

# FOR ALL TRADES

## Subject- General Foundation Course

Time:3 hrs

Theory:45 Marks  
INA:05 Marks  
Total:50

### Structure of Question paper

In all Twenty eight Questions will be set from prescribed syllabus. The question paper will comprise of three parts( Part-I, Part-II and Part-III). The questions will be evenly distributor from the prescribed Syllabus.

Part -I will consists fourteen (14) objective type questions (One sentence question/ true-false/ fill in the blanks and multiple choice questions) carrying 1(One) marks each.

Part-II will consists ten (10) short type questions carrying 3(Three) marks each. Candidate will attempt any seven questions out of these. A question may have two or more parts. The answer of each question should not be more than one page of the answer sheet.

Part-III will consists four (4) long type questions carrying 5(Five) marks each. Candidate will attempt any two questions out of these. A question may have two or more parts. The answer of each question should not be more than two page of the answer sheet.

### Syllabus

#### Industry

Meaning, Kinds of Industry - Manufacturing, Service Industry, Establishing an Industrial Unit - Procedures, Legal Requirements.

#### Project Report

Meaning, Need and Elements of Project Report, Registration of the Firm, Choosing Suitable Policy of Insurance for - Building, Content and Vehicle, Liability Insurance and its Types.

#### Organizations in India for Industrial Development

Nationalized Banks - State Bank of India, Punjab National Bank etc, Small Industrial Development Organization, Small Industrial Development Bank of India , Regional Rural Banks, National Small Industries Corporation, IFCI, State Financial Corporations like Punjab Financial Corporation.

#### Budget

Meaning, Types, Utility, Meaning and Advantages of Budgetary Control, Marketing Mix, Elements of Marketing Mix, Concept of SWOT Analysis.

#### Communication

Meaning, Definition, Importance, Features, Elements, Scope, Principles of Communication, Types and Media of Communication, Barriers in Communication, New Trends In Communication - Email,



Facsimile (FAX), Internet, Teleconferencing, Audio Conferencing, Computer Tele Conferencing, Video Conferencing.

### Communication Skills

Meaning, Techniques to Develop Good Communication Skill, Various Communication Skills for Workplace Success, Pronunciation Etiquettes of Communication Skills, Tips on Improving Speaking Skills.

### Personnel Management

Decision Making, Risk Taking Behaviors, Method and Processes of Recruitment, Wages & Incentives, Appraisal and Training, Employer-Employee Relations.

### Interview

Meaning of Resume, Tips to Write a Good Resume, Concept of Interview, Types of Interview - Traditional, One to One, Job Panel, Group, Telephone and Behavior Interviews, Preparation for the Interview.

### Business Transactions and Ledger

Introduction, Meaning & Definition, Format of Journal, Journal Entries - Simple and Compound with Narration, Meaning, Utility and Format of Ledger, Meaning and Formats of Cash Book, Trading Account, Profit & Loss Account and Balance Sheet.

### Banking Transactions

Banking Transaction and their Recording, Bank Account - Current, Saving, Recurring Deposit, Fixed Deposit Account, Pass Book, Pay in Slip, Withdrawal Slip, Statement of Account, Opening and operating a Bank Account, Types of Cheques.

### E-Banking

Meaning, Process, Importance, Kinds of e-banking, Services - Credit Card, Debit Card, Mobile Banking, Telephone Banking, Electronic Fund Transfer, Electronic Cheque, e-wallet, ATM - Introduction, Advantages and Precautions.

### Income Tax

Meaning, Important Definitions, Components of GST - CGST, SGST, IGST, Format of GST Bill.

### C. COMPULSORY SUBJECTS

Note: Compulsory Subjects under Vocational stream & Academic stream at senior secondary level are the same. Kindly refer to the syllabi & structure of question paper of these subjects uploaded under Academic Stream.