

ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
ENGLISH LANGUAGE
Prescribed Text Book :TOTAL ENGLISH

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Unit 1	A :Tenses and their use -I B: Composition- Introduction and Proposal Writing C : Preposition D. Specimen Paper I (Solved)	Unit 9	A : Two voices - One meaning B : Directed Writing - III C : Preposition D :Specimen Paper 9
Unit 2	A : Tenses and their use -II B : Organising and planning C : Preposition D :Specimen Paper 2	Unit 10	A :Comparison of Adjectives B : Descriptive Composition C : Preposition D : Specimen Paper 10
Unit 3	A : Tenses and their use -III B : The Opening and Closing C : Preposition D :Specimen Paper 3	Unit 11	A :Conditional Sentences B : Summary Writing C : Preposition D : Specimen Paper 11
Unit 4	A : Tenses and their use (IV) B : Narrative Composition C : Preposition D :Specimen Paper 4	Unit 12	A : Transformation of Sentences - I B : Comprehension Skills C : Preposition D : Specimen Paper 12
Unit 5	A : Sequence of Tenses B : Telling a Story C : Preposition D :Specimen Paper 5	Unit 13	A : Transformation of Sentences - II B : Argumentative Composition C : Preposition D: Specimen Paper 13
Unit 6	A : Reported Speech - I B : Characterisation C : Preposition D :Specimen Paper 6	Unit 14	A: Transformation of Sentences - III B : Reflective Composition C : Preposition D: Specimen Paper 14
Unit 7	A : Reported Speech - II B : Directed Writing - I C : Preposition D :Specimen Paper 7	Unit 15	EXERCISES B : Free choice composition C :Preposition D: Specimen Paper 15

Unit 8

Subject
B : Directed Writing- II
C : Preposition
D :Specimen Paper 8

Unit 1-15

Revision

Composition , Comprehension, Report Writing (Dated, undated), Personal Profile Review (All types), Speech, Article, Proposal Writing, Grammar (Transformation of Sentences, Phrasal Verbs/ Prepositions, Tense)
Listening Skill/ Speaking Skill

Composition , Comprehension, Report Writing (Dated, undated), Personal Profile Review (All types), Speech, Article, Proposal Writing, Grammar (Transformation of Sentences, Phrasal Verbs/ Prepositions, Tense)
Listening Skill/ Speaking Skill

1. A Process Description (e.g. Instructions to operate a device, a recipe, a scientific experiment)

1. Description of a sporting event OR
of a television serial

2.Review

Project submission date :1st project :on or before 25th August 2023

Final :on or before 30th November 2023

SYLLABUS FOR UNIT TEST

Will be notified by the subject teacher at the appropriate time

ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
ENGLISH LITERATURE
Prescribed Text Books : The Tempest, Echoes, Reverie

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
The Tempest	Act - III and Act IV	The Tempest	Act - V
Echoes		Echoes	
2	Fritz - Satyajit Ray	3	Quality - John Galsworthy
5	The Story of an Hour- Kate Chopin	10	B. Wordsworth – V.S. Naipaul
8	The Singing Lesson -Katherine Mansfield		
Reverie		Reverie	
1	The Darkling Thrush - Thomas Hardy	6	John Brown - Bob Dylan
2	Birches - Robert Frost	8	Dover Beach - Mathew Arnold
3	The Dolphins - Carol Ann Duffy		
PROJECT TOPICS :		PROJECT TOPICS :	
1. Analysis of a theme from any short story/poem in the prescribed texts OR		1. Imagining an alternate outcome or ending or extension of the chosen text and its impact on the	
2. Analysis of a character from the drama or any short story/poem in the prescribed texts		2. Comparing and contrasting two characters/themes from different short stories/poems of the prescribed texts	
Project submission date : Ist project :on or before 25th August 2023			
Final :on or before 30th November 2023			
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**ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
ACCOUNTS**

