ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2024 - 25
ENGLISH LANGUAGE
ABSOLUTE ENGLISH: Meena Singh and OP Singh

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Section A Chapter 1, 2, 3, 4	Writing an essay, organising and planning, paragraph writing,thesis statement, introduction and conclusion of essays	Section B Part 4	Revision
Section B Chapter 1 - 7	Phrasal verbs, Agreement oftheverb with the subject, Tenses and their use, sequence of tenses, activeandpassive voice, eported speech I and II	Section B Part 5	Listening Skillls, Speaking skills, Writing skills
Part 2 Section Chapter 1- 9	Composition - Narrative, Descriptive, Argumentative,Reflective, Free choice, Short story	Part 6	Specimen papers 1-16
Part 2 Section B	Preposition, conditional sentences, Adjective of composition		Revision
Part 3 Section A and B	Directed Writing , Bok Review, Proposal Writing, Speech Writing, Transformation of Sentences		
Part 4	Comprehension and Summary Writing		

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 2.Review of a television serial

Project submission date :Ist project :on or before 27th August 2024
Final Project :on or before 29th November 2024

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 2024 - 25
ENGLISH LITERATUTE
Prescribed Text Books : Macbeth, Prism, Rhapsody

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Macbeth	Act 3, 4	**Macbeth**	Act - V
Prism		**Prism**	
11	Atithi/Guest -Rabindranath Tagore	14	Indigo - Satyajit Ray
12	The Cookie Lady - Philip K. Dick	15	The Medicine Bag - Virginia Driving Hawk Sneve
13	ThereWill Come Soft Rains -Ray Bradbury		
Rhapsody		**Rhapsody**	
11	TelephonevConversation- Wole Soyanka	14	Small Towns and the River
12	Tithonus - Alfred, Lord Tennyson	15	Death Be Not Proud - John Donne
13	Beethoven - Shane Koyczan		

PROJECT TOPICS :

1. Analysis of a theme from any short story/poem in the prescribed texts OR

2. Analysis of a character from the drama or any short story/poem in the prescribed texts

PROJECT TOPICS :

1. Imagining an alternate outcome or ending or extension of the chosen text and its impact on the plot/setting/characters/mood and tone OR

2. Comparing and contrasting two characters/themes from different short stories/poems of the prescribed texts stories/poems of the prescribed texts.

Project submission date : Ist project :on or before 27th August 2024
Final :on or before 29th November 2024

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 2024 - 25
ACCOUNTS
Prescribed Text Book: Double Entry Book keeping 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, Forteiture 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 debenturs (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	Preaparation 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 TOPIC 2 : Preparation of Common-Size and Comparative Income Statement and Balance Sheet of a company

Project submission date-1st project :on or before 23rd August 2024
Final project :on or before 28th November 2024

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 2024 - 25
COMMERCE
Prescribed Text Book: ISC Commerce by Dr. C.B.Gupta

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
Business Environrmnt	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 Exception and Span of Control
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 TOPIC 2 : Visit a commercial bank and find out the procedure to open a savings account	
Project submission date-1st project :on or before 28th August 2024			
Final project :on or before 12th November 2024			

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 2024 - 25
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, Wage payment methods, 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 12th August 2024

Final project :on or before 22nd November 2024

SYLLABUS FOR UNIT TEST

Will be notified by the subject teacher at the appropriate time

HALF YEARLY		REHEARSAL	
CHAPTER NO./TITLE	TOPICS	CHAPTER NO./TITLE	TOPICS
SECTION A		**SECTION A**	
Inverse trigonometric function	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
		Equation of Tangent and Normal (Revision)	Equation of Tangent and Normal (Revision)
Functions	Real valued function and invertibility	Definite integration,Indefinite Integration (Revision)	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)	Vectors (SEC-B) (Revision)	Scalar or dot product, Cross Product, Scalar Triple Product
Continuity	Continuity of functions	Regression Analysis (**SEC - C**) (Revision)	Regression Analysis (SEC - C) (Revision)	Line of best fit , angle between regression lines
Differentiability	Concept of differentiability	**SECTION B**	
	SECTION A	Area under the curve	Application of definite integration
Differentiation	Differentiation of 1st order, parametric form, implicit functions	The Plane	Cartesian & Vector Equation, Angle between two planes, Equation of Plane through Intersection of Planes.
	Successive differentiation		**SECTION C**
Differentiation (Higher Derivative)			
Indeterminate Form of Limits	L'Hospital's Rule	Application of derivative in Commerce and Economics	Cost and revenue function. Profit function, break even point	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.

SECTION B

Vectors	Scalar or dot product, Cross Product, Scalar Triple Product
Straight Line in Space	Cartesian & Vector Equation in 3D, Coplanar & Skew Lines, Shortest Distance

SECTION C

Regression Analysis	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 : 26th August, 2024.

Final :on or before 29th November, 2024.

ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII COMMERCE
ACADEMIC SESSION 2024 - 25
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

Cost & Revenue Market, Morphology, Public Finance, Market Mechanism	Basic concepts of Cost of Production, Cost in Short-Run, Long- run Cost Curves, Revenue concepts		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
Supply- Law of Supply and Price Elasticity of Supply	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	Balance of Payments and Exchange Rate	Meaning of Balance of Payment, Balance of Trade, Current Account, Capital Account, Balance of payment Disequilibrium, Foreign exchange rate
Market Mechanism: Equilibrium Price and Quantity in a competitive market	Equilibrium & Disequilibrium: A Basic Understanding of the concept of Equilibrium, The effects of changes in Demand & Supply on equilibrium price and quantity	Public Finance and Government Budget	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
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/ Report on Aviation sector

PROJECT TOPICS : 3.Contribution of different sectors towards GDP growth   4.Production possibility curve analysis

Project submission date 1st project :on or before 28th August 2024

Final :on or before 12th November 2024

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 2024 - 25
COMPUTER SCIENCE
Prescribed Text Book : Understanding ISC Computer Science byPandeyand Dey, Avichal Publishing Company

HALF YEARLY			REHEARSAL		
CHAPTER	NO./TITLE	TOPICS	CHAPTER	NO./TITLE	TOPICS
Boolean Algebra	Boolean Algebra	Propositional logic, Binary quantities,Laws, minterms, maxterms,SOP,POS Karnaugh- maps,Related Problems .	Functions /Methods		Function - call by value, call by reference,Overloading,Actual, Formal argument,programs etc
Computer Hardware	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	Objects and Classes	Attributes, behaviour, Objects, Classes and their examples	Compiling and Running Java Programs		Writing , Compiling and Running Java Programs (In Blue
Java Revision Tour	Java Revision Tour	Anatomy of Java, terms and terminologies of Java fundamentals , Exceptions etc.	Classes-An OOP Perspective		OOP-Concepts,Features, characteristics,Classes, JVM etc.
Primitive values, Datatypes	Primitive values, Datatypes	Basic concepts, Token, Variable, different datatypes, their behaviour, casting,	Recursion		Difference with Iteration, Merits, Demerits,Programs etc
Statements, Control Structures and Scope	Statements, Control Structures and Scope	if, if – then - else, switch, loops, different types, their syntax, use and differences etc.	Concept of Inheritance		Concept,Types, base, derived class,Method Overriding, super keyword, Programs etc
Functions /Methods		Functions - Concept and terminologies, need, advantages, disadvantages,Constructors etc.	Simple Data Structures		Stack and applications, Queue, Dequeue,Circular Queue, Single linked list concept,Program
			Recursive Data Structures		Trees, terminologies, Types of Traversal Techniques -Inorder, Preorder, Postorder.
			Computational Complexity		Definition, Big O Notation, Best, Worst, Average case complexity

PROJECT TOPICS: Total 15 Programs from Loop, Class   and Function based Programs, 1D and 2D arrays, Strings etc.

PROJECT TOPICS :Total 10 Programs from Recursion, Data Structures, Inheritance etc

Project submission 1st project :on or before 26th August 2024

Final : on or before 29th November 2024

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 2024 - 25
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	পরিচ্ছেদ ৯-১২	KONI	পরিচ্ছেদ ১৩-১৪
GRAMMAR		GRAMMAR	
	রচনা		রচনা
	বোধপরীক্ষণ		বোধপরীক্ষণ,বাক্য পরিবর্তন ,বাচ্য পরিবর্তন,অনুকার অব্যয়
	এককথায় প্রকাশ ,বাগধারা , বানান শুদ্ধ।		এককথায় প্রকাশ ,বাগধারা , বানান শুদ্ধ,সাধু চলিত ।

PROJECT TOPICS কলকাতায় ভারতের প্রথম আন্ডারওয়াটার মেট্রো পরিষেবা।

PROJECT TOPICS : "ওরা কাজ করে" কবিতার কবি পরিচিতি, মূলগ্রন্থ কি, কোন পরিস্থিতিতে কবি এই কবিতা লেখেন , কবিতার বিষয়বস্তু আলোচনা কর।

Project submission date 1st project :on or before 28.08.24

Final :on or before 28.11.24

SYLLABUS FOR UNIT TEST

Will be notified by the subject teacher at the appropriate time

ST. FRANCIS XAVIER SCHOOL
SYLLABUS FOR CLASS XII SCIENCE
ACADEMIC SESSION 2024 - 25
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		व्याकरण	
	अशुद्ध वाक्य को शुद्ध करना		अशुद्ध वाक्य को शुद्ध करना
	मुहावरों का वाक्य में प्रयोग करना		मुहावरों का वाक्य में प्रयोग करना
	निबंध लेखन,अपठित गद्यांश		निबंध लेखन ,अपठित गद्यांश

PROJECT TOPICS: संस्कृति क्या है पाठ के आधार पर भारतीय संस्कृति और सभ्यता के बारे में बताइए ।

PROJECT TOPICS : मोहन राकेश का साहित्यिक परिचय देते हुए नाटक की मुख्य नायिका मल्लिका का चरित्र चित्रण कीजिए

Project submission date 1st project :on or before 25th August 2024
Final :on or before 30th November 2024

SYLLABUS FOR UNIT TEST

Will be notified by the subject teacher at the appropriate time