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23220155



Central Board of Secondary Education

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

'Shiksha Sadan', 17-Rouse Avenue, New Delhi - 110 002

EO(COM.)/ACAD./2009/

25.11.2009

Circular No.61/09

**ALL THE HEADS OF INSTITUTIONS
AFFILIATED TO THE CBSE**

Dear Principal,

In Continuation to our earlier circular no.42 dated 12.10.2009 regarding CCE in Class IX for 2nd Term (October, 2009 – March 2010), the syllabus and the design of the question papers for the subjects Elements of Business and Elements of Book Keeping and Accountancy have been finalized in consultation with the Course Committee Members for the students of Class IX who will be appearing for the final examination in March 2010. The design and the syllabus are placed at annexures I & II.

This may be brought to the notice of all teachers and students involved in the teaching and learning these subjects for class IX.

Yours faithfully,

(Sugandh Sharma)

Education Officer (Com.)

Telephone No. 011-23220155

Copy with a request to respective Heads of Directorates/ KVS/ NVS/ CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.

4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector – 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim-737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791 111.
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/ AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT), with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE.
13. EO to Chairman, CBSE.
14. PA to Secretary, CBSE.
15. PA to CE, CBSE.
16. PA to HOD (AIEEE), CBSE.
17. PA to HOD (Edusat), CBSE.
18. PRO, CBSE.

Education Officer (Com.)

ANNEXURE I**CLASS IX (ELEMENTS OF BUSINESS)
CODE NO.154****Summative Assessment II**
March 2010

Evaluation will be done from following topics :

Unit 4	Mercantile Agents	20
Unit 5	Warehousing and Storekeeping	20
Unit 6	Transportation of goods	20
Unit 7	insurance	20

Design of the Question Paper

Type of questions	No. of questions	Marks for each question	Total marks
MCQs	16	1	16
Short answer questions	16	3	48
Long answer questions	4	4	16
	36 questions		80 marks

Duration of the examination will be 3 - 3 ½ hours.

There will be two formative assessments and one summative assessment.

Assessment	Weightage	Suggested duration
Formative Assessment III	10%	October- December 2009
Formative Assessment IV	10%	January – February 2010
Summative Assessment II	40%	March 2010

Formative Assessment will include

- Class tests/ Unit tests/ oral tests
- Assignments/ Projects
- Quizzes on topics such as Agents, Transportation of Goods, Warehouses.
- Field visits to bank/ warehouses etc.

ANNEXURE II

**ELEMENTS OF BOOK KEEPING AND ACCOUNTANCY
CODE NO.254
CLASS IX**

SUMMATIVE Assessment II
March 2010

Evaluation will be done from following topics

Unit 4	Journal	20
Unit 5	Ledger	20
Unit 6	Recording and posting of cash transaction	20
Unit 7	Trial balance	20
		80 marks

Design of the Question Paper

Type of questions	No. of questions	Marks for each question	Total marks
MCQs	16	1	16
Short answer questions	16	3	24
Long answer questions I	4	4	16
Long answer questions II	4	6	24
	32 questions		80 marks

Duration of the examination will be 3 - 3 ½ hours.

There will be two formative assessments and one summative assessment.

Assessment	Weightage	Suggested duration
Formative Assessment III	10%	October - December 2009
Formative Assessment IV	10%	January - February 2010
Summative Assessment II	40%	March 2010

Formative Assessment will include

- Class tests/ Unit tests/ oral tests/ Quizzes
- Assignments/ Projects
- Role Play