

CLASS – XII (SESSION 2020-2021)
Total Marks: 100 (Theory - 70 + Practical - 30)
BUSINESS ADMINISTRATION (SUBJECT CODE - 833)
Class XII (Session 2020-21)

PART – C: Practical Work

SN	UNIT/ACTIVITY/SKILL	MARKS
1	Project	10
2	Viva	5
3	Practical File	5
4	Demonstration of skill competency via Lab Activities	10
	Total	30

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum (Under NSQF) .Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

Project -10 marks

Projects for the final practical is given below .Student may be assigned

Viva based on Project -5 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -5

Marks Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in business administration..

Suggested list of Practical –

1. Visit a business enterprise near your home and make a list of all the managerial activities done there. Also list out the different managerial levels and designations in that enterprise.

2. Visit websites of Reliance Jio and Airtel. Make a comparison between their plans. The plans should include Objectives, strategies, policies and programmes.
3. Visit a firm and make a note on the organizational structure adopted by them.
4. Conduct a survey with manufacturing organizations to understand the communication problems they face while interacting with the employees.
5. Visit a firm near your area to understand the financial incentives given by the employer to motivate the employees.
6. List out the leadership traits in five leaders in any area-cricket, politics or business.
7. Write a note on Corporate Social Responsibility with special reference to Companies Act 2013. Write detailed CSR initiatives adopted by companies to Save Water.
8. Conduct a survey to assess customer satisfaction with Online shopping over Offline shopping. This survey can be administered with the people staying in your society.
9. Perform a survey to find out how many people in your society use Net banking over directly visiting bank.

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation: The final project work should encompass chapters on:

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.