

**SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)**  
**FOR THE POST OF ASSISTANT DISTRICT EDUCATIONAL INSPECTORS/**  
**TEACHER GRADE –I (BUSINESS STUDIES)**  
**UNDER**  
**DIRECTORATE OF EDUCATION**  
**(Advt No. 04 Year 2023)**

- I. General English including Grammar - 05 marks
- II. General Knowledge, Current Affairs and Events of National and International Importance - 10 marks
- III. Logical Reasoning and Analytical Ability - 10 marks
- IV. Core: - 50 marks

**PART-I(30 Marks)**

**UNIT-I BUSINESS TRADE AND COMMERCE.**

**Human activities** – business, Profession and employment- meaning - business activity - Industry- meaning and types - classification of commerce-Trade-meaning and types of trade - Auxiliaries to trade- Business risks- meaning and causes. **Forms of Business Organisation** - Sole proprietorship – Partnership - Co-operative Societies - Joint Stock Company (Meaning, Features, merits and demerits) - **Private, Public And Global Enterprises** - Private and Public sector – Forms of Public sector enterprises - Public Private Partnership - Global Enterprises/Multinational companies - Joint Ventures- meaning and benefits - **Business Services** - Meaning and Types of Business Services – Banking Services – Insurance Services – Postal Services - Telecom Services.

**UNIT-II SOURCES, MODES AND ETHICS OF BUSINESS**

**Sources of Business Finance** - Meaning of business finance - Owner’s Fund - Meaning and Types - borrowed fund - Meaning and Types - Long term finance - medium term finance and short term finance - E-business- Meaning, Scope/benefits of e-business Online Transaction-meaning, steps involved in online transaction, payment mechanism - Safety and security of business transactions. Outsourcing – meaning and need -BPO and KPO. **Corporate Social Responsibilities And Business Ethics** - Meaning and need of CSR - Responsibilities towards - Owners/investors, consumers, Employees, government, and community - Environmental protection and business - Business Ethics- Meaning and elements of business ethics.

**UNIT-III CORPORATE ORGANISATION AND TRADE**

**Small Business** - Micro, Small and Medium enterprises - Role of small business in India with special reference to rural areas - Government Assistance to small business units- NSIC,DIC, GIDC (National and Goa state government schemes) - **Entrepreneurship Development:** Start up India Scheme & Ways to fund Start up - Make in India - Skill India. **Internal Trade** - Retail Trade- Meaning and Services of retailer to consumers - Wholesale Trade- - Types of retail trade - **Itinerant retailer**- Meaning and types- Hawkers, Peddlers, Market traders, Street Traders and cheap jacks - **Non- Itinerant retailer** - **Small scale fixed shop** - Kirana store/General store, Second hand goods shop, Specialty Store, Street stall holder-**Large scale retailers** – Malls - Multiple Stores - Super Market - Automatic Vending Machines-. **Goods and Service Tax**- Meaning - Role of **chamber of Commerce** and industry in promotion of internal trade with reference to **Goa chamber of Commerce and Industry**. **International Trade** – Meaning, scope and reasons for international trade - Difference between Domestic trade and international trade - Export and import documents - WTO- Meaning, Objective and functions.

#### **UNIT-IV PRINCIPLES AND FUNCTIONS OF MANAGEMENT:**

Management—Meaning – Definition - Objectives - Levels of Management - Concept and functions - Principles of Management - - **Planning – Organising - Staffing - Directing - Controlling-** Taylor’s Scientific Management – Principles - Techniques of Scientific management - techniques of scientific work study (Fatigue, Method, Time and Motion study), Differential Piece Wage System - Henri Fayol’s principles of General Management. **Business Environment** - Dimension of business Environment -Economic, Social, Technological, Political and Legal

#### **UNIT-V BUSINESS FINANCE AND MARKETING:**

**Financial Management** - Meaning - Objectives - Financial decisions- Investment, Financing and Dividend decisions - Financial Planning - Financial Structure - Working capital - - **Financial Market** – Meaning - Types of market - Money Market- Meaning and Instruments of Money Market – Capital Market - Primary Market and Secondary Market - Stock Exchange/Stock Market-NSDL and CDSL - Functions and Steps in the trading and settlement procedure - National Stock Exchange of India - Securities Exchange Board of India - Objectives and Regulatory functions - **Marketing Management** – Functions - Marketing vs. Selling - Marketing Management Philosophies - Marketing Mix-Product, Price, Place (Physical distribution) and Promotion - Elements of Marketing Mix: Product Mix - Price Mix - Place Mix - Promotion Mix - **Consumer Protection** - Concept and Importance of consumer protection from consumer point of view and business point of view - Consumer Protection Act 2019 - Rights and Responsibilities/Duties of consumers - Redressal agencies under Consumer Protection Act - Reliefs/Remedies available to a consumer - Consumer Awareness - Role of a consumer Organisation.

### **PART-II (20 Marks)**

#### **I: The Teacher In The Emerging Indian Society**

- Relationship between Philosophy and Education
- Educational Provisions in the Constitution of India
- Naturalism, Pragmatism, Humanism
- Socialization and Education - The role of family, peer group, school and the media of communication
- Education and Social Stratification
  - Inequalities of educational opportunity: religion, caste, class and gender
  - Social determinants of educability
  - The role of education in mobility
  - Education and Social Change

#### **II: Psychology of the Learner and Learning**

- The role of heredity and environment in development.
- Cognitive Development (Piaget)
- Characteristics of Adolescence (physical, mental/cognitive, emotional, social).
- Gardner’s theory of multiple intelligences,
- Dealing with Individual Differences
  - Children with learning disabilities
  - Emotionally disturbed children
  - Gifted students
  - Fostering creativity in students

#### **Information Processing (Sensory register, STM and LTM)**

- Classroom implications of the Information Processing Theory
- Forgetting and causes of forgetting
- Constructivist view of learning
- Critical thinking
- Transfer of learning
- Classroom implications of the Cognitive Learning Theory
- Intrinsic and Extrinsic Motivation
- Classroom climate and group dynamics

#### **III: Evaluation and Assessment**

- Concept and Function of Educational Evaluation

### Basic types of Evaluation

Placement, Formative Diagnostic, Summative Evaluation

- Phases of Evaluation
  - Collecting evidence...- Forming judgements - Taking decisions
- Taxonomy of Educational Objectives
  - Various steps of setting a question paper: Blue print, preparation of test items, review of test items, scoring key
- Need for grading
  - Direct grading versus indirect grading
  - Absolute grading versus relative grading
- Continuous Internal Assessment - Need, Areas, Advantages
- Portfolio Assessment

### IV: Educational Technology

- Components of an Instructional System
- Application of Systems Approach to planning lessons and instructional Material.
  - Communication – meaning, modes and functions
    - Communication Process (Communication cycle)
- Barriers to communication and overcoming these barriers
- Kinds of Communication
  - Verbal communication - improving listening and speaking skills
  - Non verbal Communication - Art, Forms, Symbols, Appearances and Body language (Touch, Facial expression, Eye contact).
  - Improving non-verbal communication

Dale's cone of experiences

Computer assisted learning

-Subject specific software and its uses

-General educational software e.g. encyclopaedia

- Computers for simulation, drill/practice, educational games and tutorials

- Computer aided evaluation

- Advantages and Limitations in the use of computers

### Note:

**Duration for C.B.R.T : 90 Minutes**

**Maximum Marks for C.B.R.T : 75 Marks**