

West Bengal Council of Higher Secondary Education

SUBJECT: BUSINESS STUDIES (BSTD)

CLASS – XI

SEMESTER – II

FULL MARKS: 40

| UNIT | TOPICS | HRS | MARKS |
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| Unit 6 | <p>Social Responsibility of Business and Business Ethics:</p> <ul style="list-style-type: none"> • Concept of Social Responsibility. • Case of Social Responsibility • Responsibility towards Owner, Investors, Consumers, Employees, Government and Community. • Environmental Protection and Business. • Business Ethics – Concept and Elements. | 8 | 5 |
| Unit 7 | <p>Sources of Business Finance:</p> <ul style="list-style-type: none"> • Concept of Business Finance. • Owner's Funds – Equity Shares, Preference Shares and Retained Earnings. • Borrowed Funds - Debentures and Bonds, Loan from Financial Institutions, Loan from Commercial Banks, Public Deposits, Trade Credit, ICD (Inter-Corporate Deposits), Factoring. | 26 | 10 |
| Unit 8 | <p>Small Business:</p> <ul style="list-style-type: none"> • Entrepreneurship Development(ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, Ways to fund start-up. Intellectual Property Rights and Entrepreneurship. • Small Scale Enterprise as defined by MSMED Act 2006, (Micro, Small and Medium Enterprises Development Act). • Role of Small Business in India - With special reference to Rural Areas. <p>Government Schemes and Agencies for Small Scale Industries: NSIC (National Small Industries Corporation) and DIC (District Industries Centre) with special reference to Rural & Hilly Areas.</p> | 12 | 7 |
| Unit 9 | <p>Internal Trade:</p> <ul style="list-style-type: none"> • Services of a Wholesaler and Retailer. • Types of Retail trade – Itinerants and Small scale fixed shops. • Large Scale Retailers – Departmental Stores, Chain Stores, Mail Order Business and concept of Automatic Vending Machine. • Chambers of Commerce and Industry: Basic functions • Main Documents used in Internal trade: Proforma Invoice, Invoice, Debit Note, Credit Note, LR (Lorry Receipt), RR (Railway Receipt) & Terms of Trade: COD (Cash on Delivery), FOB (Free on Board), CIF (Cost, Insurance and Freight), E&OE (Errors and Omissions Excepted). <p>GST (Goods and Services Tax): Concept and Key Features.</p> | 24 | 10 |
| Unit 10 | <p>International Trade:</p> <ul style="list-style-type: none"> • Concept and complexities of International Trade. | 10 | 8 |

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| | <ul style="list-style-type: none"> Export-Import Procedure and Documents Required. World Trade Organisation (WTO): Historical perspective, Functions of WTO and Agreements. | | |
| | Total | 80 | 40 |

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CLASS – XI

PROJECT

FULL MARKS: 20

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| 1) | <p>Auxiliaries to Trade: Find out names of five companies each related to different auxiliaries i.e. banking, insurance, warehousing, transportation, communication and advertising from real life.</p> |
| 2) | <p>Cooperative Society: Find out the names of five different types of cooperative societies around you. Also give details of business activities of any one of them.</p> |
| 3) | <p>Visit to an Industry: The students are required to observe the following:</p> <ol style="list-style-type: none"> Nature of the business organization. Determinants for location of business unit. Form of business enterprise. Auxiliaries involved in the production process. Workers employed, method of wage payment, training programmes and facilities available. Levels of management. Capital structure employed – borrowed vs. owned. Quality control, recycling of defective goods. Working conditions for labour in observation of Labour Laws. Storage of raw material and finished goods. Transport management for employees, raw material and finished goods. l) Any other observation. |
| 4) | <p>Banking – SB account: Visit a nearby bank to find out the procedure for opening a savings bank account. Collect the required documents and prepare a report on the same.</p> |
| 5) | <p>E – Banking (Digital Banking): Find out the procedure for transferring funds through RTGS or NEFT.</p> |
| 6) | <p>Visit to a Wholesale Market: vegetables/fruits/flowers/grains/garments etc.: The students are required to observe the following:</p> <ol style="list-style-type: none"> Sources of merchandise. Local market practices. Any linked up business like transporters, packagers, moneylenders, agents etc. d) Nature of the goods dealt in. Types of buyers and sellers. Mode of goods dispersed, minimum quantity sold, types of packaging employed. Factors determining the price fluctuations. Seasonal factors (if any) affecting the business. |

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| | <ul style="list-style-type: none"> i) Mode of payments. j) Wastage and disposal of dead stock. k) Warehousing facilities available/availed. l) Any other aspect. |
| 7) | <p>External Trade: Imagine yourself to be an Exporter or an Importer. Collect documents used in your trade, fill them and present them in a file.</p> |
| 8) | <p>Insurance (choose any one): Life Insurance, Fire Insurance and Marine Insurance. The students are required to gather information on the following aspects: a) History of Insurance. b) Development of regulatory mechanism. c) Procedure for obtaining policy. d) Procedure for obtaining claim.</p> |
| 9) | <p>Social Responsibilities: Select any two companies/firms and give an account of the steps taken by them for discharging their social responsibilities.</p> |