

BUSINESS ADMINISTRATION (SUBJECT CODE - 833)

CLASS-XI FOR SESSION 2024-2025

Total Marks: 100 (Theory-60+Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV	13	2
	Unit 2 : Self-Management Skills- IV	07	2
	Unit 3 : ICT Skills- IV	10	2
	Unit 4 : Entrepreneurial Skills- IV	10	2
	Unit 5 : Green Skills- IV	07	2
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1 :Introduction to Business Operation	15	05
	Unit 2 : Business Environment	25	08
	Unit 3 :Products & Services	25	07
	Unit 4 :Types of Organisation	15	05
	Unit 5 : Formation of Partnership Firm and Joint Stock Company	25	08
	Unit 6 : Business Correspondence	25	07
	Unit 7 : Functional Areas of Management	10	05
	Unit 8 :Organisational Behaviour	10	05
	Total	150	50
Part C	Practical Work		
	Project	60	15
	Viva		05
	Practical File		05
	Demonstration of skill competency via Lab Activities		15
	Total	60	40
	GRAND TOTAL	260	100

NOTE: The Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website

PRACTICAL GUIDELINES FOR CLASS XI

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF)**. Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project -15 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -5 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -5 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in business administration. Suggested list of Practical –

1. Visit few firms of different scales Small Scale, Medium Scale and Large Scale nearby your vicinity and make a list of their commercial operations. Differentiate them across following:
 - Capital invested
 - Labour intensive or capital intensive
 - Number of persons working
2. Conduct a small survey to understand the impact of COVID 19 pandemic on small retailer dealing in non-essential items.
3. Create a project on SWOT analysis of E-commerce business sector of Indian economy.
4. Conduct a survey with your neighbours to understand the consumption habits in COVID-19 times. The aim should be to differentiate between the consumption of convenient goods and shopping goods.
5. Visit few business organizations near your vicinity and differentiate between the types w.r.t. Sole proprietorship, co-operatives, partnership and companies.
6. Make a project on the steps involved in the capital subscription process of SBI Cards and Payment Services Ltd.
7. Visit a firm and collect information on different types of written and oral communication used in that organization.
8. Visit a business organization and conduct an interview with the few administration personnel to understand how Information Technology is useful for their business.
9. Visit a business enterprise in your vicinity and interact with the HR manager to understand the OB challenges faced by him.

Demonstration of skill competency in Lab Activities -15 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period