



*Sample Paper
&
Question Paper Pattern*

2022
2023

GOA BOARD

INDUSTRIAL ADMINISTRATION (Vocational)
SYLLABUS TO BE FOLLOWED FOR ACADEMIC YEAR 2022-2023
STD: XII COURSE: INDUSTRIAL MANAGEMENT

SCOPE AND LIMITATIONS (THEORY)			MARKS 40
UNIT	NAME OF THE UNIT	SCOPE AND LIMITATIONS	MARKS ALLOTTED
1ST TERM			
UNIT I	INTRODUCTION OF ACTS RELATING TO BUSINESS AND INDUSTRY	Different types of acts relating to Business and Industry, Meaning and definition of Revenue Acts, Welfare Acts, Administration Acts, Labour laws. The Indian Contract Act, Basic terms- Offer, Acceptance, Contract, free consent agreement- consideration- provisions. Types of contract Income Tax Act Meaning of Direct tax, Indirect tax, Basic terms, role of tax in price determination and economic development.	10
UNIT II	THE COMPANIES ACT 1956 THE NEGOTIABLE INSTRUMENTS ACT 1881	The companies act 1956 • Definition of company, • Memorandum of Association- meaning, importance, clauses. • Article of Association- meaning , importance, clauses • Prospectus – content, rules • Different company meetings ✓ Annual General Meeting ✓ Statutory Meeting ✓ Extraordinary Meeting its procedure, important provision, rules. The negotiable instruments act 1881 • Promissory note • Bill of exchange - types • Cheques- types, crossing of cheque	10
2ND TERM			
UNIT III	WELFARE ACTS	The Employees State Insurance Act 1948- meaning of terms used in Act, registration, its benefits to the employees. The Factories Act 1948- its applicability, provisions for Health, Safety, women workers,	5

		its benefits to the employees. The Minimum Wages Act 1948- Advisory board, its provisions.	
UNIT IV	THE GOODS AND SERVICES ACT 2017	Introduction of the Act, Registration procedure, online registration, meaning of IGST, CGST, SGST, input tax credit and reverse mechanism, rate of tax, composition scheme, its rules. HSN/SAC code. Returns under the act.	15

SCHEME OF EXAMINATION FOR THEORY PAPER

I TERM BOARD EXAM (*All 20 MCQ Questions*)..... 20Marks
 II TERM BOARD EXAM (*Subjective Paper*) - *No MCQ Questions to be asked*.....20Marks
 INTERNAL TEST MARKS (Average) 10Marks
 (1st Internal test + 2nd Internal Test + Innovative Test/6 = 20+20+20/6)
TOTAL 50Marks

STD: XII

COURSE: INDUSTRIAL MANAGEMENT (VOC.) (PRACTICAL)

Practical's are to be conducted as per Continuous and Comprehensive Evaluation (CCE)

SUB: INDUSTRIAL ADMINISTRATION

Marks: 100

SR. NO.	TOPICS	MARKS
<u>1ST TERM</u>		
1	Understanding e filing of income tax returns	10
2	Preparing of notice, agenda of company meetings. 10 marks	10
3	Writing minutes of the company meetings,	10
4	Drafting of bills of exchange, promissory notes, Crossing of cheque.	10
	Viva	5
	File	5
	Total	50
<u>2ND TERM</u>		
	Different Registers to be maintained under The Employees state insurance act 1948,	10
	Filing of pay in slip for the ESI contribution	10
	Understanding e-registration process for GST and filling form finding HSN /SAC Code	10

	Preparing offline GSTR-1, GSTR-2,GSTR-3return	10
	Viva	5
	File	5
	Total	50

FIRST TERM MODEL QUESTION PAPER
INDUSTRIAL MANAGEMENT
ACADEMIC YEAR 22-23

STD:- XII

DURATION:- 1HOUR

MAX: MARKS:- 20

INSTRUCTION:-

- i All questions are compulsory.
- ii There are 20 MCQ Questions in the paper
- iii Figures to the right indicates marks allotted to each question
- iv Write the number of each question clearly on the answer book.

