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## **Project Work Session: 2018-2019**

### **Subject: Commerce**

### **Class- XII Com.**

#### **Project 1: Commerce**

##### **Topic: Business Environment**

From the following companies, choose any one company, study its business environment and prepare its SWOT analysis.

- Asian Paints
- Bajaj Auto
- Wipro
- Larsen Tubro
- Tata Motors
- Infosys
- Sun Pharma Industries
- Hero Motocorp

##### **Find out the following:**

- Business Environment – Meaning, Importance
- Company Profile
- Company History
- Key Person
- Vision Statement
- Organisational Structure
- Marketing Strategy
- SWOT Analysis

##### **Learning Objectives:**

- To create an awareness about Business Environment of Corporate world.
- To facilitate learning by providing exposure of the corporate world.
- To develop skills in collecting information from different sources and presenting it using appropriate aids.
- To enable students to assess the SWOT analysis of companies.

##### **Methodology:**

- Discuss the purpose of the project with the students.
- Explain the purpose of analysing companies SWOT analysis.
- Encourage discussion in the class
- Enquire on the progress of the assignment periodically.

**Learning Outcomes:**

On completion of the assignment, students should be able to:

- From an opinion about business environment of companies
- Know about the importance of studying business environment.
- Make an effective presentation.

**Marks Scheme**

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

**Project 2: Commerce****Topic: Recruitment and Selection Procedure**

Prepare a report on “Recruitment and selection Procedure” of any two Indian companies. Find out the following:

- Staffing – Meaning, Steps
- Recruitment – Meaning, Steps, Sources
- Selection – Meaning & Steps in the selection procedure
- Any two Indian Companies selection procedure

**Learning Objectives:**

- To create an awareness about recruitment and selection procedure adopted by companies.
- To facilitate learning by providing guidelines to the students about staffing process.
- To develop skills in collecting information from different sources and presenting it using appropriate aids.
- To enable students access the steps taken by corporate sectors to fulfill their Human resources Management.

**Methodology:**

- Discuss the purpose of the project
- Explain the purpose of doing the given assignment.
- Encourage discussion in the class.
- Enquire on the progress of the assignment periodically.

**Learning Outcomes:**

On completion of the assignment, students should be able to:

- From an opinion about company recruitment and selection procedure.
- Know about the Human Resource Management.
- Make an effective presentation.

### Marks Scheme

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

### **Project 1: Economics**

Prepare a project report on ‘Fiscal Policy’ on the basis of the following points:

- Meaning & objectives of Fiscal Policy.
- Instruments of Fiscal Policy.
- Public Revenue: - 1. Meaning  
                                  2. Sources  
                                  3. Comparative study of present and past tax system.
- Public Expenditure
- Public Debts

#### **Learning Objectives:**

- To create an awareness about Fiscal Policy in India.
- To create an understanding about various sources of Public Revenue.
- To broaden students perspective on India’s tax system.
- To help them to understand the various methods of debt-redemption.

#### **Methodology:**

- Explain the purpose of the assignment.
- Guide students regarding sources of information to be used.
- Encourage students to discuss their queries.

#### **Learning Outcomes:**

On completion of the project students will be able:

- To know the meaning & instruments of fiscal policy.
- To know the difference between present and past tax system.
- To know the different types of public expenditure and debts.
- To organize and present information collected in a Coherent manner.

### Marking Scheme

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

## **Project 2: Economics**

Prepare a project report on “Balance of payments and exchange Rate” on the basis of following points:

- Meaning and Components
- Categories of BOP
- Bop Disequilibrium
- Foreign exchange Rate

### **Learning Objectives:**

- To develop an understanding towards the foreign trade.
- To make the students understand about the various components of Balance of payment.
- To create an awareness about determination of foreign exchange rate.

### **Methodology:**

- Discuss the purpose of the project with students.
- Explain the method of doing the project.
- Enquire the progress of the assignment periodically.

### **Learning Outcomes:**

On completion on assignment students should be able to:

- Know about the various accounts maintained by the country to keep the record of foreign trade.
- Know about the different method of determination of exchange rate.
- Know about the various transactions of balance of payments.

