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FOR MANIPUR CLASS 11 PREPARATION

Manipur Board Class 11 Syllabus 2027 Business Studies

EXAM	YEAR	TYPE	SUBJECT
Manipur Class 11	2027	Syllabus	Business Studies

BUSINESS STUDIES
CLASS XI

One Paper *3 Hours* *100(80+20) Marks* *180 Periods*

Units	Structure of Courses	Marks	Periods
	PART – A : FOUNDATION OF BUSINESS		
1	Nature and purpose of Business	10	20
2	Forms of Business Organisations	16	30
3	Public, Private and Global Enterprises	6	17
4	Business Services	8	18
5	Emerging Modes of Business	5	10
6	Social Responsibility of Business and Business Ethics	5	10
	PART – B : FINANCE AND TRADE		
7	Sources of Business Finance	10	25
8	Small Business	6	10
9	Internal Trade	8	18
10	International Trade	6	17
	Total :	**80**	**175**
PART – C (INTERNAL ASSESSMENT)			
1.	Periodic Test	10	5
2.	Project Work (One)	10	
	Total :	**20**	
	TOTAL	**100**	**180**

PART – A : FOUNDATION OF BUSINESS

Unit 1: Nature and Purpose of Business **Period - 20** **Marks - 10**

(a) Concept and characteristics of business.

(b) Business, Profession and Employment – Distinctive features.

(c) Objectives of business–economic and social, role of profit in business.

(d) Classification of business activities : Industry and Commerce.

(e) Industry – Types : Primary, Secondary, Tertiary.

(f) Commerce – Trade : Types (Internal, External, Wholesale and Retail) and Auxiliaries to trade : Banking, Insurance, Transportation, Warehousing, Communication and Advertising.

(g) Business risks – Nature and Causes.

Unit 2: Forms of Business organisations (including formation of Company) **Period - 30 Marks - 16**

(a) Sole proprietorship : Meaning, Features, Merits and Limitations.

(b) Partnership : Meaning, Features, Merits and Limitations, Types of partnership and types of partners, Registration of a partnership firm, Partnership deed.

(c) Cooperative Societies : Features, Merit and Limitations, Types.

(d) Company : Private Company, Public Company – Features, Merits and Limitations.

(e) Formation of a Company : Stages – Promotion, Incorporation and Commencement of Business.

(f) Starting a Business – Basic factors.

Unit 3: Public, Private and Global Enterprises **Period - 17 Marks - 6**

(a) Private Sector and Public Sector.

(b) Form of Public Sector Enterprises : Departmental Undertakings, Statutory Corporation, Government Company (Features, Merits and Limitation)

(c) Global enterprises, Public and Private Partnership – Features.

Unit 4: Business Services **Period - 18 Marks - 8**

(a) Banking : Types of Bank Accounts – Saving, Current, Recurring, Fixed deposit accounts.

(b) Banking Services with particular reference to – Issue of Bank Draft, Banker's cheque (pay order), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer), Bank overdraft, Cash Credit, SMS alerts.

(c) E-Banking.

(d) Insurance : Principles, Concept of Life, Health, Fire and Marine insurance.

(e) Postal and Telecom Services : Main (UPC, Registered Post, Parcel Speed Post, Courier) and Saving services (Recurring Deposit, NSCs, KVP, PPF, MIS).

Unit 5: Emerging Modes of Business **Period - 10 Marks - 5**

E-Business – Scope and Benefits, Resources required for successful e-business implementation, Online transactions, Payment mechanism, Security and Safety of business transactions.

Unit 6: Social Responsibility of Business and Business Ethics **Period - 10 Marks - 5**

(a) Concept of social responsibility.

(b) Case of social responsibility.

(c) Responsibility towards Investors, Consumers, Employees, Government and Community.

(d) Environmental protection and Business.

(e) Business ethics – Concept and elements.

PART – B : FINANCE AND TRADE

Unit 7: Sources of Business Finance — **Period - 25, Marks - 10**

(a) Concept of Business Finance.

(b) Owner's Funds – Equity Shares, Preference Shares and Retained Earnings.

(c) Borrowed funds – Debentures and Bonds, Loan from Financial Institutions, Loans from Commercial banks, Public Deposits, Trade Credits, ICD (Inter Corporate Deposits).

Unit 8: Small Business — **Period - 10, Marks - 6**

(a) Small Scale Enterprises – As defined by MSMED Act 2006 (Micro, Small and Medium Enterprises Development Act).

(b) Role of small business in India – With special reference to Rural Areas

(c) Government schemes and Agencies for Small Scale Industries : NSIC (National Small Industries Corporation) and DIC (District Industries Centre) With special reference to Rural & Hill Areas.

Unit 9: Internal Trade — **Period - 18, Marks - 8**

(a) Services of a Wholesaler and Retailer.

(b) Types of Retail Trade – Itinerants and Small Scale Fixed shops.

(c) Large Scale Retailers – Departmental stores, Chain Stores, Mail Order Business.

(d) Concept of Automatic Vending Machine.

