

**ADMISSION YEAR 2011
SYLLABI OF NEW TRADES FOR
CLASS XI
BUSINESS AND COMMERCE GROUP
(i) PURCHASING AND STORE KEEPING**

PAPER I: ELEMENTS OF PURCHASING

Time : 2 hrs

THEORY

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

SEMESTER - I

UNIT-I: PRODUCT

Time, place, form and possession utilities-Competitive and complementary products.

UNIT-II: MARKET

Essence of Market and Marketing-Law of demand and supply-off and peak seasons.

Time : 2 hrs

THEORY

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

SEMESTER – II

UNIT-III: PURCHASING

Purchase Organization, Purchase Functions, Principals of purchasing, Methods of Purchasing, Purchase Routine, Value Analysis, Terms of Trade, Quantity Discount, Ethics of Purchase-Principle and standard of purchase practice.

UNIT-IV: PURCHASE BUDGET

Meaning-Importance-control of purchases-Factors governing a budget-Techniques of drawing up a budget-Budget preparation.

UNIT-V: CHANNEL OF DISTRIBUTION

Channel of Distribution : Wholesaler, retailers and their kinds.

**PAPER I : ELEMENTS OF PURCHASING
PRACTICALS AND PROJECT WORK**

Time: 3 hrs

SEMESTER - I

Marks: 25

1. Conduct a market survey through case study and questionnaire pertaining to local market for purchase of locally produced/distributed products.

Time: 3 hrs

SEMESTER - II

Marks: 50

2. Designing and filling up of Performa such as purchase requisitions, equirity forms, comparative statements, purchase order.
3. Checking of invoices, bills with goods received note and/or inspection report.
4. Preparation of purchase budget of your class for total books and stationary requirements. (Actual purchasing and distribution to be encouraged).
5. Purchase class-room furniture-Sourcing, obtaining, quotations, negotiations, selecting suppliers and placing a purchase order.

PAPER II : ELEMENTS OF STORRKEEPING

THEORY

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

UNIT-I: STOREKEEPING

Meaning, Objectives, Functions, Importance, Storekeeper Role, qualifications, duties and responsibilities.

UNIT-II: STORE HOUSE

Location and layout- Types, Security measures-Custody of Keys-Movements of person and material-Marking the stores-Statutory regulations-safety measures-storage equipment-materials handling equipments-cost in selection of storage and materials handling equipments, care of equipments, Factors in installation of equipments, Importance of materials handling, Elements of material handling cost.

Time : 2 hrs

THEORY

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

SEMESTER - II

UNIT-III: RECEIPT OF MATERIALS

Receipt of materials, Receipt procedure, Dispatch, Inspection at source, Binning, Placing and Indexing, maintaining and updating of stock ledger, Packages and their kinds.

UNIT-IV: INSPECTION, PRESERVATION AND ISSUE OF MATERIALS

Inspection its meaning & importance, advantages of Inspection, Inspection of quality& quantity, Inspection personnel's. Inspection results and action thereon. Preservation-its meaning and importance. Preservation of materials in storeroom, Issue of materials, Issue procedure, Issue documents.

UNIT-V: IDENTIFICATION OF STORES

Need and importance, Kinds of materials, Codification of materials, Codification System-Alphabetical, Numerical, Alpha number Stores Vocabulary, Marking of Stores, Colour Marking.

PAPER II ELEMENTS OF STOREKEEPING PRACTICAL AND PROJECT WORK SEMESTER - I

Time: 3 hrs

Marks: 25

1. Sketch a layout of a store/ration shop clearly identifying and showing different elements, e.g. exits, fire extinguishers, allotment of areas etc.
2. Set up a lay out for storing school items/kitchen items/inflammatory items.
3. Designing and filling up proformas used in a store house.
4. Codification and marketing of items under No. 2.

Time: 3 hrs

SEMESTER - II

Marks: 50

5. Visit to a store house and report there on (1) store room operation; (2) Material handling equipment; (3) Receipt and issue procedure and (4) Maintenance of bind cards.

PAPER III : GENERAL COMMERCIAL KNOWLEDGE THEORY

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

UNIT-I: PUBLIC RELATIONS

Objectives of Public Relations (PR), Need and Importance of PR, Working of PR Deptt., Promotional PR-in the context of Purchasing –Ways to improve PR-Vendor-buyers, meets

Communications-Need and Importance, Modes including electronic communication

UNIT-II: TRANSPORTATION

Different modes of transport, their suitability, freight, Tax Rules, Documents relating to transportation, Delivery of consignments and settlement of claims.

Time: 2 hrs

SEMESTER – II

Marks: 30
Int. Ass./CCE: 15
Total Marks: 45

UNIT-III: INSURANCE

Elements of General Insurance, Important types of Marine, Fire and Transit Insurance. Insurance Rules-Rules pertaining to Fire, Marine, Transport and Storage Insurance.

UNIT-IV: BANKING SERVICES

Banks and Type of Banks, Operation of various kinds of accounts, Procedure of Overdraft and Other Types of Loans, Negotiable Instruments, Meaning of cheques, Bill of exchange and elementary Knowledge of other instruments, Mode of remittance, Demand Draft(DD), Mail Transfer, Telegraphic Transfer and Pay Order.

UNIT-V: BUSINESS CORRESPONDENCE

Layout and essentials of a good business letter, correspondence relating to Inquiry, Quotation, order, cancellation of order, Complaints and settlements of claims; Correspondence relating to Banking Operation including request for overdraft facility, Correspondence relating to settlement of insurance claims.

PAPER III: GENERAL COMMERCIAL KNOWLEDGE

PRACTICAL AND PROJECT WORK

Time: 3 hrs

SEMESTER - I

Marks: 25

- 1) **Postal information:** Registered letter, recorded letters, V.P.P., registered parcel, book post, money orders, telegram, fax, fillip up the proformas and actually handling the activities.

Time: 3 hrs

SEMESTER - II

Marks: 50

- 2) **Banking Services:** Saving account, Recurring Deposit, Current account, Fixed Deposit, withdrawals, pay-in-slip, cheques, demand draft-filling up the proforma and actually opening one or two accounts, withdrawing and getting a draft.
- 3) Converse with your teacher and class mates on a given topic and prepare a report thereon.
- 4) Filling-up of a insurance declaration form.
- 5) Draft letters on all business matters as asked by your teacher.

(ii) TRAVEL AND TOURISM TRCHNIQUES

PAPER I

**ELEMENTS OF TOURISM
THEORY**

Time: 2 hrs

SEMESTER – I

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Introduction: Meaning of tourism, leisure, recreation, Tourist, Traveler, Transit, Pilgrim, Visitor, explorer; Definition of domestic and international tourists, Rome Declaration of 1963, Declaration of 1991; Forms of Tourism – inbound, outbound, domestic, international; Advantages and disadvantages of tourism.

Tourism Industry: Nature and characteristics: components of tourism industry i) Tourism attraction, ii) Accommodation, iii) Catering, iv) Shopping, v) Entertainment, vi) Infrastructure, vii) Hospitality, viii) Transport, ix) Punjab Tourism development corporation, x) CITCO.

Time: 2 hrs

SEMESTER – II

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Tourism Organization: Role and function of Government and tourist Boards, ITDC, State Government Tourist Departments and Tourism Corporation; National Trade Associations and International Organizations: WTO, Pacific Asia Travel Association (PATA) IATA (Indian Association of Tour Operators, Travel Agent's Association of India (TAAI) Federation of Hotel & Restaurant Association of India Adventure tour Operators Association.

Tourist Motivation: Determinants and motivations of tourism demand: Factors stimulating growth of tourism, types of motivation: Physical, Cultural, Business, Interpersonal, visiting Friends and Relatives (VFR); inference of Supply.

Tourism Marketing: Meaning and role of tourism marketing, Difference between selling and marketing; Special features of tourism marketing; Marketing concepts, Elements of marketing- Product Promotion, Physical distribution and Price.

