Indian Economic Environment and basic feature of Indian economy
• New Economic Policies and its effects.
• Foreign Trade of India – Volume, Composition and Direction.
• Export Promotion – Various measures.
• New Export Import policies of Govt. Of India.
• Economic modals – Meaning, Purpose and Types.

3. **Knowledge of subject concerned: P. G. Level**
   • Business Statistics – Probability
   • Consumer Behavior and buying motives.
   • Marketing Analysis and Research
   • Role of advertising in marketing and advertise in strategies
   • Media Management.
   • Public finance – Central budget, Deficit, Fiscal management.
   • Problems of Indian banking- Central and Commercial banking, Banking sector reforms.
   • Monetary and Fiscal Policies.
   • Finance Commission.

**Part – IV (Educational Psychology, Pedagogy, Teaching Learning Material, Use of computers and Information Technology in Teaching Learning)**

1. Importance of Psychology in Teaching-Learning:
   • Learner,
   • Teacher,
   • Teaching-learning process,
   • School effectiveness.

2. Development of Learner:
   • Cognitive, Physical, Social, Emotional and Moral development patterns and characteristics among adolescent learner.

3. Teaching – Learning:
   • Concept, Behavioural, Cognitive and constructivist principles of learning and its implication for senior secondary students.
   • Learning characteristics of adolescent and its implication for teaching.

4. Managing Adolescent Learner:
   • Concept of mental health and adjustment problems.
   • Emotional Intelligence and its implication for mental health of adolescent.
   • Use of guidance techniques for nurturing mental health of adolescent.
5. Instructional Strategies for Adolescent Learner:
   - Communication skills and its use.
   - Preparation and use of teaching-learning material during teaching.
   - Different teaching approaches:
     Teaching models- Advance organizer, Scientific enquiry, Information, processing, cooperative learning.
   - Constructivist principles based Teaching.

6. ICT Pedagogy Integration:
   - Concept of ICT.
   - Concept of hardware and software.
   - System approach to instruction.
   - Computer assisted learning.
   - Computer aided instruction.
   - Factors facilitating ICT pedagogy integration.

Scheme of Examination (Subject Concerned)

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<th>S. No.</th>
<th>Subject</th>
<th>No. of Questions</th>
<th>Total Marks</th>
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<td>3</td>
<td>Knowledge of Subject Concerned : Post Graduation Level</td>
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<td>4</td>
<td>Educational Psychology, Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning</td>
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<td>Total</td>
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**Note:**
1. All the question in the Paper shall be Multiple Choice Type Question.

2. Negative marking shall be applicable in the evaluation of answers. For every wrong answer one-third of the marks prescribed for that particular question shall be deducted.

   Explanation: Wrong answer shall mean an incorrect answer or multiple answer.

3. Duration of the paper shall be 3 Hours.