(e) Chambers of Commerce and Indusry : Basic Functions

(f) Main Documents used in Internal Trade : Proforma Invoice, Invoice, Debit Note, Credit Note, LR (Lorry Receipt), RR (Railway Receipt).

(g) Terms of Trade : COD Cash on Delivery), FOB (Fee on Board), CIF (Cost Insurance and Freight), E & OE (Errors and Omissions Excepted).

Unit 10: International Trade — **Period - 17, Marks - 6**

(a) Concept and problems of International Trade.

(b) Export Import Procedure and Documents.

(c) Role of WTO.

PRESCRIBED TEXTBOOK :

1. Comprehensive Business Studies (for Class XI)
   By: S.A. Siddiqui
   Published by: Laxmi Publications (P) Ltd., New Delhi

REFERENCE BOOK :

1. Business Studies (For Class XI)
   By: Poonam Gandhi
   Published by : V.K. (India) Enterprises, New Delhi.

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DESIGN OF QUESTION PAPER

Subject : **BUSINESS STUDIES**
Paper : Theory
Class : XI
Full Mark : 100(80+20)
Time : 3 Hours

I	**WEIGHTAGE TO OBJECTIVES:**				
	Objectives			**Marks**	**Percentage**
	Knowledge(K)			12	15
	Understanding (U)			44	55
	Application (A)			24	30
			Total:	**80**	**100**
II	**WEIGHTAGE TO FORMS OF QUESTIONS:**				
	FORM OF QUESTIONS	**No. of questions**	**Time (in minutes)**	**Marks**	**Percentage**
	Essay/Long Answer (E/LA)	3	74	24	30
	Short Answer Type-I (SA-I)	6	42	24	30
	Short Answer Type-II (SA-II)	6	24	12	15
	Very Short Answer(VSA)	8	16	8	10
	MCQ	12	24	12	15
	Total:	**35**	**180 m**	**80**	**100**
III	**WEIGHTAGE TO CONTENT:**				
	PART- A (FOUNDATION OF BUSINESS)			**Marks**	**Percentage**
	1	Nature and purpose of Business		10	12.50
	2	Forms of Business Organisation		16	20.00
	3	Public, Private and Global Enterprises		6	7.50
	4	Business Services		8	10.00
	5	Emerging modes of Business		5	6.25
	6	Social Responsibility of Business and Business Ethics		5	6.25
	PART- B (FINANCE AND TRADE)				
	7	Source of Business Finance		10	12.50
	8	Small Business		6	7.50
	9	Internal Trade		8	10.00
	10	International Trade		6	7.50
			Total:	**80**	**100**
IV	**PART- C (INTERNAL ASSESSMENT)**				
	I.	Periodic Test		10	
	II.	Project Work(one)		10	
			Total	**20**	
V	**SCHEME OF SECTIONS:**	**NIL**			
VI	**SCHEME OF OPTIONS:**	50% in SA-I & 100% in Essay/ (LA)Type Questions.			
VII	**DIFFICULTY LEVEL :** Difficult : 30% of the total marks Average : 50% of the total marks Easy : 20% of the total marks				

Special Instruction: 1) Two questions of MCQ will be assertion-reason type question.
2) One question of SA-I will be source based question

Abbreviation: K(Knowledge), U(Understanding), A(Application),S(Skill), E(Essay Type), SA(Short Answer Type), VSA(Very Short Answer Type), O(Objective Type). MCQ (Multiple Choice Question).

PROJECT WORK IN BUSINESS STUDIES FOR CLASS XI

Introduction

The project work in Business studies aims to help students understand the framework within which the business operates and its interaction with the social, economic, technological and legal environment .

It also aims to empower the teachers to relate all concepts with what is happening around the world and the students' surroundings, making them appear more clear and contextual.

With the help of project work, the students are exposed to real world beyond the knowledge acquired from the classroom, giving them opportunities to refer materials, gather information, analyse it further to obtain relevant information and decide what matter to keep.

Objectives of Project Work

By undertaking project work in Business Studies , the students will be able :

1. To develop a practical approach by using modern technologies in the field of business and management.
2. To get an opportunity for exposure to the operational environment in the field of business management and related services.
3. To inculcate skills of team work, problem solving , time management, information collection, analysing and synthesizing relevant information to derive meaningful conclusions.
4. To get involved in the process of research work and demonstrate his or her capabilities while working independently.

Guidelines For Teachers

In order to enable students to undertake the projects with confidence, it is very necessary on the part of the teachers to interact, support, guide, facilitate and encourage students while assigning projects to them. The teachers should guide the students right from selection of the topic after consultation with them. Students should be facilitated in terms of providing materials or suggesting websites or obtaining required permission from business houses, malls for their project.

The following steps are required to be followed:

1. Students must take any one topic during the academic session.
2. The project may be done in a group or individually.
3. The topic should be assigned after discussion with the students in the class and should then be discussed at every stage of submission of the draft/final project work.
4. The teacher should encourage students to enhance their self esteem and carry out the project with joy.

