

## ACCOUNTANCY PROJECT FOR CLASS XI

### **Comprehensive project of any sole proprietorship business.**

The student will be allowed to select any business of their choice or develop the transaction of imaginary business. The project is to run through the chapters and make the project an interesting process. The amounts should emerge as more realistic and closer to reality in INR.

This may state with journal entries and their ledgering and preparation of Trial balance.

You can select any business from the given list:

- |                         |                               |                          |
|-------------------------|-------------------------------|--------------------------|
| 1. A beauty parlour     | 10. Men's wear                | 19. A coffee shop        |
| 2. Men's saloon         | 11. Ladies wear               | 20. A music shop         |
| 3. A tailoring shop     | 12. Kiddies wear              | 21. A juice shop         |
| 4. A canteen            | 13. A Saree shop              | 22. A school canteen     |
| 5. A cake shop          | 14. Artificial jewellery shop | 23. An ice cream parlour |
| 6. A confectionery shop | 15. A small restaurant        | 24. A sandwich shop      |
| 7. A chocolate shop     | 16. A sweet shop              | 25. A flower shop        |
| 8. A dry cleaner        | 17. A grocery shop            |                          |
| 9. A stationery shop    | 18. A shoe shop               |                          |

A suggested list of different item is given below.

- |  |   |
|--|---|
| 1. Rent                                      | 19. Wages and Salary                      |
| 2. Advance rent [approximately three months] | 20. Newspaper and magazines               |
| 3. Electricity deposit                       | 21. Petty expenses                        |
| 4. Electricity bill                          | 22. Tea expenses                          |
| 5. Electricity fitting                       | 23. Packaging expenses                    |
| 6. Water bill                                | 24. Transport                             |
| 7. Water connection security deposit         | 25. Delivery cycle or a vehicle purchased |
| 8. Water fittings                            | 26. Registration                          |
| 9. Telephone bill                            | 27. Insurance                             |
| 10. Telephone security deposit               | 28. Auditors fee                          |
| 11. Telephone instrument                     | 29. Repairs & Maintenance                 |
| 12. Furniture                                | 30. Depreciations                         |
| 13. Computers                                | 31. Air conditioners                      |
| 14. Internet connection                      | 32. Fans and lights                       |
| 15. Stationery                               | 33. Interior decorations                  |
| 16. Advertisements                           | 34. Refrigerators                         |
| 17. Glow sign                                | 35. Purchase and sales                    |
| 18. Rates and Taxes                          |   |

**MARKS ARE SUGGESTED TO BE GIVEN AS:**

<b>ORIGINALITY</b>	<b>8 MARKS</b>
<b>CONTENT &amp; PRESENTATION</b>	<b>4 MARKS</b>
<b>CREATIVITY</b>	<b>3 MARKS</b>
<b>WRITTEN TEST</b>	<b>5 MARKS</b>
<b>TOTAL</b>	<b>20 MARKS</b>

**THE PROJECT FILE SHOULD BE IN THE FOLLOWING ORDER:**

- Cover page showing project title, student information, school and year.
- Acknowledgements (Acknowledging the institution and people who have helped).
- Index containing the list of contents with page numbers.
- Content of the project along with pictures.
- Bibliography should have the details of reference materials and the websites visited.

**Date of submission: 10/01/2020.**

## **BUSINESS STUDIES PROJECT**

Students must take any one topic from the following topics.

**I. Project One:** Field Visit The objective of introducing this project among the students is to give a first hand experience to them regarding the different types of business units operating in their surroundings, to observe their features and activities and relate them to the theoretical knowledge given in their text books. The students should select a place of field visit from the following: – (Add more as per local area availability.)

- a) Visit to an Industry.
- b) Visit to a Whole sale market (vegetables, fruits, flowers, grains, garments, etc.)
- c) Visit to a Departmental store.
- d) Visit to a Mall.

The following points should be kept in mind while preparing this visit.

1. Select a suitable day free from rush/crowd with lean business hours.
2. it's better to seek permission from the concerned business- incharge.
3. Students are encouraged to prepare a worksheet containing points of observation and reporting.
4. Students may carry their cameras (at their own risk) with prior permission for collecting evidence of their observations.