PAPER I: ELEMENT OF TOURISM

PRACTICAL AND PROJECT WORK

SEMESTER - I

Time: 3 hrs

Marks: 25

- 1) Visit to the local tourism department office of your state to know the demand, infrastructural facilities, types of tourists visiting different places and prepare a report.
- 2) Make a survey of any 5 tourists visiting your state, to know about their perceptions about availability of accommodation, transportation and other infrastructural facilities and prepare a report.

Time: 3 hrs

SEMESTER - II

Marks: 50

- 3) Visit to travel agency/ tour operator to know about the motivation of different types of tourists visiting different places.
- 4) Visit to Railway Station/Airport to find out different packages offered to promote tourism and prepare a report.
- 5) Visit to tourism department of your state to find out the tourist facilities available.
- 6) Preparation of a project report on travel destinations covering history.
- 7) Collection of advertisements from newspapers, magazines and making an analysis of the same (regarding Tourism).

PAPER II: TRAVEL AGENCY AND TOUR OPERATIONS

THEORY

SEMESTER – I

Time: 2 hrs

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Introduction Travel agencies and Tour Operators- meaning role and future prospects types: Department and organizational setup: Linkages and arrangements with hotels, Airlines and transport agencies and other segments of tourism industry: Travel terminology: current.

Setting up Travel: Types of organizations- Proprietorship, Partnership, Private limited and public limited

Agency company: Procedure for approval of travel agents, Tour operators by Department of tourism, GOI, IATA rules and regulations, Basis of approval of a Travel Agency; Fiscal and non- fiscal incentives available to branch agencies and tour operators.

Time: 2 hrs

SEMESTER – II

Marks: 30
Int. Ass./CCE: 15
Total Marks: 45

Role & Functions: Role & functions of travel agents and tour operators: Providing travel information and counseling to the tourists, Reservation (both air transport & accommodation), documentation: passport, VISA, handling business & corporate clients, handling conferences & conventions, incentive tours.

Travel Terminology: Current and popular travel trade abbreviations and other terms in Air, Rail, Road and Sea travel; Indian Airlines, Indian Railways; use of travel manuals- Railway timetable, ABC, TIM, Air Tariff Manual, Large Tariff Manual.

Air Ticketing: Basics of Air ticketing (domestic and international); Types of fares, Details of ticket, procedure for booking and cancellation. Familiarization with travel related foreign exchange regulations: Rules governing working of basic fares; Extra mileage percentage, Extra mileage percentage table exemption fares, Special fares from India; Baggage rules; Coding, decoding; Time differentials; GMT; CRS; Out bound Tours working of package programmes. Travel Related Documents: Viscous, ITC, Health requirements, RBI regulations, Passport.

Tour Costing: Concept and types of package tour, itinerary preparation and techniques, handling of tour file: costing of tour, charter operations documentation for surface transport, contract carriage permits, state carriage, All India Tourist Permit, taxes, registration, license, fitness certificate.

PAPER II: TRAVEL AGENCY AND TOUR OPERATIONS

PRACTICAL AND PROJECT WORK **SEMESTER - I**

Time: 3 hrs

Max Marks: 25

- 1) Visit to the office of a travel agency firm to study its operations and understand its organization and role and prepare a report.
- 2) Visit to a railway station to study the procedure for booking, cancellation of tickets etc. and prepare a report.
- 3) Practical exercises/ field visits to know the procedure for booking of accommodating in a hotel for a tourist.
- 4) Visit to the passport office to learn the procedure of obtaining passport for a tourist

Time: 3 hrs

SEMESTER - II

Max Marks: 50

- 5) Visit to the office of an Airline/ Travel agency to study its workings in respect of issuance and cancellation of Air tickets and the concessions given if any to promote tourism.
- 6) Exercises in reading time table to know the types of trains, Class of travel, Types of fare and use of railway time table.
- 7) To visit the office of Regional Transport office to learn the registration procedure of different types of vehicles the formalities involved etc.
- 8) Practical exercises in making service an accommodation vouchers for tour operators.
- 9) Field visits for the collection of formats related to Hotels, airlines, Railways, Passport and VISAs.

PAPER III: TOURISM RESOURCES

THEORY

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Introduction:

Meaning and concept of resources, attractions, destinations and resorts, Types of resources- natural, man made, socio-cultural, religious; Indian Heritage, British heritage.

Natural Resources:

National Parks, Perriyar, Sasan , Kaziranga, Kanha, Jim Corbett; Sanctuaries- Bharatpur; Tiger Reserves- Sunderban, Simlipal; Publicity, Hill stations- Mussoorie, Shimla, Kodai Kanal, Mountabu, Darjling, Shillong; Land and landscape, places of tourist attraction- accessibility, Shopping facilities, accommodation, coastal areas and sea beaches, islands.

Time: 2 hrs

SEMESTER – II

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

Manmade Resources: Buddhist Resources: Lumbni Bodhgaya, Sarnath, Kushinagar, Sanchi, Ajanta & Ellora; Hindu Resources 4 Dhams- Badrinath, Remeshwaram, Puri, Dwarika, 12 Jyotirlingas, Temples- Durgiana Mandir, Ramthirte, Khajurao (Kandhariya Mahadev), Ellora (Kailashnath), Bhuvaneshwar, Temfor (Brihdeswar), Gauhati (Kamakhya); Sikh: Anandpur sahib , Harminder Sahib(Golden Temple), Nanded, Patna Saheb: Islamic- ajmer (Khwaja Moinudin Chisti), Delhi (Hazrat Nizamuddin aulia);

(Historical Churches), Jain, Temples; Museums, Art Galleries, Amusement Parks.

Socio-Cultural Resources: Fairs & festivals, rituals and ceremonies, events celebrations- beauty contests, musical concerts, trade shows, car rallies, cycle rallies, legends and haats: Dances: Musical instruments of India, Performing arts: Regional gastronomy; shopping- handicrafts and souvenirs.

**PAPER III: TOURISM RESOURCES
PRACTICAL AND PROJECT WORK**

Time: 3 hrs

SEMESTER - I

Marks: 25

- 1) Preparation of handouts on tourism zones as specified by WTO, IATA, Geography, PATA areas, tourist generating regions to India and preferred tourist destinations.
- 2) To draw charts on tourism systems interrelating tourism market, transportation, destinations and marketing in the context of India's popular tourism states like Rajasthan, Himachal, Goa and Kerala
- 3) To prepare report on the nature and characteristics of business and social tourists in context of their arrival in metros and pilgrimage destinations and to make their presentation.

Time: 3 hrs

SEMESTER - II

Marks: 50

- 4) To draw map of India and locate major tourist destinations and adjoining tourism market.
- 5) To identify tourist motivation of visitors, make a survey of 10 tourists, visiting a tourist destination and prepare a report.
- 6) Study tours to local tourist organization – tourist offices, regional tourist offices, Directorate of Tourism, etc. to analyze their strengths and weaknesses in attracting and serving tourists.

(iii) OFFICE MANAGEMENT

PAPER I: OFFICE PROCEDURE & PRACTICE –I THEORY

Time: 2 hrs

SEMESTER – I

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

UNIT-1: General introduction to an office

Meaning, Importance, Functions, Departments in office, Office Manager- Role, Duties and Qualities.

UNIT-2: Office organization

Meaning, Principles, Centralization and Decentralization of Office Services. Organizational Charts- Contents, types, advantages and disadvantages.

Unit-3: Office Accommodation and Layout

Office accommodation, Qualities of Office Building Layout- Principles, Steps in Designing Office Layout, Types of Layout, Open Office vs Private Office.

Unit-4: Office Environment

Meaning, Importance, Lighting, Temperature, Humidity, Ventilation, Noise, Interior Decoration, Cleanliness, Security and Secrecy.

Time: 2 hrs

SEMESTER – II

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

UNIT-5: Handling Correspondence and Mail

Meaning and Importance of correspondence, handling correspondence, external and internal correspondence. Meaning and importance of mail, Centralization and Decentralization of mail handling. Procedure of handling inward and outward mail. Mail room equipment.

UNIT-6: Postal Information

Services rendered by post and telegraph Department- Letters, registered Letters, Insured letters, packets , and Parcels, Business reply cards, envelopes etc.

Recorded Delivery Service- Certificate of Posting, Value Payable Post, Book post and remittance.

