

## Subject- General Foundation Course

Time:3 hrs

Theory:45 Marks

INA:05 Marks

Total:50

### Structure of Question paper

In all Twenty eight Questions will be set from prescribed syllabus. The question paper will comprise of three parts( Part-I, Part-II and Part-III). The questions will be evenly distributed from the prescribed Syllabus.

**Part -I** will consists **fourteen (14)** objective type questions (One sentence question/ true-false/ fill in the blanks and multiple choice questions) carrying **1(One)** marks each.

**Part-II** will consists **ten (10)** short type questions carrying **3(Three)** marks each. Candidate will attempt any seven questions out of these. A question may have two or more parts. The answer of each question should not be more than one page of the answer sheet.

**Part-III** will consists **four (4)** long type questions carrying **5(Five)** marks each. Candidate will attempt any two questions out of these. A question may have two or more parts. The answer of each question should not be more than two page of the answer sheet.

### Syllabus

#### Industry

Meaning, Kinds of Industry - Manufacturing, Service Industry, Establishing an Industrial Unit - Procedures, Legal Requirements.

#### Project Report

Meaning, Need and Elements of Project Report, Registration of the Firm, Choosing Suitable Policy of Insurance for - Building, Content and Vehicle, Liability Insurance and its Types.

#### Organizations in India for Industrial Development

Nationalized Banks - State Bank of India, Punjab National Bank etc, Small Industrial Development Organization, Small Industrial Development Bank of India, Regional Rural Banks, National Small Industries Corporation, IFCI, State Financial Corporations like Punjab Financial Corporation.

#### Budget

Meaning, Types, Utility, Meaning and Advantages of Budgetary Control, Marketing Mix, Elements of Marketing Mix, Concept of SWOT Analysis.

#### Communication

Meaning, Definition, Importance, Features, Elements, Scope, Principles of Communication, Types and Media of Communication, Barriers in Communication, New Trends in Communication - Email,

Facsimile (FAX), Internet, Teleconferencing, Audio Conferencing, Computer Tele Conferencing, Video Conferencing.

### **Communication Skills**

Meaning, Techniques to Develop Good Communication Skill, Various Communication Skills for Workplace Success, Pronunciation Etiquettes of Communication Skills, Tips on Improving Speaking Skills.

### **Personnel Management**

Decision Making, Risk Taking Behaviors, Method and Processes of Recruitment, Wages & Incentives, Appraisal and Training, Employer – Employee Relations.

### **Interview**

Meaning of Resume, Tips to Write a Good Resume, Concept of Interview, Types of Interview - Traditional, One to One, Job Panel, Group, Telephone and Behavior Interviews, Preparation for the Interview.

### **Business Transactions and Ledger**

Introduction, Meaning & Definition, Format of Journal, Journal Entries - Simple and Compound with Narration, Meaning, Utility and Format of Ledger, Meaning and Formats of Cash Book, Trading Account, Profit & Loss Account and Balance Sheet.

### **Banking Transactions**

Banking Transaction and their Recording, Bank Account - Current, Saving, Recurring Deposit, Fixed Deposit Account, Pass Book, Pay in Slip, Withdrawal Slip, Statement of Account, Opening and operating a Bank Account, Types of Cheques.

### **E-Banking**

Meaning, Process, Importance, Kinds of e-banking, Services - Credit Card, Debit Card, Mobile Banking, Telephone Banking, Electronic Fund Transfer, Electronic Cheque, e-wallet, ATM - Introduction, Advantages and Precautions.

### **Income Tax**

Meaning, Important Definitions, Components of GST - CGST, SGST, IGST, Format of GST Bill.

## **C. COMPULSORY SUBJECTS**

**Note: Compulsory Subjects under Vocational stream & Academic stream at senior secondary level are the same. Kindly refer to the syllabi & structure of question paper of these subjects uploaded under Academic Stream.**

### **1. GENERAL ENGLISH**

Time: 3hrs

Theory : 80 Marks  
InA/Project : 20 Marks  
Total : 100 Marks

### **SYLLABUS AND THE STRUCTURE OF QUESTION PAPER**

#### **Part-I (Objective type questions)**

8 marks

1. It will consist of 8 objective type questions carrying one mark each.