### **a) Visit to an Industry.**

The students are required to observe the following:

- a) Nature of the business organization.
- b) Determinants for location of business unit.
- c) Form of business enterprise: Sole Proprietorship, Partnership, Undivided Hindu Family, Joint Stock Company (a Multinational Company).
- d) Different stages of production/process
- e) Auxiliaries involved in the process.
- f) Workers employed method of wage payment, training programmes and facilities available.

g) Social responsibilities discharged towards workers, investors, society, environment and government. h) Levels of management.

i) Code of conduct for employers and employees.

j) Capital structure employed- borrowed v/s owned.

k) Quality control, recycling of defective goods.

l) Subsidies available/availed.

m) Safety Measures employed.

n) Working conditions for labour in observation of Labour Laws.

o) Storage of raw material and finished goods.

p) Transport management for employees, raw material and finished goods.

q) Functioning of various departments and coordination among them (Production, Human Resource, Finance and Marketing)

r) Waste Management.

s) Any other observation.

**b) Visit to a whole sale market:** vegetables/fruits/flowers/grains/garments etc.

The students are required to observe the following:

a) Sources of merchandise.

b) Local market practices.

c) Any linked up businesses like transporters, packagers, money lenders, agents, etc.

d) Nature of the goods dealt in.

e) Types of buyers and sellers.

f) Mode of the goods dispersed, minimum quantity sold, types of packaging employed.

g) Factors determining the price fluctuations.

h) Seasonal factors (if any) affecting the business.

i) Weekly/ monthly non-working days.

j) Strikes, if any- causes thereof.

- k) Mode of payments.
- l) Wastage and disposal of dead stock.
- m) Nature of price fluctuations, reason thereof.
- n) Warehousing facilities available\availed.
- o) Any other aspect

**c) Visit to a Departmental store**

The students are required to observe the following:

- a) Different departments and their lay out.
- b) Nature of products offered for sale.
- c) Display of fresh arrivals.
- d) Promotional campaigns.
- e) Spaces and advertisements.
- f) Assistance by Sales Personnel.
- g) Billing counter at store – Cash, Credit Card/ Debit Card, swipe facility. Added attractions and facilities at the counter.
- h) Additional facilities offered to customers
- i) Any other relevant aspect.

**d) Visit to a Mall.**

The students are required to observe the following:

- a) Number of floors, shops occupied and unoccupied.
- b) Nature of shops, their ownership status
- c) Nature of goods dealt in: local brands, international brands,
- d) Service business shops- Spas, gym, saloons etc.
- e) Rented spaces, owned spaces,
- f) Different types of promotional schemes.

- g) Most visited shops.
- h) Special attractions of the Mall- Food court, Gaming zone or Cinema etc.
- i) Innovative facilities.
- j) Parking facilities.

## **II. Project Two: Case Study on a Product**

Take a product having seasonal growth and regular demand with which students can relate. For example, Apples from Himachal Pradesh, Kashmir. • Oranges from Nagpur, • Mangoes from Maharashtra/U.P./Bihar/Andhra Pradesh etc. • Strawberries from Panchgani, • Aloe vera from Rajasthan, • Walnuts/almonds from Kashmir, • Jackfruit from South, • Guavas from Allahabad, • Pineapples from North East India, • Tea from Assam, • Orchids from Sikkim and Meghalaya, • Pottery of Manipur, • Fishes from coastal areas.

Students may develop a Case Study on the following lines:

- (i) Research for change in price of the product. For example, apples in Himachal Pradesh during plucking and non plucking season.
- (ii) Effect on prices in the absence of effective transport system.
- (iii) Effect on prices in the absence of suitable warehouse facilities.
- (iv) Duties performed by the warehouses.
- (v) Demand and supply situation of the product during harvesting season, prices near the place of origin and away.

Students are motivated to find out the importance of producing and selling these products and their processed items along with the roles of Transport, Warehousing, Advertising, Banking, Insurance, Packaging, Wholesale selling, Retailing, Co-operative farming, Co-operative marketing etc.