Speed Post and Courier Services. Telegrams- types.

Miscellaneous Services- Post Box, Post Bag, Identification Cards, Postal rates. Use of post office guide.

UNIT-7: Record Management and Filing

Importance of records, Classification , Purpose – Principles of Record keeping, Filing-Importance, advantages, essentials of a good filing system, Filing routine, Classifications of files- Alphabetical, Numerical, Alphanumerical, Geographical, Chronological, Subject wise etc Centralized Filing, Methods of filing- old and new.

UNIT-8: Indexing

Meaning, essential of a good indexing system, advantages, types. Visible indexing vs Blind Indexing.

UNIT-9: Noting and Note Sheet Writing

Meaning of Noting and note sheet, Need, Points to be kept in mind while writing on note sheet, submission of a note sheet, preservation of a note sheet.

PAPER-I: OFFICE PROCEDURE & PRACTICE –I**PRACTICAL AND PROJECT WORK
SEMESTER - I****Time: 3 hrs****Marks: 25****UNIT-1: Office Accommodation and Layout**

Use of templates on blue prints of office buildings

UNIT-2: Office Environment

Visit an office to study the lighting arrangements, Ventilation, Interior Decoration, Cleanliness, Safety, security and prepare a report.

**PRACTICAL AND PROJECT WORK
SEMESTER - II****Time: 3 hrs****Marks: 50****UNIT-3: Handling Correspondence and Mail**

Practice of recording inward/outward mail

Use of letter opener

Use of time and date stamps.

Receiving and sorting mail- department wise.

Preparation of envelopes

Preparation of inward mail diary

Practice on:

Punching and stapling machine

Folding machine

Sealing machine

Addressing machine

Franking Machine

Weighing and stamping

Entering in despatch book
Practice of wrapping and packing

UNIT-4: Postal Information

Use of post office guide

UNIT-5: Record management and Filing

Preparing a folder
Inserting note sheet and letters in the file
Preparing a guide for files.
Placing of files according to different classification
Searching the required file.
Placement of out guides of files in racks and cabinet.
Cross referencing of files.
Operating micro film equipment.

UNIT-6: Indexing

Preparing a book index for all the equipment and material kept in an office.
Preparing loose leaf index.
Preparing cards for card index with suitable guide cards.
Preparing visible card index
Preparing strip index

UNIT-7: Noting and Note Sheet Writing

Noting Submission of a note.

PAPER II: ELEMENTS OF ACCOUNTING

THEORY SEMESTER – I

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

UNIT-1: Recording Transactions

- a) Accounting- definition, functions and importance. Role of an accountant.
- b) Key accounting terms- transaction, voucher, debit, credit, accounting equation, assets, liabilities, capital, profit, expenditure, stock, depreciation.
- c) Types of accounts – personal, real, nominal. Recording of transactions.
- d) Rule of double entry accounting vouchers- debit, credit and transfer vouchers.
- e) Capital and revenue receipt and expenditure.

UNIT-2: Accounting Procedure

- a) Day book and its utility. Types of transactions recorded in a day book
- b) Types of day books- accounting and supporting vouchers, posting of vouchers in a day book.
- c) Ledger- need and format, posting of transaction from day book to ledger.
- d) Balancing of day book and accounts- meaning of debit and credit balances.
- e) Trial Balance- Concept, Need and methods.
- f) Arithmetical accuracy of ledger accounts.
- g) Nature of errors not disclosed in a trial balance.

Time: 2 hrs**SEMESTER – II****Marks: 30****Int. Ass./CCE: 15****Total Marks: 45****UNIT-3: End of Period Accounts**

- a) Trading account- gross profit/ gross loss: profit and loss account net profit/ net loss
- b) Assets, Capital and liabilities , Preparation of final accounts.

UNIT-4: Bank Transactions and Negotiable Instruments

- a) Bank- services offered by bank to a business firm, Types of bank accounts- current, savings and fixed deposit accounts, pass book
- b) Cheque- nature and type, crossing and endorsement, dishonour of a cheque.
- c) Bank reconciliation statement- meaning, need, reasons for difference in the balance of cash book and pass book, preparation of bank reconciliation statement.
- d) Bill of Exchange- Parties, acceptance, discounting, endorsement, dishonour, noting, Promissory note/ Hundi (elementary introduction)

PAPER II: ELEMENTS OF ACCOUNTING**PRACTICAL AND PROJECT WORK****Time: 3 hrs****SEMESTER - I****Marks: 25****UNIT:-1 Recording Transactions**

Preparation of basic vouchers such as cash memos, receipts, bills, invoices, debit notes and credit notes.

UNIT:-2 Accounting Procedure

Preparation of a day book

Use of ledger, Posting of transactions recorded in vouchers to ledgers.

Preparation of a trial balance

**PRACTICAL AND PROJECT WORK
SEMESTER - II**

Time: 3 hrs

Marks: 50

UNIT-3: End of Period Accounts

Preparation of a final account.

UNIT-4: Bank Transactions and Negotiable Instruments

Drawing cheque, various types of crossings on a cheque.

Pay-in- Slip, Demand Draft, Bankers cheque.

Various endorsements of cheque/ demand draft.

Preparation of transaction on dishonouring of a cheque.

Preparation of cash receipts- bills of credit.

Preparation of T.A Bills- Wages and salary Bill.

Preparation of Bank reconciliation statement from given practice sets.

**PAPER III: TYPEWRITING (ENGLISH)
THEORY**

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

UNIT-1: Typewriter and its Maintenance

Typewriter, its use and importance. A standard typewriter.

Makes and categories of typewriters.

Essential Parts of a typewriter and its use.

Care and upkeep of a typewrite.

Ribbon Changes and ribbon economy.

UNIT-2: Method of Typewriting

Touch

Sight

Horizontal and vertical approaches.

Time: 2 hrs

SEMESTER – II

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

UNIT-3: Key Board operation

Need of proper type and size of table and chair for use of typist.

Sitting Posture.

Insertion and removal of a paper

Learning the second row (Home row)

Guide keys and home keys.

Learning the third row (upper row)

Learning the first row (bottom row)
Learning the fourth row (number row)
Special signs and symbols in the key board and its use

UNIT-4: Display in Typewriting

Centering –Horizontal, Vertical Spaced.

Types of headings.

Margin and line spacing

Use of punctuation marks

Figures- Arabic and Roman

Paragraphs types and styles, numbering, pagination, simple letters, how to type.

PAPER III: TYPEWAITING (ENGLISH)-1

PRACTICAL AND PROJECT WORK

SEMESTER - I

Time: 3 hrs

Marks: 25

UNIT-1: Key Board operations

- 1) Practicing second row, third row, first row and fourth row,.
- 2) Practicing words, sentences, paragraphs and passages.
- 3) Use of shift keys and other non- character keys.
- 4) Typewriting of special symbols of the key board and other punctuation marks.

UNIT-2: Speed Building

- 1) Different kinds of Drills for typing
- 2) Graded speed test leading to accurate speed of about 15 word per minute.
- 3) Typing of passages each containing 150 words in ten minutes

PRACTICAL AND PROJECT WORK

SEMESTER - II

Time: 3 hrs

Marks: 50

UNIT-3: Display techniques

- 1) Centering- Horizontal vertical spaces.
- 2) Ensuring proper margins, line spacing
- 3) Typing different types of headings.

UNIT-4: Letter Typing

- 1) Typing exercise of personal, official and business letters in different styles with proper display.
- 2) Typing of applications for a job
- 3) Using carbon paper for taking out multiple copies
- 4) Envelope addressing

(iv) BANKING

PAPER I: ELEMENTS OF BANKING AND BOOK KEEPING

**THEORY
SEMESTER – I**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Introduction: Meaning and definition of banking; Functions of commercial banks, Role of banks in economic and social development, role and functions of reserve bank of India. Recent trends in Indian commercial banking under financial sector reforms.

Lead Banks Scheme: Lead banks Scheme, District credit and action plans, service area approach, rural banking, promotion of mutual funds and merchant banking

Time: 2 hrs

SEMESTER – II

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Bank and the customer: Bank-Customer relationships, need for improved service, customers rights and obligations, customer services offered by banks, banks and consumers protection act.