Prescribed Text Book: Double Entry Bookkeeping by T.S. Grewal

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Partnership - Fundamentals	Profit & Loss Appropriation Account, Partners' Capital and Current Accounts	Dissolution of Prtnership	Realisation Account, Partner's Loan Account, Partner's Capital Account and Cash/Bank Account
Partnership Accounts	Concept of Goodwill and Mode of Valuation	Joint Stock Company Accounts	Issue of shares at par and premium, Calls in Arrears and Advance along with interest, Forfeiture and Reissue of shares at par, premium and discount
Admission of Partner	Revaluation Account, Treatment of Accumulated Profits and Losses and Adjustment of Capitals	Joint Stock Company Accounts	Issue of debentures at par, premium, discount and collateral security, Interest on debentures (with TDS) and Methods of writing off discount/loss on issue of debentures
Retirement of Partner	Adjustment of Goodwill and Capitals, Revaluation Account on retirement of partner, Calculation of amount due to retiring partner and Retiring Partner's Loan Account	Joint Stock Company Accounts	Redemption of debentures out of profits, capital, in lumpsum and draw of lots, Creation of DRR and DRI
Death of Partner	Adjustment of Goodwill and Capitals, Revaluation Account on death of partner and Deceased Partner's Executor's Loan Account	Final Accounts of Companies	Preparation of Balance Sheet of a company as per Schedule III of the Companies Act, 2013
Financial Statements	Preparation of Comparative Balance Sheet & Statement of Profit and Loss and Common-Size Balance Sheet and Statement of Profit & Loss	Ratio Analysis	Calculation of Liquidity, Solvency, Activity and Profitability Ratios
		Cash Flow Statement	Preparation of Cash Flow Statement on the basis of Operating, Investing and Financing Activities

PROJECT TOPIC 1: Preparation of Financial Statements of a partnership form of business on the basis of a case study

Project submission date-1st project :on or before 25th August 2023

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PROJECT TOPIC 2 : Preparation of Common-Size and Comparative Income Statement and Balance Sheet of a company

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ST. FRANCIS XAVIER SCHOOL
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ACADEMIC SESSION 2023 - 24
COMMERCE

Prescribed Text Book: ISC Commerce by Dr. C.B.Gupta

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Business Environment	Concept, Importance, Dimensions and S.W.O.T Analysis	Organising	Importance, Steps of Organising, Types of Organisations, Functional & Divisional structures, Delegation of Authority, Centralisation and Decentralisation of Authority
Capital- Fixed & Working	Financial Planning, Importance of finance for business, Factors affecting capital structure	Staffing	Importance, Steps in Staffing process, Meaning and sources of Recruitment, Steps in the Selection Procedure, Importance of Training
Sources of Finance for a Joint Stock Company	Different types of shares, Loan capital, Loans from commercial banks, Short-term sources of funds	Directing	Importance of Directing, Functions of Supervisor, Meaning of Motivation, Maslow's Theory, Meaning and Qualities of a good leader, Steps in the communication process, barriers to communication and how to overcome them
Banking	RTGS, NEFT, IMPS, E-Banking, Mobile Banking, Debit card, Credit card and ATM	Controlling	Importance and Limitations of Controlling, Steps in the process of Controlling, Management by
Management- Nature	Management as an Art, Science and Profession, Objectives and Importance of management	Marketing-Concepts and Functions	Meaning, Features and Concepts of Marketing, Objectives, Importance and Functions of Marketing, E-Marketing
Principles of Management	Need for principles of management, Fayol's Principles and Taylor's Principles	Marketing Mix	Product Mix, Price Mix, Place Mix and Promotion Mix
Functions of Management and Coordination	Meaning of Coordination, Coordination as the Essence of Management	Consumer Protection	Need for Consumer Protection, Rights of Consumers, Methods of Consumer Protection, Consumer Protection Act, 1986 and 2019
Planning	Importance and Limitations of Planning, Steps in the Planning process, Types of Plans		
PROJECT TOPIC 1: Select a business enterprise and study it in terms of ownership, capital and profitability Project submission date-1st project :on or before 25th August 2023 Final project :on or before 30th November 2023		PROJECT TOPIC 2 : Visit a commercial bank and find out the procedure to open a savings account	

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ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
BUSINESS STUDIES

