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- Visit an organization/ firm in your locality. Prepare a report regarding applicability of income tax provisions on such organization/ firm.
- Download form 26AS of Assesses and check TDS Deducted.
- Practice e-filing ITR of an individual assesses (without Submitting) on www.incometaxindia.gov.in. Print relevant pages and paste these pages in practical file.
- Visit an Sale Tax office and prepare a project report on the working of various sections of sale tax office

(vi)TRADE : IMPORT AND EXPORT MANAGEMENT

12th VOCATIONAL

PAPER-I

MANAGEMENT - II

THEORY

Time : 2 hrs

Theory : 30 Marks

InA : 10 Marks

Practical : 50 Marks

Total : 90Marks

Management

Meaning, Management as Science, as Art, as Profession, Administration and Management, Levels of Management, Managerial Skills and Rules, Branches of Management.

Scientific Management

Meaning, Features, Aims, Objectives, Principles, Techniques of Scientific Management.

Business Environment

Meaning, Features, Importance, Components: internal and external, Economic Environment in India, New Economic Policy, Liberalization, Privatization and Globalization.

Planning

Steps in Planning Process, How to Make Plans Effective, Type of Plans, Meaning of Objectives, Policies, Procedures, Methods, Strategies, Programs and Budgets.

Organisation Structure

Meaning, Role, Features, Developing Organization Structure, Forms of Organization, Difference between Formal and Informal Organization, Importance of Good Organizational Structure.

Staffing

Selection Procedure, Type of Tests, Advantages and Disadvantages of Test,

Interview

Meaning, Objectives of Interviews ,Types of Interviews.

Wage Payment

Incentive Wage System, Group Incentives and Prerequisites of Good Incentive Plan.

Directing Motivation

Meaning, Types, Importance, Theories of Motivation, Techniques to Increase Motivation, Leadership Nature, Features, Qualities of a Good Leader, Importance of Leadership Management, Techniques of Effective Leadership.

MANAGEMENT - II

Time: 3 hrs

PRACTICAL

Marks : 50

- Draw organizational chart of any five business organizations by showing levels of its management.
- Draw organizational chart of any five departments of state government.
- Designing and filling up curriculum vitae to apply a post in an company.
- Make a file by collecting advertisement regarding recruitment from news paper magazine and internet etc.
- How to apply for online test.
- Make a report on panning procedure followed in your school.
- Make a project report on motivational techniques adopted by any two govt. or private sector industries to motivate their employees.

TRADE : IMPORT AND EXPORT MANAGEMENT

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PAPER-II

TECHNOLOGY AND E-COMMERCE - II

THEORY

Time : 2 hrs

Theory : 30 Marks

InA : 10 Marks

Practical : 50 Marks

Total : 90Marks

Internet Technologies

Meaning of Information Technology, Scope and Advantages of Information Technology, Meaning of Internet, Introduction and History of the Internet, Requirement to Get Connected with Internet, Ways of Internet Connectivity: Modem, Broadband, DSL, Bluetooth etc. Business Application of the Internet.

Internet Tools

e-mail: Meaning, Advantages, Disadvantages of e-mail, Anatomy of e-mail, Opening e-mail Account, Reading, Sending, Deleting e-mail Address, Adding Signature, Attaching Files, Opening Attachments, Managing e-mail Account.

e-commerce

Meaning, Features, Functions, Advantages, Disadvantages, Future, Problems & Opportunities of e-commerce in India.

e-banking

Meaning, Advantages, Disadvantages of e-banking, Difference between Traditional Banking and e-banking.

Advertisement

Advertisement through Internet, Advantages of Advertisement through Internet, Social Networking Sites Facebook, Twitter, Orkut, Myspace, etc.

TECHNOLOGY AND E-COMMERCE -II

Time: 3 hrs

PRACTICAL

Marks : 50

- Opening e-mail account, communications through e-mail (Reading, Sending, Deleting, Attaching files), managing e-mail account.
- Opening account on Social networking sites (Facebook, Twitter, orkut, etc.) and interaction thereon.
- Download information through internet and save it into computer memory.
- Messaging through Way2sms, SMS Junction, etc.
- Operating net banking.
- How to publish advertisement through internet.

TRADE : IMPORT AND EXPORT MANAGEMENT

12th VOCATIONAL

PAPER-III

IMPORT MANAGEMENT

THEORY

Time : 2 hrs

Theory : 30 Marks

InA : 10 Marks

Practical : 50 Marks

Total : 90Marks

- Meaning of Indian Import, Types of Foreign Trade, Importance of Foreign Trade, Foreign Trade Policy 2015-20, Potential Items of Import, Potential Items of Import from USA, UK and Gulf Countries, Setting up an Appropriate Business Organization, Choosing Suitable Mode of Operation, Naming the Business.
- Select the Product and Making Effective Business Correspondence, Selecting Overseas Markets, Selecting Buyers, Selecting Channels of Distribution, Negotiating with Buyer. Processing an Import Order, Entering into Import Contract, Import Pricing and Costing.
- Meaning of Indent House, Advantages of Indent House, Obtaining Foreign Currency.
- Registration with Regional Authorities of Director General of Foreign Trade, Registration with Import Promotion Council, Obtaining an Import License and Quota, Obtaining Permanent Account Number (PAN). Import of Samples, Gifts, Sports Goods and Repaired Goods etc., Obtaining an Import License.
- Import Documentation, Indent, Types of Indent, Bill of Lading, Bill of Entry, Letter of Credit, Bill of Sight, Dock Challan, Dock Warrant.

IMPORT MANAGEMENT

Time: 3 hrs

PRACTICAL

Marks : 50

- Preparation of bill of lading.
- Filling of bill of entry.
- Enlist the different items of import by India with showing of import data of each item.
- Procedure to apply for PAN through internet.

- Procedure to apply of IEC through internet.
- Visit any financial institution and report about its functioning.
- Prepare a detail list of any five entities engaged in import business in India.

(vii) TRADE : CO-OPERATIVE MANAGEMENT

12th VOCATIONAL

PAPER-I

BOOK-KEEPING – II

THEORY

Time : 2 hrs

Theory	: 30 Marks
InA	: 10 Marks
Practical	: 50 Marks
Total	: 90Marks

Trial Balance

Meaning, Features, Advantages, Limitations, Preparation of Trial Balance with Balance Method only.

Bank Reconciliation Statement

Meaning, Features, Objectives and Need, Reason for Difference in Balance of Cash Book and Pass Book, Preparation of Bank Reconciliation Statement with Adjusted Cash Book / Pass Book.

Depreciation

Meaning, Features, Need, Objective and Causes. Method of Recording Depreciation (Straight Line and Diminishing Balance Method only). Purchase and Sale of Assets Including Part of an Asset. (Excluding Change in Method of Charging Depreciation) **Financial Statements (With Adjustment)**

Adjustments in Preparation of Financial Statements with respect to Closing Stock, Outstanding Expenses, Prepaid Expenses, Accrued Income, Income Received in Advance, Depreciation, Bad Debts, Provision for Doubtful Debts, Provision for Discount on Debtor, Abnormal Loss, Good/ Cash Taken for Personal Use, Interest on Capital and Managers Commission.

Preparation of Trading & Profit and Loss Account and Balance Sheet of a Sole Proprietorship With Adjustments.

Accounting for Non Profit Organization

Meaning, Features, Specific Terms (Subscription, Entrance Fees, Donation, Legacy, Endowment Fund, Government Grant, Life Membership Fees, Honorarium, Specific Fund, Investment and Consumable Goods). Receipt and Payment Account: Meaning, Features and Preparation.