Elements of book keeping : Accounting- meaning and objectives, important basic accounting terms, kinds of accounts, recording transactions , writing the ledgers, balancing ledger accounts, day books, trial balance, final accounts, profit and loss account and balance sheet, tallying the accounts and Banks Reconciliation Statement. Book keeping system in banks.

PAPER –I: ELEMENTS OF BANKING AND BOOK KEEPING

**PRACTICAL AND PROJECT WORK
SEMESTER - I**

Time: 3 hrs

Marks: 25

- Visit to a bank branch and observing functions of various departments in a bank.
- Preparation of action plan/village plan under LBS.

PRACTICAL AND PROJECT WORK

Time: 3 hrs

SEMESTER – II

Marks: 50

- Discussion and practical problems on banker- customer relationship such as Bailor- Bailee, Creditor- Debtor, pledger- pledgee etc., bankers right and obligations.
- Accounting- Journalizing, writing day book with the help of vouchers, posting them into ledgers, balancing the accounts, preparing trial balance, profit and loss accounts, balance sheet, bank reconciliation statement, tallying of account.

Note: It is suggested that the students may be taken to a bank branch so that they get an idea of the different books used in the bank and the way they are written, after that the students may practice in the dummy bank.

**PAPER II: DEPOSIT ACCOUNTS
THEORY**

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Deposits General : Meaning, features, types of deposit accounts- demand and time, savings, term, recurring and current account, deposit mobilization and its importance, concept of marketing, change of operational instructions.

Savings Bank account: Meaning, importance, opening a savings bank account- savings account for different types of customers, individual/ single account, joint account, minors account, account for illiterates, accounts for non- trading concerns, closing of an account, settlement of balance in deceased's account, calculation of interest.

Time: 2 hrs

SEMESTER – II

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

Current deposit account: Meaning, importance, opening a current account, operation of the account, current accounts for different types of customers; individuals, joint, sole preparatory, partnership firms, private and public limited companies, societies, trust accounts, club accounts etc. Miscellaneous instructions, transfer and closing of accounts, service charges.

Term deposit account: Meaning, features, short/long, periodical/re-investment schemes, one time/recurring deposit procedure, form, opening fixed deposit account, rates of interest, calculating of interest, payment on due date, renewal of deposit

account, payment before due date, transferring of term deposit account. Loss of term deposit receipt and procedure for duplicate issue, periodical balancing of term deposit registers/ledgers, interest provisions.

Recurring Deposit account: Meaning and advantages of recurring deposit, entries in books of accounts, calculation of interest, RD amounts payable after various terms, interest structure and recent trends.

PAPER II : DEPOSIT ACCOUNTS

PRACTICAL AND PROJECT WORK SEMESTER - I

Time: 3 hrs

Marks: 25

Types of Deposit: By means of group discussion/ over a Branch Counter or Dummy bank students may be trained in opening of different types of accounts, counter clerks, other students to suggest different types of deposit accounts/ schemes to suit the needs of different types of depositors. Exercises on distinguishing demand and time deposits, market for deposits and plans for Marketing of deposits.

Savings Bank Account: Account opening forms, how to fill in, specimen signature cards, preparation of pay-in- slips, entries in scroll cash book, pass book, register, SB ledger and SB supplementary, scrutiny of cheque requisition forms, issuing of cheque books, entries in cheque book issue register, withdrawal forms, minors declaration forms, payment of cheque/withdrawals, entries in SB ledgers and periodicals, balancing, payment scrolls, cash payment books, cheque returning memos, entries in cheque retiring register, stop payment instruments, their records in ledgers and registers, posting of clearing vouchers/ cheque, calculation of half yearly products and interest, interest sheet preparation, posting of vouchers for interests, posting in ledger accounts for interest, closing of accounts, entries in pass books, index books, transferring an account from one branch to another and settlement of claims in deceased's account.

PRACTICAL AND PROJECT WORK SEMESTER - II

Time: 3 hrs

Marks: 50

Current Deposit account: Filling in of account opening forms and pay in slip for different types of depositors particularly partnership firms and companies, pay-in-slips, cheque books, loose leaf/bond ledgers and entries therein, issue of periodical statement/pass book, stop payment instruction- recording in respective ledger/registers, dealing with cash/ clearing/ transfer debit/credit vouchers, entries in ledgers and periodical balancing, calculation and posting of service charges, deceased account, change of accounts, change of constitution of account holders particularly partnerships firms and companies, recording of mandate letters and power of attorney in respective registers.

Term Deposit Accounts: Filling up of account opening forms for various types of TD accounts, (fixed/short deposit account and various re-investment scheme account) and opening such account in respective ledgers. Exercises on rates of interest, calculation of due dates. Maintaining of term deposit registers and ledgers, posting of vouchers, filling up of pay-in-slips, withdrawal forms (if any), issue of term deposit receipts, encashment on due dates/renewal for further periods, encashment before maturity (due date), practical on action to be taken on loss of TDRS, issue of duplicate TDR, payment of balance in deceased accounts. Exercise on change of joint names, transfer of TDRS from one branch to another, handling over due accounts, addition and deletion of names.

Recurring Deposit Account: Filling of account opening form, filling of pay-in-slip and withdrawal forms. Exercises on use of reckoner for interest calculation, entries in registers/ledgers periodical balancing, issue of pass books, loss of pass books, duplicate pass books, handling overdue accounts, recovery of charges/interests on late installment payments, payment of balance in deceased's accounts.

Paper – III: HOUSE KEEPING IN BANKS

THEORY SEMESTER – I

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

House Keeping: Meaning, objectives, application of Double Entry System of Book keeping to bank transactions. Vouchers – Importance and its preparation, various types of transactions – Cash Receipts / Payments and currency chests, Clearing outward/inward and clearing house, Transfer vouchers and Transfer scroll. Various books of accounts maintained in the banks, day to day transactions, records thereof, writing of subsidiaries/supplementary books, day book, general ledger and general ledger balance book, periodical balancing of accounts, tallying of various accounts, control mechanism and preventive measures for good house keeping, rotation of duties, checking and double checking. Dual control aspect for cash and sensitive items of stationery.

Negotiable Instruments and relevant Acts: Meaning and kinds of cheque, bill of exchange, promissory note, hundies, bank drafts, endorsements, crossing, payment of cheque precautions/rotation to collecting/paying banker, stop payment instructions, legal position regarding payments, dishonor of cheque, forged cheque, different types of bills collection/payment, calculation of due dates and disposal of unpaid bills. Statement of inter branch transactions-Branch Daily Statement.

Time: 2 hrs

SEMESTER – II

Marks: 30

Int. Ass./CCE: 15
Total Marks: 45

Establishment work: Salary, leave, medical bills, travelling expenses/allowances bill, calculation of Income-Tax, perquisites, maintenance of staff record/staff files. Branch accounts with other banks viz. RBI/SBI – maintenance procedure, entries, periodical reconciliation.

Branch Premises: Owned/rented-expenses on maintenance. Accounting procedure, Branch up keep and cleanliness.

Furniture and fixtures and other fixed assets: Acquisition, tender system, records, numbering and periodical balancing. System of disposal/write off of furniture and fixtures.

Stationery: Objectives, proper records, purchase, maintenance of records. Time duration for maintenance of various files/records.

PAPER-III: HOUSE KEEPING IN BANKS

PRACTICAL AND PROJECT WORK SEMESTER - I

Time: 3 hrs

Marks: 25

House Keeping: Sorting of vouchers according to ledger/departments and also to observe that vouchers are passed by the authorized officers, see that vouchers are branded with the appropriate stamp, enter all the vouchers in related subsidiary books, writing the total number and signature, totaling all the subsidiary/day books, tallying the same with the day book, posting in general ledger. Periodical balancing of accounts.

Preparation of Vouchers: Scrutiny of vouchers, posting of debit and credit vouchers, preparation of vouchers relating to debit entries for receiving cash/cheques, preparing vouchers for receiving/paying cash, preparation of transfer vouchers, reversing an entry or a voucher and clearing vouchers.