Prscribed Text Book: ISC Business Studies by Dr. C.B.Gupta

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Introduction to Human Resouce Management	Meaning, Characteristics and Importance	Staff Separation	Retirement, Layoff, Retrenchment, Resignation, Suspension, Dismissal
Job & Manpower Planning	Job Analysis, Job Specification, Job Description, Job Enrichment, Job Enlargement and Manpower estimation	Emerging Trends in Human Resources	Flexible Hours, Permanent Part time, Work from Home, Retainership, Virtual Teams, Self-Managed Teams
Staff Recruitment	Meaning, Sources of Recruitment, E-Recruitment	Business Communication	Importance, Elements and Process of Communication, Types of Communication, Barriers to communication and how to overcome them
Staff Selecton	Meaning, Steps in the process of staff selection	Business Correspondence	Elements and contents of various Business Letters, Different types of Reports
Staff Training	Meaning, Methods of Training, Benefits of training to employees and employers	Various Business Entities	Sole Trader, Partnership, Private limited and Public limited company
Staff Morale	Meaning, Morale Productivity Matrix, Principles of morale building	Sources of Business Finance	Various sources of long and short term business finance
Staff Motivation	Meaning, Factors influencing motivation, Maslow's Theory, Herzberg's Theory	Globalisation	Meaning, Threats and Opportunities, Transformation of business entities due to globalisation
Staff Remuneration	Meaning, Methods of wage payment, Various staff benefits: EPF, NPS, Gratuity, Types of Leaves	Outsourcing	Concept of outsourcing, BPO, KPO and LPO
Staff Leadership	Meaning, Leadership Styles, Leadership Continuum, Blake & Mouton Managerial Grid	E-Business	Meaning, Nature and Importance of E-Business, Online means of conducting E-Business
Staff Appraisal	Performance and Potential Appraisal, Methods of performance appraisal,	Business Regulators & Intermediaries	RBI, SEBI, IRDAI, FSSAI, BIS- Roles
Staff Promotion and Tansfer	Dry promotion, Upgrading, Requirements of a sound promotion policy, Bases of promotion, Need and Types of transfer		

PROJECT TOPIC 1: Comparative study of any two E-Businesses

PROJECT TOPIC 2 : Comparison of leadership styles of any two successful business leaders

Project submission date 1st project :on or before 25th August 2023

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ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
MATHEMATICS

Prescribed Text Book : ISC MATHEMATICS by M.L.Agarwal and ISC MATHS by Saha & Saha.

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
	SECTION A		SECTION A
Inverse trigonometric	Inverse trigonometric function	Probability (II)	Mean, Variance of Random Variable
Matrices	Operations, Martin's Rule	Probability (III)	Binomial Distribution
Determinants	Properties	Increasing and decreasing Function (Revision)	Increasing and decreasing Function
Relations	Properties and Equivalence Relation	Equation of Tangent and Normal (Revision)	Equation of Tangent and Normal
Functions	Real valued function and invertibility	Definite integration, Indefinite Integration (Revision)	Properties and its application, by Substitution, Standard Methods, By Parts, Special Integrals
Binary Operations	Axioms and Properties	Vectors (SEC-B) (Revision)	Scalar or dot product, Cross Product, Scalar Triple Product
Continuity	Continuity of functions	Regression Analysis (SEC - C) (Revision)	Line of best fit , angle between regression lines
Differentiability	Concept of differentiability		SECTION B
Differentiation	SECTION A Differentiation of 1st order, parametric form, implicit functions	Area under the curve The Plane	Application of definite integration Cartesian & Vector Equation, Angle between two planes, Equation of Plane through Intersection of Planes.
Differentiation (Higher Derivative)	Successive differentiation		SECTION C
Indeterminate Form of Limits	L'Hospital's Rule	Application of derivative in Commerce and Economics	Cost and revenue function. Profit function, break even point
Rate Measurer	Rate Measurer		
Approximation	Approximation		
Increasing and decreasing Function	Increasing and decreasing Function		
Equation of Tangent and Normal	Equation of Tangent and Normal		
Mean Value Theorem	Rolle's theorem and Lagrange's Mean value theorem		

Indefinite Integration	By Substitution, Standard Methods, By Parts, Special Integrals
Probability (I)	Conditional probability, independent events, Bayes' theorem.
Vectors	SECTION B Scalar or dot product, Cross Product, Scalar Triple Product
Straight Line in Space	Cartesian & Vector Equation in 3D, Coplanar & Skew Lines, Shortest Distance
Regression Analysis	SECTION C Line of best fit , angle between regression lines
Linear programming	Linear programming (Graphically)

PROJECT TOPICS : 1 topic from Sec A and 1 topic from Sec B or Sec C as mentioned in Council's site.

