

Business Administration(Practicals) Class XII

First Term

Topic 1. Work Culture & Office Employees. (10 marks)

- a. Head of any department or Head Clerk
- b. Accountant.
- c. Cashier.
- d. Peons \ Attendant
- e. Lower Division Clerk\ Upper Division Clerk.

During OJT time choose any five from above and study their nature of work & write a report, on their duties and responsibilities.

TOPIC II Management of business services.

- a. Stock Register (5marks)
- b. Loan Application form (Personal loan \ Educational loan) (5marks)

TOPIC III Human Resource Management. (10marks)

Steps or practical procedure followed for recruitment of a new staff in an educational institution

For eg. School, Higher Secondary School.

- a. Letter asking NOC from department. (3 marks)
- b. Preparation of advertisement for different post. (2marks)
- c. Drafting appointment letters. (3 marks)

TOPIC IV. E-Commerce (10marks)

- a. Filling of application form for Debit Card.
- b. Filling of application form for E.F.T.
- c. Filling of application form for payment of telephone \electricity \water bill through E.C.S.

5 marks for viva and 5 marks for File.

Part A

100 marks

Time: 2 hours

Write answers for all questions.

100 marks

Part B

100 marks
Time: 2 hours
Write answers for all questions.

100 marks

100 marks

100 marks

100 marks

100 marks

Second Term.

TOPIC 5 E-Governance. 10marks.

- a. Take print outs of the following documents on line.
- Application for the issue of learners license.
 - Application for the issue of residence certificate.
 - Application for the issue of birth certificate.
 - Application for KanyaDhan for S.C.
 - Application for meritorious scholarship for S.C & O.B.C. students.

(2 marks for each topic)

TOPIC VI Hospitality Services. (10marks)

Dummy conversation between Travel Agent and Traveller. (5marks)

Filling of railway ticket booking form and cancellation of tickets. (5 marks)

TOPIC VII Business Economics (10marks)

Filling of form No. 16.

Example :- Mr. PrahalDNaik working as an accountant drawing Rs. 25650/- for the month of April to June 2014. Rs. 27680/- for the months of July to December 2014, Rs. 29920/- for January to March 2015.

He received D.A arrears of Rs.10,000/- & Rs.8000/- respectively. He is entitled for bonus of Rs.3500/-.

His GPF contribution is Rs.2500/- per month, LIC Rs.650/- per month. PLI Rs.550/- per month and income tax deduction Rs.500/- per month.

He has taken housing loan from SBI Rs.5 lakhs in istJanuary 2014 & pays EMI of Rs.5600/- per month.

He has paid Rs.58000/- towards interest and Rs. 2000/- towards principal. He has paid Rs.12000/- towards health insurance.

Fill in the Form No.16 with the help of above information.

TOPIC VIII Sales Management (10marks)

- Prepare an advertisement for a new product.
- Radio Jingles.
- Prepare a sample packing for a product.
- Preparing posters/circulars of newly introduced products.

Choose any two practicals, from above topics 5 marks each.

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYS 433

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