Handling Cash: Practising procedure followed in the cash department of a bank for receiving cash, various steps, counting the notes carefully and quickly, sorting out the notes denomination wise in packets, counting the coins and sorting out denomination wise, examining and ensuring that they are genuine, signing the pay-in-slip form and affix cash received date stamp, preparation of cashiers receipt scroll, preparing packets of 100 pieces of notes and tallying the total number of receipt and payment vouchers with the cash book.

Clearing: Receiving outstation cheques and entering in the clearing register, stamping the cheques and sorting them bankwise, preparing schedule for each bank and general summary, exchanging the cheques in clearing house, preparing adjustment vouchers, entering the clearing register and balancing.

Negotiable Instruments: Practical exercises on cheques, bill of exchange and draft, crossing, endorsement, discounting, clean and documentary bills, collection of bills. Forwarding the bill from one branch to another, entry in the registers, passing related vouchers, endorsing the documents (Bill of exchange, RR, MTR, invoices, insurance policy etc.) obtaining acknowledgement, remit proceeds to the forwarding branch, calculation of the due dates, disposal of unpaid bills.

**PRACTICAL AND PROJECT WORK
SEMESTER - II**

Time: 3 hrs

Marks: 50

Establishment: Different cases of scrutiny of salary payments, maintenance of leave records, scrutiny of calculation of income tax, perquisite value, medical bills, travelling expenses etc.

Branch account with other Banks: One categorical practical to be given giving the details of operation of account with RBI/SBI for a month to include all types of transactions including remittance of funds, receipt of funds, collection of cheques, issue of cheques and students to write in branch account and also in the RBI/SBI books and prepare a reconciliation statement.

For other activities necessary practical for passing vouchers, entries in register/ledger be given. Preparation of Branch Daily Statement.

Preparation of vouchers for payment of certain revenue expenditures and recording thereof in profit and loss analysis book.

Preparation of vouchers for payment of capital expenditure and recording thereof in furniture and fixture ledgers.

(v) GENERAL RECEPTIONIST

PAPER – I: RECEPTION THEORY

Time: 2 hrs

SEMESTER – I

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Unit -1 : Reception

Meaning – Definition – Importance of Reception – Need of a Receptionist – Reception in Commercial and Non-Commercial Organisations – Front office procedure for emergencies.

Unit – 2: Reception Office Lay-out

Layout of a Reception Counter – Factors to be considered for Layout organization of Reception Office.

Time: 2 hrs

SEMESTER – II

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Unit – 3: Receptionist

Qualities of a Receptionist-Duties and responsibilities-Public relations- Co-ordination with other departments-Front office Salesmanship in Commercial Organisation.

Unit – 4: Reception Office Personnel

Front office personnel working in reception division of commercial and non-commercial organisations-Role, duties and responsibilities-Front Office Assistant-Front Office consists Lobby-Bell boy-Bell captain.

Unit – 5: Introduction to Travel Tourism and Hotel

Tour and Travel Agency information-Awareness of the tourist spot-Role of Airline in the Tourism Industry; Role and functions of a travel agent-Information about Hotel-Categories of Hotels – Reservation – Safety locker management handling left luggage.

PAPER – I: RECEPTION PRACTICAL AND PROJECT WORK

Time: 3 hrs

SEMESTER - I

Marks: 25

Unit – 1

Visiting receptionist division of a commercial and non-commercial organization and list out the role of Receptionist in these organization.

Unit – 2

Submit a report on the lay-out of the reception office of commercial and non-commercial organisation and their strength and weakness with a sketch.

**PRACTICAL AND PROJECT WORK
SEMESTER - II**

Time: 3 hrs

Marks: 50

Unit – 3

Arrange a role-play of receptionist in the class-room.

Unit – 4

Visit to a Star Hotel and Travel and Tourism Organization- List out the various personnel working in the reception division, their duties and responsibility, and submit a report.

Unit – 5

Visit to a travel & tourism and hotel and collect various registers and forms used in reception (Registration Card, Arrival and Departure Register, Guest History Cards, Key Cards, Rack Slips, Log Book etc.)-Collect information from nearest city about Hotels and categorise them according to location, no. of rooms, type of plan and facilities offered etc.

**PAPER – II: OFFICE PRACTICE AND PROCEDURE
THEORY**

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Unit – 1: Introduction to an Office

Meaning – Importance and functions – Location and layout of an office – Principles – Physical condition – Office environments and its importance – Various sections in a Modern Office – Factors to be considered in buying office premises and furniture.

Unit – 2: Office Organization

Meaning-Different types-Organization structure- Principles of organization-Delegation of authority-Importance and principles of delegation-Office Manuals-Meaning-Need-Types-Advantages and disadvantages of using office manuals-Techniques of improvement- Work chart- Work control-Quality control- Work checking-Time scheduling-Work simplification and own technique.

Unit – 3: Handling Mail, Filing and Indexing

Procedure for handling incoming and outgoing mail-Essential requirements for a good system of dealing with stationery. Meaning and importance essentials of filing-Essentials of a good filing system-Classification and methods of filing-Indexing-Meaning-Need-Various types.

Time: 2 hrs

SEMESTER – II

Marks: 30
Int. Ass./CCE: 15
Total Marks: 45

Unit – 4: Office Equipments and Machines

Meaning and importance- Various equipments and machines used in a Modern Office Copies-Photocopying-Addressing Machine; Adding and calculating machines; Accounting machine, Electronic typewriter, Word processor, Modern Telephone, Fax, Computer with Printer and Scanner, Computer Hardware(Basics) and Software(Ms-Office: Ms-word, Ms- Excel, Ms-PowerPoint).

Unit – 5: Noting, Note sheet writing, Reports and Minutes

Noting-purpose salient features-procedure-limitation-Report-Minutes-Kinds of minute-importance-qualities of writing report-form of a report-techniques of reports writing.

Unit – 6: Stationary control

Stock control-stock taking-techniques of inventory and stock control-stationary control.

PAPER – II: OFFICE PRACTICE AND PROCEDURE

PRACTICAL AND PROJECT WORK

Time: 3 hrs

SEMESTER - I

Marks: 25

Unit – 1

Visiting to the nearest Modern office and to draw the layout of their office with various section and followed by the group discussion.

Unit – 2

Based on visit, draw an organizational chart of commercial and non-commercial organization and list out various office manuals and work chart used in their organization and discuss in the group.

Unit – 3

Filling up of various proformas of incoming and outgoing mail, record etc. Demonstrating the procedure of opening, stamping, entering, sorting the mail and various types of files, filing cabinets, indexing, in a Modern Office under the supervision of professionals.

**PRACTICAL AND PROJECT WORK
SEMESTER - II**

Time: 3 hrs

Marks: 50

Unit – 4

Practice with the modern equipments and machines used in the collaborating institutions. Practical Knowledge of Ms-Office (Ms-word, Ms- Excel, Ms-PowerPoint), Knowledge of opening & editing files in Ms-Office.

Unit – 5

Practising to draft different notes sheets, in different occasions-organising meeting report thereon under the supervision of professionals.

Unit – 6

Practising stock taking, inventory in the institution under the supervision of professionals.

**PAPER – III: TYPEWRITING
THEORY**

Time: 2 hrs

SEMESTER – I

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Unit – 1: Introduction to Typewriter

Typewriter – Its use and importance – Sizes of typewriter-Makes and categories- Operative parts and their uses-Maintenance-Ribbon Changing –Ribbon economy-Methods and approaches of leave key board.

Unit – 2: Key Board operation and Practice

Position of typist, typewriting-Material to be typed-Insertion of paper-Space arrangement-Shift Keys-Special signs and symbols-Centering-Method of centering-Spacing- Punctuation marks-Techniques of paragraphing-Arabic and Roman-Syllabification- Foot notes-Carbon copying-Assembling and removal of carbon paper- Stencil cutting and correction.

Time: 2 hrs

SEMESTER – II

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

Unit – 3: Proof-reading Symbols

Introduction to special signs and symbols and proof- Types of Proof-Methods-Manuscript awareness.