Project submission date:: 1st project :on or before : 25th August, 2023.
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ST. FRANCIS XAVIER SCHOOL
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ECONOMICS

Prescribed Text Book : Frank ISC Economics by D.K.Sethi and U Andrews

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Demand Analysis	Meaning of Demand, Determinants, Law of Demand, Exceptions to the Law, Movement and Shift in the Demand curve	Forms of Market	Concept of Market, Market structure, Perfect competition, Monopoly, Oligopoly, Monopsony (characteristics of various market forms, Monopsony- only meaning)
Theory of Consumer Behaviour: Marginal Utility and Indifference curve analysis	Cardinal Analysis: Meaning of Utility, Relationship between TU and MU, law of DMU, Consumer equilibrium- one commodity and the Law of Equi-Marginal utility. Ordinal Analysis: Indifference curve, Indifference map, MRS, Properties of IC, Budget line	Producer's equilibrium and Determination of Equilibrium Price and Output under Perfect competition	Meaning of Firm's Equilibrium, Profit-Maximisation objective, Rules for Profit-Maximisation. Price and Output determination under Perfect competition: short- run and long- run equilibrium
Elasticity of Demand	Elasticity of Demand : Meaning & Types Of Elasticity, Various Methods of Measurement of Elasticity (Point Method, Percentage Method, Geometric Method, with numerical only on Percentage Method), Cross & Income Elasticities, Factors Affecting Elasticity of Demand	Determination Of Income & Employment	Ex-Ante & Ex-Post demand: Concept Aggregate Demand Meaning & Components Consumption Function: Meaning of Average & Marginal Propensity to Consume. Saving Function: Meaning of Average & Marginal Propensity to Save. Relationship between APS & APC; MPS & MPC

<p>Cost & Revenue Market, Morphology, Public Finance, Market Mechanism</p>	<p>Basic concepts of Cost of Production, Cost in Short-Run, Long- run Cost Curves, Revenue concepts</p>		<p>Employment: Meaning of Full Employment Equilibrium level of National Output: (i)Aggregate demand and supply approach (ii) Saving & Investment approach Investment: (i) Meaning (ii) Investment Multiplier: Meaning & Mechanism Problems of Excess Demand & Deficit Demand & Measures to correct them</p>
<p>Supply- Law of Supply and Price Elasticity of Supply</p>	<p>Concept of Supply: Individual and Market Supply, Determinants of supply, Law of Supply and derivation of Market Supply curve from Individual curve, Movement and Shift in Supply curve, Price elasticity of Supply</p>	<p>Balance of Payments and Exchange Rate</p>	<p>Meaning of Balance of Payment, Balance of Trade, Current Account, Capital Account, Balance of payment Disequilibrium, Foreign exchange rate</p>
<p>Market Mechanism: Equilibrium Price and Quantity in a competitive market</p>	<p>Equilibrium & Disequilibrium: A Basic Understanding of the concept of Equilibrium, The effects of changes in Demand & Supply on equilibrium price and quantity</p>	<p>Public Finance and Government Budget</p>	<p>Meaning and scope of Public Finance, objectives of public policy, Taxation, public expenditure, public debt, deficit financing, Fiscal policy in action. Meaning of Government budget, components of budget, components of government expenditure, types of budget deficit (Revenue, Fiscal and Primary deficit)-meaning and implications</p>

Laws of Returns-
Returns to a Factor
and Returns to Scale

Concept of Production: Short-run and Long-run and types of production, Variation of output in the Short- run, Law of Variable Proportions, Variation of output in the Long-run- Returns to Scale.

National Income:
National Income and
circular flow of
Income, National
Income Aggregates,
Methods of Measuring
National Income

Circular flow of Income, Concepts and definition of NY, GNP, GDP, NNP, private income, personal income, personal disposable income, National Disposable Income and per capita income; relationship between the income concepts. Methods of measuring National Income: product or value-added method; income method and expenditure method with simple numerical based on them.

Money & Banking

Money: Meaning, Kinds of Money, Functions of Money, Supply of Money (only meaning of M1, M2, M3 & M4); High Powered Money .
Banking: Functions of Commercial Banks, Credit Creation by Commercial Banks;
Concept of Money Multiplier, Central Banks: Functions & regulatory role through Quantitative & Qualitative Methods

PROJECT TOPICS: 1. Study of public sector enterprises
2. Automobile sector

PROJECT TOPICS : 3. Contribution of different sectors
4. CRR and SLR

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ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
COMPUTER SCIENCE