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SUGGESTED PROJECT LISTS FOR CLASS XI:

(The teacher should help students to identify any one project from the given topics)

I. Project one: Field Visit

1. Visit to a Handricraft unit

   The purpose of visiting a Handicraft unit is to understand nature and scope of its business stake holders involved and other aspects as outlined below:

   a. The Raw material and the process used in the business and suppliers of raw materials
   b. The market, the buyers, the middlemen, and the areas covered.
   c. Mode of payment to workers , suppliers etc.
   d. Working conditions.
   e. Modernisation of the process.
   f. Facilities, security and training for the staff and workers.
   g. Subsidies available.
   h. Any other aspect that the teachers deem fit.

2. Visit to an Industry
   (The students are required to observe the following)

   a. Nature of the business organization.
   b. Determination for location of business unit.
   c. Form of business enterprise: Sole Proprietorship, Partnership. Undivided Hindu Family, Joint Stock Company (a Multinational Company).
   d. Different stages of Production/process.
   e. Auxiliaries involved in process.
   f. Workers employed, method of wage payment, training programmes and facilities available.
   g. Social responsibilities discharged towards workers, investors, society, environment and government.
   h. Code of conduct for employers and employees.
   i. Capital structure employed-borrowed v/s owned.
   j. Quality control, recycling of defective goods.
   k. Subsidies available/availed.
   l. Safety Measures employed. Working conditions for labour in observation of Labour Laws.
   m. Storage of raw material and finished goods.
   n. Transport management for employees, raw material and finished goods.
   o. Waste management.
   p. Any other observation

3. Visit to a whole sale market: vegetables/ fruits/flowers/grains/garments, etc.

   The students are required to observe the following:

   a. Sources of merchandise.
   b. Local market practices.
   c. Any linked-up businesses like transporters, packagers, money landers, agents, etc.
   d. Nature of the goods dealt in.

   e. Mode of goods dispersed, minimum quantity sold, types of packaging employed.
   f. Factors determining the price fluctuations.
   g. Seasonal factors (if any) affecting the business.

h. Weekly / monthly non-working days.
i. Strikes, if any-causes thereof.
j. Mode of payments.
k. Wastage and disposal of dead stock.
l. Nature of price fluctuations, reason thereof.
m. Warehousing facilities available/availed.
n. Any other aspect.

1. Visit to a Mall.

The students are required to observe the following:

a. Number of floors, shops occupied and unoccupied.
b. Nature of shops, their ownership status.
c. Nature of goods dealt in: local brands, international brands.
d. Service business shops-spas, gym, saloons, etc.
e. Rented spaces, owned spaces.
f. Different types of promotional schemes.
g. Most visited shops.
h. Special attractions of the Mall-Food court, Gaming zone or Cinema, etc.
i. Innovative facilities.
j. Parking facilities, Teachers may add more to the list.

II. Project Two. Project Two: Aids to Trade

Taking any one AID TO TRADE, for example Insurance and gathering information on following aspects.

1. History of Insurance Lloyd's contribution.
2. Development of regulatory Mechanism.
3. Insurance Companies in India.
4. Principles of Insurance.
5. Types of Insurance. Importance of insurance to the businessmen.
6. Benefits of crop, orchards, animal and poultry insurance to the farmers.
7. Terminologies used (premium, face value, market value, maturity value, surrender value) and their meanings.
8. Anecdotes and interesting cases of insurance. Reference of films depicting people committing fraudulent acts with insurance companies.
9. Careers in Insurance.

Teachers to develop such aspects for other aids to trade.

III. Project Three: A visit to State Emporium

The purpose of this project is that it leads to –

- Understand the role of State Emporium in promoting and marketing traditional handicrafts and handloom products.
- Study the variety of products available and their cultural , artistic and economic significance.
- Examine the marketing , pricing, sales promotion strategies adopted by State emporium.

- Developing the understanding of role of folk art, artisanship and craftsmanship of the state in its growth and economic development.
- Understanding how State Emporium support artisans craftsman and small scale industries through organized retailing.
- Understanding the role of vocational skills and abilities on the livelihood of artisans/ craftsman.
- Understanding of the entrepreneurial skills and abilities of the artisans/craftsman.
- Understanding of the unemployment problem of the state and role of the art and craft of the state in generating employment opportunities.

Presentation and submission of Project Report

At the end of the stipulated term, each student will prepare and submit his/her project report.

Following essentials are required to be fulfilled for its preparation and submission

1. The total length of the project will be of 25 to 30 pages and it should be handwritten.
2. The project will be presented in a neat folder.
3. The project report will be developed in the following sequence –
   a. Cover page should include the Project Title, Student information, school and year.
   b. List of contents.
   c. Acknowledgements and preface (acknowledging the institution, places visited and persons who have helped.
   d. Introduction.
   e. Topic with Suitable Heading
   f. Planning and activities done during the project.
   g. Conclusions (summarized suggestions or findings, future scope of study.
   h. Teacher report/observation.
   i. Teachers will initial preface page.
   j. The projects will be returned after evaluation. The school may keep the best projects..

Assessment:

The Marks will be allocated on the following heads:

a.	Introduction and Objectives :	2
b.	Findings /contents/observations	3
c.	Analysis and conclusion	2
d.	Viva	3

Total = 10