Unit – 4: Speed Building

Speed drills – Types of speed drill-Stocking pattern-Speed building procedure-typing from news papers, books and journals – Typing various business letters, correlated

draft and manuscript paper-Filling receipt and vouchers, agenda minutes, memoranda and invoices, account sales and balance-sheet.

Unit – 5: Tabular Building

Table-Vertical and horizontal placement-Column headings- Tabulation styles –Methods of vertical ruling.

**PAPER – III: TYPEWRITING
PRACTICAL AND PROJECT WORK
SEMESTER - I**

Time: 3 hrs

Marks: 25

Unit – 1

Operation of key board-Practising upper, bottom and number row-Practising chief operative parts, special signs.

Unit – 2

Practising to type on envelopes-Using cylinder knob adjustments etc. – Practising stencil cutting-Filling up the blanks forms-Space and words adjustment etc. –Typing business and official correspondence, envelope addressing, telegram.

**PRACTICAL AND PROJECT WORK
SEMESTER - II**

Time: 3 hrs

Marks: 50

Unit – 3

Removing and replacement of ribbon-Up and down movement of the ribbon-Length-wise feeding of ribbon-Troubles-Remedy-Cleaning and oiling the typewriter-Trouble shooting-Jerky movement of carriage-Causes, Remedy-Demonstration on carriage-Draw-cord-etc. –Step-by-step movement of the carriage-Bell ringing mechanism-Marginal stop mechanism.

Unit – 4

Dog block mechanism-Functions of Loose-dog and Rigid-dog-Troubles-Remedy.

(vi) MARKETING AND SALESMANSHIP

PAPER-I

Time:2 hrs

**PRINCIPLES OF MANAGEMENT
THEORY
SEMESTER - I**

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Management: meaning, features, objectives, functions of management and principles.

Planning: meaning, features, importance, advantages and limitations.

Organization: meaning, features, objectives, principles, formal and informal organization.

Time:2 hrs	SEMESTER-II THEORY	Marks: 30 Int. Ass./CCE: 15 Total Marks: 45
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Elegation: meaning, principles, responsibility, accountability, centralization and decentralization,

Staffing: meaning, Human Resource Management, recruitment, training, wagepayment.

Directing: meaning, supervision and Communicate,

Controlling: meaning, features, importance, limitation.

Time:3 hrs	PRACTICAL SYLLABUS SEMESTER-I	Marks: 25
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Preparation of organizational structure of a firm/company/business house located in your vicinity

Time:3 hrs	PRACTICAL SYLLABUS SEMESTER-II	Marks: 50
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Study of method of recruitment, staffing pattern and method of wage payment, copy, viva, Project reports.

PAPER-II	MARKETING MANAGEMENT SEMESTER-I THEORY	Marks: 30 Int. Ass./CCE: 10 Total Marks: 40
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Marketing: meaning, objectives, importance and advantages of marketing,

Marketing mix: meaning and elements of marketing mix

Time:2 hrs **SEMESTER-II THEORY** **Marks: 30**
Int. Ass./CCE: 15
Total Marks: 45

Product Planning: meaning, product life cycle

Pricing: meaning of price, importance, pricing policies and strategies

Channel of Distribution: meaning, classification of channels

Time:3 hrs **PRACTICAL SEMESTER-I** **Marks: 25**

Project Enlisting of products of daily use by consumers/traders in local market of your locality

Time:3 hrs **PRACTICAL SEMESTER-II** **Marks: 50**

- (i) To study the product life cycle of any two products
- (ii) To study the distribution channels of any two products

PAPER-III **SALESMANSHIP SYLLABUS SEMESTER-I THEORY** **Marks: 30**
Int. Ass./CCE: 10
Total Marks: 40

Salesman ship: meaning, features, importance, Personal selling and salesmanship, importance of salesmanship, qualities of a good salesman

Product: Classification of products , Branding, Packaging and labelling.

**SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Advertising and sales promotion: meaning, objectives, functions.

Advertisers: danger of advertising, types of advertising, advertising media, advertising agency, functions of advertising agency, preparation of an advertisement.

Sales promotion: meaning, objectives of sales promotion, methods of sales promotion.

Consumer Protection: meaning, consumer rights, ways of consumer protection, redressal machinery under the act

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Survey the products which are sold door to door or in your street through Personal Selling and describe the various pros and cons from by buyer and seller's point of view

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

Describe different methods of advertise of at least 5 products being sold in your local market

(vii) RURAL MARKETING

**PAPER-I
Time:2 hrs**

**PRINCIPLES OF MANAGEMENT
THEORY
SYLLABUS
SEMESTER-I**

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Management: meaning, features, objectives, functions of management and principles

Planning: meaning, features, importance, advantages and limitations

Organization: meaning, features, objectives, principles, formal and informal organization

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Delegate: meaning, principles, responsibility, accountability, centralization and decentralization.

Staffing: meaning, Human Resource Management, recruiting, training and wage payment.

Directing: meaning, supervision and communication.

Controlling: meaning, features, importance and limitation.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Preparation of organizational structure of a firm/company/business house located in your vicinity

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

Study of method of recruitment, staffing pattern and method of wage payment, copy, viva, Project reports

PAPER-II

**MARKETING MANAGEMENT
SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Marketing: meaning, objectives, importance and advantages of marketing

Marketing Mix: meaning and elements of marketing management

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Rural Marketing: Marketable surplus, requirements for rural marketing, significance of rural marketing, ways of agriculture marketing, Problems of Agriculture Marketing, Measures to improve agriculture markets, Role of regulated and unregulated market, Procurement Policy. **Pricing Policy:** advantages of agriculture pricing policy, limitation of agricultural pricing policy, measures improve agricultural price policy.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Project Enlisting of products of daily use by consumers/traders in local market of your locality

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

- (i) To survey the Agro product being sold in agriculture market and study the problems faced by buyers and sellers of agro products
- (ii) To survey the regulated and unregulated agro Markets of your locality

PAPER-III

**SALESMANSHIP
SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Salesmanship: meaning, features, importance, personal selling and salesmanship, importance of salesmanship, qualities of good salesman,

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Products: classification of products, Branding, Packaging and labels, Role of Mahila Mandals and self help groups in marketing, Role of marketing Board in marketing, Role of infrastructure in rural marketing, Barriers in the way of rural markets measures to overcome these barriers.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Survey the products which are sold door to door or in your street thing Personal Selling and describe the various pros and causes from by buyer and seller's, point of view

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

To prepare a project work on the working of self help group as Mahila Mandal

(viii) TRANSPORT SERVICES

**PAPER-I INFRASTRUCTURE AND MODES OF TRANSPORT
SYLLABUS**

**SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Infrastructure of Roads: types, construction, procedure, maintenance of roads,

Modes of Transports: Autos, taxicabs, Buses, Minibuses.

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Modes of Transports: crisis management during accidents, recovery van and relief van

Motor Vehicle Act 1936.

Insurance: third party, fire and accidental policy and insurance of passengers.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

To survey the various roads in relation to their maintenance status within the radius of 5Km of your school.

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

To study the crisis management infrastructure in your locality, availability of recovery Van, its connectivity and cost in your locality.

PAPER-II

**TRANSPORT MANAGEMENT
SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

- i. Application of management:** principles, time management, resource management, manpower management, inventory management, cost benefit analysis.
- ii. Time Table & Routes:** management of Rain & Sun Shelter;
- iii. Signs and Symbols of Transport.**

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

- i. Training of Drivers & conductors, Recruitment and selection procedure.**
- ii. Calculation of fares. Road safety measures.**
- iii. Traffic lights and roundabouts.**

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

The students are required to study the cost benefit analysis of any mode of transport (autos, minibuses, van, taxicabs and rickshaws).

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

To study status of road safety measures in your locality in relation to Zebra crossing, Speed braker, traffic lights, roundabouts, placement of various road safety signs and identification of accident prone area in your locality and suggest various precautionary measures.

PAPER-III

ICT IN TRASPORT INDUSTRY-I

**SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Fundamentals of Computer
Memory

Input, Output, Data Storage Devices

Hardware and Software

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Modernization of Office

Meaning and Relevance of Office, Automation Office Machines; Type Writer, telephone, fax, Computer, Scanner, printer,

MS Office (MS Word and MS Excel)

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time: 3 hrs

Marks: 25

Practical Knowledge regarding basics of Computer, Checking the connectivity, starting up Computer System.

