

# **PRACTICAL WORKBOOK FOR STANDARD XII**

## **GENERAL FOUNDATION COURSE**

### **LIST OF PRACTICALS/ ASSIGNMENTS**

1. Study of SSI Related Software Packages
2. Loan Procurement and Banking Procedure
3. Filling up of SSI Provisional Registration Form
4. Preparing a Project Profile
5. Preparation of a Preliminary Project Report
6. Report on Industrial visit with Entrepreneurial perspective
7. Report on EDP conducted in your Institution
8. Report on how OJT helped in developing Entrepreneurship
9. Making a Power Point Presentation on Entrepreneurial Topic
10. An Exercise on New Product Development
11. Report on a lecture by a successful Entrepreneur
12. List of Industrial Estates in Goa
13. Study of Industrial Policy of Goa
14. Create a full E- Business Website with Domain Name
15. Environmental Pollution: Causes and Control in Goa
16. Community Development in Goa

Instructions for conducting Practicals, during the First & Second terms.

**Note:**

1. Each student has to complete a minimum of **Four practicals**.
  2. During the **first term** each student has to complete **two practicals**. One practical should be compulsorily based on topics, in units 4 & 5 combined.
  3. The other practical should be based on any of the topics from units 1 - 3, units 6 - 8.
  4. During the **second term** each student has to complete **two practicals**. One practical should be compulsorily based on the unit 15, topic Environmental Pollution.
  5. The other practical should be based on any of the topics from units 9 - 14 or unit 16.
- 

### 1) Study of SSI Related Software Packages-

The Teachers can refer to Software- CDS available in the market, information available on the internet, etc., in order to update the students about this topic.

This topic should be taught with the help of various SSI related software packages like-

How to start a SSI

How to manage a SSI

How to arrange finance for a SSI

How to Register a SSI

Benefits of registration of SSI

### 2) Loan Procurement and Banking Procedure-

The Teacher can invite a resource person from the business or financial field to talk on this topic. (Preferably the Manager of a bank, or any such authority)

**OR**

The Teacher can arrange for a visit of the students, to a nearby Bank or any other financial institution. This is to enable students to collect all the necessary information, forms, brochures, etc., related to the topic.

The following institutions/scheme can also be contacted /referred to, for processing the necessary information on this topic: -

a) EDC

b) CMRY

- c) PMRY
- d) Deendayal Rozgar Yojana and similar schemes
- e) KVIC
- f) GHRSSIDC
- g) GIDC, etc.

### **3) Filling up of SSI Provisional registration form-**

The Registration form is available at DIC, Panjim. The students should be guided to do mock filling of the form.

### **4) Preparing a Project Profile-**

- i) Stages in the formulation of a project report.
- ii) Feasibility studies of project report.
- iii) Investigation of a project report.

Students should first select a small scale business of their choice for preparing the project profile.

The Teacher should guide the students to apply the above (i) – (ii) to this project profile.

Samples of project profile are easily available in EDC office, MSME website (as mentioned in the STD XI, GFC study material), etc.

### **5) Preparation of a Preliminary Project Report-**

Specimen of the Project Report is provided in STD XII GFC study material Unit III, for preparing of Business Plan.

### **6) Report on Industrial visit with Entrepreneurial perspective-**

Teacher should take the students for an Industrial visit with entrepreneurial perspective.

The student should be guided to prepare a report on the information they get during this visit.

### **7) Report on EDP conducted in your Institution-**

Teacher should arrange an EDP. Resource person maybe a successful entrepreneur, Bank Personnel,

EDC Personnel, MSME Personnel or the like.

The student has to attend the EDP and prepare a report on it.

The EDP may also be conducted with the help of LCD presentation.

**8) Report on how OJT helped in developing Entrepreneurship-**

The Teacher should guide the students to prepare a report on OJT. How the OJT programme has motivated the students (entrepreneurial perspective).

**9) Making a Power Point Presentation on Entrepreneurship Topic-**

The student should be guided to prepare a power point presentation on any topic related to Entrepreneurship. The teachers can co-ordinate with computer related teachers for guidance, if required.

**10) An exercise on New Product/Service Development-**

Step by step analysis of how a new product or service can be developed for distribution in the market, should be prepared by students under the teacher's guidance.

For details refer to Unit III of Std. XI GFC study material.

**11) Report on a lecture by a successful Entrepreneur-**

Teacher can invite a successful Entrepreneur. The guest should talk about his experiences in establishing and managing his enterprise. Students have to prepare a report on the basis of the lecture.

**12) List of Industrial estates in Goa-**

Teacher should guide the students to collect information from various sources about the Industrial Estates in Goa and then prepare a list, (Source of information - GIDC, etc.)

**13) Study of Industrial Policy/Information Technology Policy of India-**

Information regarding this topic is available at Directorate of Industries & Commerce and also at the Govt. Printing Press, Panaji, Goa.

**14) Create a full E-Business, Web site with a domain name-**

This practical can be conducted by arranging a suitable resource person.

**15) Environmental Pollution-**

Students can prepare assignment on:-

i) Wildlife Resources.

**OR**

ii) Control of environmental pollution in relation to the environment (any one type of environmental pollution).

**16) Community Development in Goa-**

Assignment could be made on Goa Urban/Rural population.