**III. Project Three:** Aids to Trade taking any one AID TO TRADE, for example Insurance and gathering information on following aspects

1. History of Insurance Lloyd's contribution.
2. Development of regulatory Mechanism.
3. Insurance Companies in India
4. Principles of Insurance.
5. Types of Insurance and Importance of insurance to the businessmen.
6. Benefits of crop, orchards, animal and poultry insurance to the farmers.

7. Terminologies used (premium, face value, market value, maturity value, surrender value) and their meanings.
8. Anecdotes and interesting cases of insurance- Reference of films depicting people committing fraudulent acts with insurance companies.
9. Careers in Insurance.

#### **IV. Project Four: Import /Export Procedure** Any one from the following

1. Import /Export procedure The students should identify a product of their city/country which is imported /exported.
2. They are required to find the details of the actual import/export procedure.
3. They may take help from the Chambers of Commerce, Banker, existing Importers/Exporters, etc. They should find details of the procedure and link it with their Text knowledge.
4. The specimens of documents collected should be pasted in the Project file with brief description of each.
5. They may also visit railway godowns/dockyards/ transport agencies and may collect pictures of the same. Presentation and submission of project report.
6. At the end of the stipulated term, each student will prepare and submit his/her project report.

#### **GENERAL INSTRUCTIONS**

Following essentials are required to be fulfilled for its preparation and submission.

1. The total project will be in a file format, with pictures and graphs.
2. The project will be handwritten.
3. The project will be presented in a neat folder.
4. It should be done in A4 Sheets and submitted in a proper folder on 12<sup>th</sup> January 2020
5. The project report will be developed in the following sequence-
  - a) Cover page should project the title
  - b) Student information, school and year.
  - c) List of contents.
  - d) Acknowledgements and preface (acknowledging the institution, the news papers read, T.V. channels viewed, places visited and persons who have helped).
  - e) Introduction. Topic with suitable heading. Planning and activities done during the project, if any. Observations and findings while conducting the project. News paper clippings to reflect the changes of share prices.
  - f) Conclusions (summarized suggestions or findings, future scope of study).
  - g) Appendix (if needed).

ASSESSMENT- The marks will be allocated on the following heads.

1	Initiative, cooperativeness and participation	2Marks
2	Creativity in presentation	2Marks
3	Content, observation and research work	4 Marks
4	Analysis of situations	4 Marks
5	Viva	8 Marks
	Total	20 Marks



## ECONOMICS PROJECT-XI

### Guidelines for Project Work in Economics (Class XI )

The **objectives** of the project work are to enable students to:

- probe deeper into theoretical concepts learnt in classes XI
- analyse and evaluate real world economic scenarios using theoretical constructs and arguments
- demonstrate the learning of economic theory
- follow up aspects of economics in which learners have interest
- develop the communication skills to argue

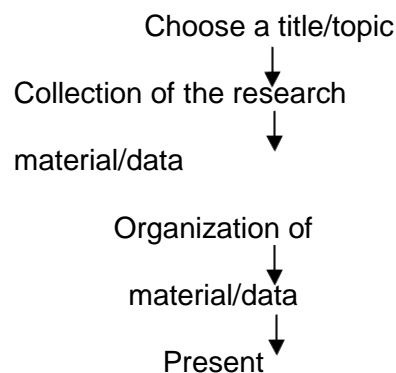
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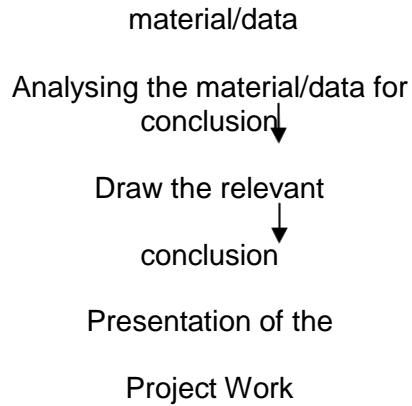
The **expectations** of the project work are that:

- students will complete only **ONE** project in each academic session
- project should be of 3,500-4,000 words (excluding diagrams & graphs), preferably hand-written
- it will be an independent, self-directed piece of study

#### **Scope of the project:**

Learners may work upon the following lines as a suggested flow chart:





**Expected Checklist:**

- Introduction of topic/title
- Identifying the causes, consequences and/or remedies
- Various stakeholders and effect on each of them
- Advantages and disadvantages of situations or issues identified
- Short-term and long-term implications of economic strategies suggested in the course of research
- Validity, reliability, appropriateness and relevance of data used for research work and for presentation in the project file
- Presentation and writing that is succinct and coherent in project file
- *Citation of the materials referred to, in the file in footnotes, resources section, bibliography etc.*

**Mode of presentation/submission of the Project:**

Each student will present the research work in the Project File to the examiner. **The questions would be asked from the Research Work/ Project File of the student. The study submitted by the student should be his/her own original work.** In case of any doubt, authenticity would be checked and verified.

**Marking Scheme :**

Marks are suggested to be given as –

<b>S. No.</b>	<b>Heading</b>	<b>Marks Allotted</b>
1.	Relevance of the topic	3
2.	Knowledge Content/Research Work	6
3.	Presentation Technique	3
4.	Viva-voce	8
	Total	20 Marks

**Suggestive List of Projects:**

<ul style="list-style-type: none"><li>• Effect on PPC due to various government policies</li></ul>	<ul style="list-style-type: none"><li>• Bumper Production: Boon or Bane for the Farmer</li></ul>
<ul style="list-style-type: none"><li>• Solar Energy: A Cost Effective Comparison with Conventional Energy Sources</li></ul>	<ul style="list-style-type: none"><li>• Effect of Price Change on a Substitute Good (taking prices from real life visiting local market)</li></ul>
<ul style="list-style-type: none"><li>• An insight into the theory under different market forms: (Choose any one)<ul style="list-style-type: none"><li>a. Perfect Competition</li><li>b. Monopoly</li><li>c. Monopolistic competition</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Effect of Price Change on a Complementary Good (taking prices from real life visiting local market)</li></ul>

## **ENTREPRENEURSHIP PROJECT-XI**

### **GUIDELINES FOR PROJECT WORK IN ENTREPRENEURSHIP-XI**

#### **Project Details:**

#### **1. Students will have to fulfill the following as a part of the project work:**

I. Profile of an entrepreneur-	10 marks
II. Business plan	-10 marks
III. Practical written paper	- 5 marks
IV. Viva	-5 marks
<b>Total</b>	<b>30 marks</b>

#### **2. The students are supposed to submit the fair project work as completed by them on the following topics:**

1. Profile of an Entrepreneur- Introduction-early life-career-how an entrepreneur developed his/her business- achievements ,honors and awards(along with pictures)
2. Preparation of Business Plan

#### **3. Project details are as follows:**

1. The project should be done individually.
2. The project should be hand written in white one side ruled sheet or single colored sheets only.
3. Page limit – 20 to 25.

#### **4. Format of presentation of business plan and entrepreneur profile:**

- a) External cover page
- b) Acknowledgement
- c) Executive summary
- d) Index
- e) Introduction to the topic (Introduction, objectives)
- f) Profile of the Entrepreneur
- g) Business plan-
- h) Conclusion and recommendation
- i) Photographs
- j) Bibliography
- k) Appendix
- l) Teacher's observation

#### **4. Guide lines for business plan:**

Use the following questions to make decisions about a business idea of your choice and prepare a business plan -

How can you describe the business...one paragraph?

What is your product, or service?

Manufacturing or trading procedure.

Sources of raw materials with a list of suppliers

Target market and customers.

Capital to be invested, types and sources of funds.

Determination of cost, profit, and price of the product.

Location of the business. Reason for location.

How can you attract customers?

Who are your competitors?

How much should you charge for the products or service?

What advice do you need and who can provide it?

How will you organize the managers and/or workers of the business?

How will you split the profits? Who is responsible for the losses?

How much money is needed to get the business started?

How many customers will you have per month and how much will they buy per month?

Determination of cost, profit, and price of the product.

As to why you think it is important to earn, how easy or difficult is it to earn, why should we acknowledge and appreciate the efforts of suppliers, intermediaries etc, why is the customer considered the king of the market

You should end your project with the bibliography.