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time: 3 hrs

Marks: 50

Operation of scanner & Printer.
Creating, editing, formatting MS documents
Creating tables in MS Word
Creating, Editing and formatting worksheets in MS Excel.

(ix) BASIC FINANCIAL SERVICES

PAPER-I:

**ACCOUNTING FOR BUSINESS
SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Accounting: meaning and objectives, important, basic accounting terms, kinds of accounts, recording transactions, writing the ledgers.

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Accounting: balancing ledger accounts, day books, trial balance, final accounts, profit and loss account and balance sheet, tallying the accounts and Bank Reconciliation statement, Bookkeeping system in banks.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

PROJECT WORK:

1. The syllabus of project work is same as prescribed for the theory of semester – I.

2. Project Note Book will consist of at least one comprehensive project and some short answer questions based on the prescribed syllabus.
3. Division of Marks

Project Note Book:	5 Marks
Three questions (with internal choice)	15 Marks (5 Marks each)
Viva Voce	5 Marks

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

PROJECT WORK:

1. The syllabus of project work is same as prescribed for the theory of semester – II.
2. Project Note Book will consist of at least one comprehensive project and some short answer questions based on the prescribed syllabus.
3. Division of Marks

Project Note Book:	10 Marks
Three questions (with internal choice)	30 Marks (10 Marks each)
Viva Voce	10 Marks

PAPER-II:

**INTRODUCTION TO FINANCIAL MARKET
SYLLABUS
SEMESTER-I
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Financial Management: meaning, objectives, functions.

Financial Planning: importance, objectives, capital structure, fixed and working;

Capital Market & Money Markets: capital market meaning, elements, nature, function..

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Capital Market & Money Markets: primary market, secondary market, financial institution, Money market; constituents, functions, security Exchange Board of India(SEBI); objectives of SEBI, Functions of SEBI;

Stock Exchange: meaning, function, listing of securities, Procedure for dealing as stock exchange operators at stock exchange, national stock exchange, over the counter exchange of India.

**SYLLABUS
SEMETER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Enlisting of various firms providing financial services to your locality in relation to various services provided by them.

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

To prepare a project report of a firm providing services of sale and purchase of shares.

**PAPER-III: COMPUTER APPLICATION IN FINANCIAL MARKETING
SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Information Technology: concept of information technology, fundamentals of computer, hardware concepts, memory system of computer, software concept.

**SYLLABUS
SEMESTER-II
THEORY**

Time:2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

- 1. Introduction to e-commerce**
- 2. e-commerce in India**
- 3. e-payment**

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time:3 hrs

Marks: 25

Computer Fundamental: Checking the connectivity, Peripherals of Computer, Booking of (Start up) the computer system.

Windows operation: using mouse, study of different manuals available in windows.

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time:3 hrs

Marks: 50

Prepare a project report on various e-payment facilities available in various Banks in your locality

(x) INSURANCE

PAPER-I: PRINCIPLES AND PRACTICES OF INSURANCE

**SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Origin: meaning of Insurance, Features of Insurance, Principles of Insurance, Functions of Insurance,

Various kinds of Insurance: Marine Insurance, Fire Insurance, Life Insurance;

Marine Insurance: meaning, features, Procedure for affective marine Insurance, various policies of Marine Insurance;

**SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Fire Insurance: Meaning, features, Procedure for affective Fire Insurance, various policies of Fire Insurance.

Life Insurance: meaning, features, Procedure for affective Life Insurance, various policies of Life Insurance.

Property Insurance: crop insurance, fire stock insurance, Burglary insurance, theft insurance and Baggage of Insurance.

Motor Vehicle Insurance

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time: 3 hrs

Marks: 25

The students are required to prepare a project report based on the survey of shopkeeper of your locality who have taken various types insurance policies. The report would include the motives & experiences of the policy holder.

**SYLLABUS
SEMESTER-II
PRACTICAL**

Time: 3 hrs

Marks: 50

Prepare a report on the basis of experience of policy holder to have taken claims of an insurance policy.

**PAPER-II: INSURANCE LEGISLETIONS
SYLLABUS
SEMESTER-I
THEORY**

Time: 2:30 hrs

**Marks: 45
Ins. Ass./CCE: 20
Total Marks: 65**

Indian Insurance Act 1938,

**SEMESTER-II
THEORY**

Time: 3 hrs

**Marks: 65
Ins. Ass./CCE: 30
Total Marks: 95**

Life Insurance Act 1956, Motor Vehicle Act 1939, Settlement Claim, Procedure for Settlement of Claim

PAPER-III:

**INSURANCE SALESMANSHIP
SYLLABUS
SEMESTER-I
THEORY**

Time: 2:30 hrs

**Marks: 45
Ins. Ass./CCE: 20
Total Marks: 65**

Salesmanship: definition, features, Objectives, Qualities of Insurance Agent, Selection of Agent, Training of Agent and Placement.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 3 hrs

**Marks: 65
Ins. Ass./CCE: 30
Total Marks: 95**

Development Officer: meaning, qualities, selection, training and placement.

Techniques: insurance salesmanship, Process of insurance salesmanship techniques of canvassing.

(xi) TAXATION PRACTICE

**PAPER I: Elements of Book Keeping
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

**Basic Accounting
Terms:**

Asset, liability, Capital expense, income; expenditure, Revenue, Debtors, creditors, Goods, cost gain, stock, purchase, sales, loss, profit, voucher, discount, cash and trade discount, transaction, Drawings equity.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Kinds of Accounts: Recoding transaction, writing of Ledger, balancing of ledger accounts, Day book, Trial balance, Preparation of final accounts, Profit and loss account, balance sheet tallying the accounts and Bank Reconciliation statement. Book keeping system in Banks, Depreciation- Provisions and Reserves.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Prepare a project report on the various books and ledgers maintained by a business house/institution in your locality.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit to a bank branch and observe various functions of the bank and write a report on the same.
2. Prepare a project report on profit and loss and balance sheet of a business firm/institute in your locality.

**PAPER II: Principles of Management
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Management: meaning, Features and Objectives.

Functions of Management & Principles of Management

Planning: meaning, features, importance, advantages and limitations

**SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Organization: Meaning, features, Objectives, Principle, Formal and Informal Organization

Delegation: Meaning, Principles, Responsibility, Accountability, Centralization and decentralization.

Staffing: Meaning, Human Resource Management, Recruitment training, wage payments.

Directing: Meaning, Suspension and Communication

Controlling: Meaning, features, importance and limitations

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Visit a business enterprise/institution and prepare a project report on the management of the enterprise.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit a business house/firm/institution and prepare a project report on the salary structure of the institution.

PAPER III: Fundamental of Income Tax

**SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

1. Fundamental Concepts and residential status.
2. Income under the head salaries and Income from house property.
3. Profits and gains of business or profession, Capital gains.
4. Income from other sources.
5. Income of other persons including assessee's total income.
6. Set off and carry forward of losses
7. Deductions to be made from gross total income

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

1. Exemptions
2. Rebates from tax liability
3. Agricultural income.
4. Computation of tax liability of individuals.
5. Firms
6. Companies

7. Co-operative Societies
8. Return of Income
9. Tax deductions at Source and tax collection at source
10. Advance tax
11. Interest
12. Filing of Return.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Visit on Income Tax Office and prepare a project report on the working of various sections of Income Tax Office.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Prepare a income statements of a person of your locality and compute their tax liability.

(xii) RURAL INFORMATICS MANAGEMENT

**PAPER I: PRINCIPLES OF MANAGEMENT
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

1. Management: meaning, features and objectives,
2. Functions of management and principles of management.
3. Planning: meaning, features, importance, advantages and limitations.
4. Organization: meaning, features, objectives, Principles formal and informal organization.

Time: 2 hrs

**SEMESTER-II
THEORY**

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

1. Delegation: meaning, principles, responsibility, accountability, centralization and decentralization.
2. Staffing: meaning, human resource management, recruitment, Training, wage-payment.
3. Directing: meaning, supervision and communication
4. Controlling: meaning, features, importance and limitation.