Prescribed Text Book : ISC Computer Science with Java by Sumita Arora

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Boolean Algebra	Propositional logic, Binary quantities, theorems, Karnaugh-maps, minterms, maxterms, SOP, POS .	Functions /Methods	Function invocation - call by value, call by reference, Constructors, Formal/actual argument, Overloading, programs etc
Computer Hardware	Logic Gates – AND, OR, NAND,NOR,XOR,XNOR Adders – half and full, Encoders, Decoders etc.	Arrays, Strings	1-D Arrays, 2-D Arrays, String concept, syntax and applications in computer programs etc.
Objects and Classes	Attributes, behaviour, Objects, Classes and their examples	Compiling and Running Java Programs	Writing , Compiling and executing Java Programs (In Blue Java) etc
Java Revision Tour	Anatomy of Java, terms and terminologies of Javafundamentals , Exceptions etc.	Classes-An OOP Perspective	OOP Concept, characteristics of OOP,features of OOP, Classes, JVM etc.
Primitive values, Datatypes	Basic concepts, Token, Variable, different datatypes, their behaviour, casting, precedence	Recursion	Difference with Iteration, Merits, Demerits,Programs etc
Statements, Control Structures and Scope	if, if – then - else, switch, loops, different types, their syntax, use and differences etc.	Concept of Inheritance	Concept, Types of Inheritance, method overriding, base, derived class, super keyword, Programs etc
Functions /Methods	Functions - Concept and terminologies, need, advantages, disadvantages	Simple Data Structures	Linked list concept, types of linked list – singly, doubly linked list, types of queue.
		Recursive Data Structures	Trees, terminologies, Types of Traversal Techniques -Inorder, Preorder, Postorder.
		Computational Complexity	Definition, Best, Worst, Average case complexity
PROJECT TOPICS: Total 15 Programs from Loop, Class-Function,based Programs), Chapter 8(1D arrays, 2D arrays, Strings)		PROJECT TOPICS :Total 10 Programs from Recursion, Data Structures, Inheritance .	
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ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2023 - 24
BENGALI

Prescribed Text books - 1.PROBONDHO O GODHYA SONKOLON, 2. KOBITA SONKOLON, 3.KONI.

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
PROSE		PROSE	
7	আদাব	9	একটি তুলসী গাছের কাহিনী
8	লছমনের মা	10	না পাহারার পরীক্ষা
POEM		POEM	
7	যদি নির্বাসন দাও	9	স্বাধীনতা তুমি
8	রাস্তা কারোর একার নয়	10	নুন
KONI GRAMMAR	পরিচ্ছেদ ৯-১২ রচনা বোধপরীক্ষণ	KONI GRAMMAR	পরিচ্ছেদ ১৩-১৪ রচনা বোধপরীক্ষণ, বাক্য পরিবর্তন, বাচ্য পরিবর্তন, অনুকার অব্যয়
	এককথায় প্রকাশ, বাগধারা, বানান শুদ্ধ।		এককথায় প্রকাশ, বাগধারা, বানান শুদ্ধ, সাধু চলিত।
PROJECT TOPICS	বিজ্ঞানের অগ্রগতি	PROJECT TOPICS :	আদাব
Project submission date	1st project :on or before 31.08.23	Final :	on or before 30.11.23.

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ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII SCIENCE
ACADEMIC SESSION 2023 - 24

HINDI

Prescribed Text Book : गद्य संकलन, काव्य मंजरी, आषाढ़ का एक दिन, व्याकरण मंजूषा

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
3	शरणागत- वृंदावन लाल वर्मा	8	उद्यमी नर -रामधारी सिंह दिनकर
4	सती- शिवानी	9	बादल को घिरते देखा है -नागार्जुन
1	साखी -कबीरदास		आषाढ़ का एक दिन मोहन राकेश (अंक 1,2, 3)
4	आ: धरती कितना देती है -सुमित्रानंदन पंत		WHOLE SYLLABUS
7	भक्तिन- महादेवी वर्मा		
9	संस्कृति क्या है -रामधारी सिंह दिनकर		
8	क्या निराश हुआ जाए -हजारी प्रसाद द्विवेदी		
	आषाढ़ का एक दिन (अंक 1,2,3)		
व्याकरण	अशुद्ध वाक्य को शुद्ध करना मुहावरों का वाक्य में प्रयोग करना	व्याकरण	अशुद्ध वाक्य को शुद्ध करना मुहावरों का वाक्य में प्रयोग करना
	निबंध लेखन,अपठित गद्यांश		निबंध लेखन ,अपठित गद्यांश
PROJECT TOPICS: सस्कृत क्या है पाठ के आधार पर	भारतीय संस्कृति और	PROJECT TOPICS :	अंबिका का चरित्र चित्रण करते हुए मोहन राकेश का जीवन परिचय दीजिए ।
सभ्यता के बारे में	बताइए ।		
Project submission date	1st project :on or before 25th November 2023		
	Final :on or before 30th November 2023		

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