### **Marking Scheme**

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

## **Project 1: Accounts**

Preparation of Journal/ subdivision of Journal, Ledger, Trial Balance & Financial statements of a Partnership Firm of business on the basis of a case study.

### **Learning Objectives:**

- To understand the concept of Partnership, Firm, Partners, Features of Partnership Firm.
- To understand the concept of Partnership Firm accounting.
- To prepare the income statement and Balance sheet of Firm.
- To prepare and understand the Profit & Loss Appropriation Account.

**Learning Outcomes:**

- Student will be able to understand about Partnership Firm.
- They will understand the difference between Partnership Firm and Sole trading concerns.
- They will be able to prepare the Income statement & Balance Sheet of Partnership Firm.
- They will be able to prepare the necessity & importance of Profit & Loss Appropriation Account.
- Develop a case study showing how two or more friends decide to come together & start a business with certain amount of capital.
- Prepare their Partnership Deed including interest on capital, partners salary, commission, interest on drawings, interest on partners loan & rent paid to a partner.
- Write in detail, their transactions during the year: Purchases- cash & credit, sales- cash & credit, expenses, purchase of fixed assets & depreciation charged on them, any outstanding expenses, prepared expenses accened income, drawing, bills of exchange, accepting bills payable etc.
- From the case study developed (which should have at least 15 transactions), pass the Journal entries, post them in to the Ledger, prepare a trial balance & the trading and Profit & Loss Account, Profit & Loss appropriation A/c and the Balance Sheet.
- The various expenses for comparison purpose could be depicted in the form of bar diagrams & pie charts.
- Calculate relevant account ratios like liquidity, solvency, activity & profitability giving their formulae and computation.
- The ratios could be shown graphically and/ or pictorially.

**Marking Scheme**

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

**Project 2: Accounts**

Preparation of a Cash Flow statement with the help of audited/ unaudited imaginary Balance Sheet of a company for two consecutive accounting years or two consecutive quarters of an accounting year could be taken along with at least five additional information (depreciation, purchase/ sale of fixed Assets, dividend paid, proposed, tax paid/ proposed amortization of intangible assets, profit or loss on sale of fixed assets.)

**Learning Objectives:**

- To make students understand the concept of cash flow statement.
- To prepare the cash flow statement viz. Operating Activity, Investing Activity and Financing Activity.
- To make students understand the practical overview of CFS.
- To prepare the various supporting Accounts.

**Learning Outcomes:**

- After making the CFS students will be able to understand the practical implications of CFS.
- They will be able understand the AS-3 related to CFS.
- They will be able to tally the Net increase/ Decrease in cash and cash equivalents with the closing balance of cash.
- The results of the operating investing & financing activities could be shown graphically.

**Marking Scheme**

Overall Format	Content	Findings	Viva- Voice based on Project	Total
2	8	4	6	20

**Project 1: Home Science****Topic:**

Management of Agriculture Produce (Storage and Preservation)

**Objective:**

To make the students learn about the management of Agriculture Produce.

- To understand the causes for spoilage of food.
- How food is to be stored according to its nature i.e. perishable, semi-perishable and non-perishable.
- To understand simple methods of food preservation.

**Methodology:**

Students will be required to prepare a brief paper presentation on the following:

- Factors contributing to food spoilage.
- Importance and principles of food preservation.
- General idea of storing common foods at home.
- Simple methods of preservation like bacterial method, Dehydration, Refrigeration, Chemical preservation ie salting and use of sugar etc.

**Learning Outcome:**

After completion of the project students should be able to know and understand the complete management of agriculture produce i.e. from Causes, Storage and methods of food preservation.

**Marking Scheme**

Preparation	Presentation	Organization	Skill	Total
1	2.5	2.5	1	7

**Project 2: Home Science****Topic:**

Understanding Labels

**Learning Objective:**

- To understand the concept of labelling.
- To learn about the component of a good and informative label.
- To compare different labels in terms of mandatory requirements and information.

**Methodology:**

Students will be required to prepare a brief paper presentation on the following:

- Gather three labels, three each from the following categories:  
(i) Food Products (ii) Cosmetics/ Soaps/ Detergents (iii) Medicines
- Read the collected labels and record the observation.
- A good label could also have the following information.  
(a) Registered Trademark (b) Direction of Use  
(c) Descriptions of raw ingredients with method of processing  
(d) Possible adverse effects.
- Give suggestions on how the labels could be improved.
- Describe the visual appearance of the labels.