**SYLLABUS
SEMESTER-I
PRACTICAL**

Time: 3 hrs

Marks: 25

1. Visit business enterprises/institutes and prepare a project report on the management of the enterprise.

**SEMESTER-II
PRACTICAL**

Time: 3 hrs

Marks: 50

1. Visit a business house / firm/ Institutes and prepare a project report on the salary structure of the institute.

**PAPER II: Information Technology & e- Commerce
SYLLABUS
SEMESTER-I**

Time: 2 hrs

THEORY

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Concept and scope of information technology,
Fundamentals of computer, Hardware concepts, Memory system of computer, Software concepts multimedia, fundamentals of internet, working with internet.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

Introduction to e- commerce, e-commerce in India, e- payments, e- security, e-banking, e- trading and e- marketing.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

Conduct a survey of your locality and prepare a project report of at least 5 persons who are using computer at home and enlist the various advantages of computer's to these person:

1. Logging into internet.
2. Navigation for seeking information
3. Searching information on internet
4. Sending and recovery E-mail.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. On-line Purchasing.

Project Work: Open the website www.monster.com and register your resume over it. Open the site www.scholarshipsinindia.com makes a list of scholarships that are available in India and abroad.

**PAPER III: e-Governance
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

e- Governance: meaning, scope, e- Governance in developing countries, Delivery models of e – services, uses of e- governance, Empowerment rural communities, reducing costs and increasing revenue, Control of govt. expenditure, Growth of tax revenue.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Bhoomi computerization of land records, Gyandoot community owned rural internet kiosks
Card – computer aided registration of deeds
Voice- computerized service centers for panchyat.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

Visit a suvidha center in your area and prepare a list of various services available at that center and record views of at least 10 persons about the benefits and demerits of these centers.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

Visit a computerized office for land records and prepare a project report on its working and prepare a list and benefits available to general public.

(xiii) EXPORT IMPORT DOCUMENTATION

**PAPER I: PRINCIPLES OF MANAGEMENT
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

1. Management: meaning, features and objectives,
2. Functions of management and principles of management.
3. Planning: meaning, features, importance, advantages and limitations.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

1. Organization: meaning, features, importance, objectives, Principles, formal and informal organization.
2. Delegation: meaning, principles, responsibility, accountability, centralization and decentralization.
3. Staffing: meaning, human resource management, recruitment, training, wage payment.
4. Directing: meaning, supervision and communication
5. Controlling: meaning, features, importance and limitation.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Visit a business enterprise / Institution and prepare a project report on the management of the enterprise.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit a business house/Firm/Institution and prepare a project report on the salary structure of the institution.

PAPER II: INFORMATION TECHNOLOGY & e- Commerce

**SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Concept and scope of information technology
Fundamentals of computer, Hardware concepts, Memory system of computer, Software concepts, multimedia, fundamentals of internet, working with internet.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Introduction to e- commerce, e-commerce in India, e- payments, e- security, e- banking, e- trading and e- marketing.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

Conduct a Survey of your locality and prepare a project report of at least 5 persons who are using computers at home and enlist the various advantages of the computer to these people.

1. Logging into internet.
2. Navigation for seeking information
3. Searching information on Internet
4. Sending and receiving e-mail.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Purchasing through Net.
2. Project work: Open the website www.monster.com and register your resume over it. Open the website www.scholarshipsinindia.com makes a list of scholarships that are available in India and abroad.

**PAPER III: EXPORT MANAGEMENT
SYLLABUS
SEMESTER-I
THEORY**

Time: 2:30 hrs

**Marks: 45
Int. Ass./CCE: 20
Total Marks: 60**

Exports – meaning: Foreign trade policy 2009-14, Potential items of export. Setting up on appropriate business organization, choosing appropriate mode of operation, naming the business, selecting the product, making effective business correspondence, selecting the overseas market. Selecting prospective overseas buyers, Selecting channels of distribution, Negotiating with prospective overseas buyers, Processing an export order and entering into export contracts.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 3 hrs

**Marks: 65
Int. Ass./CCE: 30
Total Marks: 95**

Registration with regional authorities of Director General of Foreign Trade. Registration with export promotion council commodity boards / Authorities.

Registration with value added tax authorities and central excise authorities, Obtaining permanent account number, export of samples, Gifts, Spares, Replacement and repaired goods. Appointing overseas agents.

Permission for the export license, Validity of export license, Revalidation of export license, Export by post and export through courier service, obtaining export credit insurance.

**(xiv) CO-OPERATION
PAPER I: ELEMENTS OF BOOK KEEPING
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

Basic Accounting terms: Assets, Liability, Capital, Expense. Income, Expenditure, Revenue, debtors, Creditors, Goods, cost, gain, stock, purchase, sales, loss, profit, vouchers, Discount, Cash and trade discount, transaction, Drawing equity. Kinds of accounts, Recording transaction.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

Writing of ledgers, balancing of ledger accounts, Day Book, Trial Balance, Preparation of final accounts, profit and loss account, balance sheet. Tallying the accounts and bank reconciliation statement, Book keeping system in bank. Depreciation provision and reserves.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Prepare a project report on the various books and ledgers maintained by a business house / Institution in your locality.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit a bank branch and observe a various function of the bank and write a report on the same.
2. Prepare a project report on profit and loss account and balance sheet of a business firm / institute in your locality.

**PAPER II: Management
SYLLABUS
SEMESTER-I
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 10
Total Marks: 40**

1. Management: meaning, features and objectives,
2. Functions of management and principles of management.
3. Planning: meaning, features, importance, advantages and limitations.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

**Marks: 30
Int. Ass./CCE: 15
Total Marks: 45**

1. Organization: meaning, features, importance, objectives, principles, formal and informal organization.

2. Delegation: meaning, principles, responsibility, accountability, centralization and decentralization.
3. Staffing: meaning, human resource management, Recruitment, Training, wage payment.
4. Directing: meaning, supervision and communication.
5. Controlling: meaning, features, Importance and limitation.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Visit a business enterprise/Institution and prepare a project report on the management of the enterprise.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit a business house / firm / institution and prepare a project report on the salary structure of the institution.

**PAPER III: COOPERATIVE MANAGEMENT
SYLLABUS
SEMESTER-I**

Time: 2 hrs

THEORY

Marks: 30

Int. Ass./CCE: 10

Total Marks: 40

Co- Operation: meaning, Features of Cooperative enterprises.

Cooperative: a special form of business organization. Cooperative Principles. Objectives of cooperation.

Organization of cooperatives: Credit cooperatives, Classification of credit cooperatives, agricultural credit cooperative structure, Primary agriculture credit societies, Objects, memberships, Source of funds, Security rate of interest, repayment of loan, over dues, Crop loan, linking credit with marketing, distribution of profit. Multipurpose cooperative societies. Progress of the primary credit societies.

**SYLLABUS
SEMESTER-II
THEORY**

Time: 2 hrs

Marks: 30

Int. Ass./CCE: 15

Total Marks: 45

Central Cooperative Banks: need for central cooperative banks. Types of Central Cooperative Banks, their functions, Source of funds, management progress. State Cooperative banks, the constitution, Functions and objects.

Cooperative Land development Banks, Objectives sources of funds, non agricultural credit cooperatives, cooperative urban banks, their functions, sources of funds.

Cooperative Marketing: definition, objectives, functions, regional Marketing cooperative societies , state cooperative marketing federation, National agricultural cooperative marketing federation, Cooperative processing development in India. Cooperative sugar factories, Cooperative food grains processing units, Vegetable and fruit processing units, Oil Seeds processing units and cotton processing units.

Time: 3 hrs

**PRACTICAL
SEMESTER-I**

Marks: 25

1. Visit an agriculture cooperative society running in your locality and study its structure areas and objectives, memberships, Source of funds and services provided by it to members in particular and society at large prepare project report on its working.

Time: 3 hrs

**PRACTICAL
SEMESTER-II**

Marks: 50

1. Visit a cooperative Marketing federation e.g. Milkfed and study its structure aims, Membership, sources of funds and services provided by it to members in particular and society at large. Prepare a project report on its working.