**Learning Outcome:**

The objective of the Act is to provide for the better protection of the interests of Consumer. A label gives information about a product to a consumer which is printed or posted on a package.

**Marking Scheme**

Preparation	Presentation	Organization	Skill	Total
1	2.5	2.5	1	7

## **Project 1: Physical Education**

### VOLLEYBALL ASSIGNMENT

#### DEFINE FOLLOWING BY GRAPH& PICTURE

1. History of volleyball (50 word)
2. Basic general rules of volleyball
3. Measurement of playfield and specification of sports equipments with net & antenna
4. Fundamental skill of volleyball
  - (a) Blocking
    - (1) One men block (2) Two men block (3) Three men block
  - (b) Passing
    - (1) Underhand pass (2) Overhand pass
  - (c) Spiking and smashing
    - (1) Single spike (2) Complex spike
  - (d) Service
    - (1) Underhand service (2) Tennis service (3) Spin service
    - (2) Floated service (5) Round arm service
    - (2) Jump service

#### SOLVE ALL SHORT ANSWER TYPE QUESTIONS:-

- Q1. Explain how games and sports are helpful in promoting national integration among the players.
- Q2. List the various career options available in the field of physical education. Discuss any four of them in detail.
- Q3. What is meant by bruises? Mention five measures that can be taken by an individual to prevent sports related accidents.
- Q4. What are duties of referee, assistance referee and line mans in volleyball game?
- Q5. List & explain any ten faults which a player islikely to commit during a game of volleyball.
- Q6. Explain the following:
  - (i) Assisted hit (ii) Penetration fault
 Expand the following:
  - (i) FIVB (ii)VFI (iii)AVF (iv)UVA (v)JVA
- Q7. Briefly explain the following:
  - (i). Seeding and byes
  - (ii). Knock-out or elimination tournaments
  - (iii). League or ToundRobin tournaments.



- (iv). Combination tournament
- (v). Challenge tournament
- (vi). Draw a fixture of 17 team know out tournament & Consolation tournament type 1<sup>st</sup> and type 2<sup>nd</sup>

### **Support required**

**Text book, Access to library, Internet**

### **CRICKET ASSIGNMENT**

#### **DEFINE FOLLOWING BY GRAPH& PICTURE**

1. cricket history (50 word)
2. latest general rules of cricket
  - (a) players (b) substitutes (c) boundaries (d) batsman getting out
3. Rules Related to twenty-20 match
4. Measurement of playfield and specification of sports equipments
5. Fundamental skills and Terminologies of cricket
  - A. Batting skill
    - (1) Grip (2) Stance (3) Forward defence stroke
    - (4) Backward defence stroke Cover drive (5) On drive (6) Straight drive
    - (7) Pull (8) Hook (9) Sweep shot
  - B. Bowling skill
    1. Fast bowling- in swing, out swing, off cutter, leg cutter
    2. Spin bowling- off break, leg break, top spin, googly
  - C. Fielding skill
    1. Stopping and throwing
    2. Catching- high catches, low catches
6. Terminologies related to cricket
  - (1) Dolly catch (2) Maiden over (3) Hitwicket (4) Maiden over
  - (5) Gully (6) Setter (7) Duck (8) Golden a duck (9)Dead ball
  - (10) Bouncer (11) Free hit (12) Stricker and non stricker
  - (13) Seam (14) No ball

#### **SOLVE ALL SHORT ANSWER TYPE QUESTIONS**

- Q1. Explain the term disability. State the general principles of prevention of disability.
- Q2. Explain the effects of exercise and training on the human respiratory system.
- Q3. What is meant by tampering of ball? Mention any two ways by which a ball is tampered.
- Q4. Expand and explain the following:
  - (1)ICC (2) BCCI (3) WCAI

Q5. Specific Exercises of Warm-up and Conditioning in cricket game.

Q6. Explain the duties of an umpire and referee before start & during a cricket match.

Q7. Draw a neat cricket ground and indicate all correct point of fielding.

**Support required**

**Text book, Access to library, Internet**

**Marks will be allotted for discipline also**