- 1 The Directors have to send a notice of the meeting to all members of a company at least _____ (1Mark)
 - A 21 days before the date of meeting
 - B 20 days before the date of meeting
 - C 23 days before the date of meeting
 - D 15 days before the date of meeting
- 2 A group of individuals who have come together for mutual benefits (1Mark)
 - A Body of individuals
 - B Co-operative society
 - C Partnership firm
 - D Artificial juridical person.
- 3 The owner of the factory to whom ESIC act applies is generally known as _____ (1Mark)
 - A Principal employee
 - B Principal employer
 - C Dependent
 - D No of the above
- 4 When one person signifies to another person his willingness to do particular act (1Mark)
 - A Agreement
 - B Promise
 - C Proposal
 - D Contract
- 5 Employee State Insurance Scheme is not applicable to employee if their monthly wages exceeds (1Mark)
 - A Rs.25000
 - B Rs.21000

- C Rs.22000
D Rs.20000
- 6 Act which is to be followed by industrialists who employ workers for production purpose. (1Mark)
A Welfare Act
B Labour Act
C Commodities Act
D Revenue Act
- 7 A company registered as private company but considered to be a public company Act. (1Mark)
A Public Company
B Multinational company
C Deemed public limited
D Private company
- 8 A negotiable instruments which do not required acceptance of any party (1Mark)
A Bill of exchange
B Promissory Note
C Cheque
D None of the above
- 9 Act of threatening to commit any action and forbidden by Indian penal code. (1Mark)
A Undue influence
B Coercion
C Misrepresentation
D Fraud
- 10 Cheque which cannot be transferred from one person to another (1Mark)
A Open cheque
B Bearer cheque
C Crossed Cheque
D None of the above
- 11 A type of crossing of cheque done by writing "Account Payee or Account payee only" in between the crossing line is known as _____ (1Mark)
A Special Crossing
B Restrictive Crossing
C General Crossing
D None of the Above
- 12 'Remuneration paid or payable in cash to an employee as per the terms of contract. (1Mark)
A Salary
B Bonus
C Overtime
D Wage

- 13 Under company Act 'A clause which state the number and face value of shares of the company'. (1Mark)
- A Capital Clause
 - B Domicile Clause
 - C Object Clause
 - D Subscription Clause
- 14 Year proceeding the assessment year under Income Tax Act 1961. (1Mark)
- A Calendar Year
 - B Financial Year
 - C Assessment year
 - D Previous Year
- 15 'A condition for which an employee has to undergo medical treatment.' (1Mark)
- A Injury
 - B Death
 - C Sickness
 - D Disablement
- 16 A contract which is based on the principle that 'a person shall not be allowed to enrich himself at the expense of another.' is known as _____. (1Mark)
- A Express Contract
 - B Executed Contract
 - C Implied Contract
 - D Quasi Contract
- 17 A term used in Company Act which states that, 'Definite proposal or proposition any item of business put before a meeting for the consideration and adoption.' (1Mark)
- A Resolution
 - B Amendment
 - C Motion
 - D Notice
- 18 Which of the following is not a role of taxation in India? (1Mark)
- A Foreign Exchange
 - B Reduction in Inequalities of Income
 - C Control of Deflation
 - D Resource Mobilisation
- 19 Which of the following is the features of ESI scheme? (1Mark)
- A Complete Medical Care
 - B Financial Assistance
 - C Medical care to family members
 - D All of the above are features of ESI Scheme

20 The person who accepts the proposal is _____

(1Mark)

- A Promisor
- B Promisee
- C Drawer
- D Proposer

-END-

SECOND TERM MODEL QUESTION PAPER
COURSE: INDUSTRIAL MANAGEMENT
SUBJECT: INDUSTRIAL ADMINISTRATION
ACADEMIC YEAR 22-23

STD: XII

DURATION:- 1 HOUR

MAX: MARKS:- 20

INSTRUCTION:-

- 1 There are three sections in the question paper (A,B&C)
- 2 In Section A there are four questions of which question no.1 & 2 are to be answered in a word, phrase or figures and question no 3 & 4 are to be answered in one sentence each.
- 3 Figures to the right indicate marks allotted to each question.
- 4 Write the number of each question clearly on the answer book.
- 5 Answer all questions from Section A and Section B
- 6 Answer any two questions from Section C

SECTION A

- 1 Give the correct term for the tax that is charged on all inter state transactions of goods and services. (1Mark)
- 2 A code used by a taxable individual for classification of goods in which need to be d (1Mark)
- 3 What is GSTIN according to Goods and Services Tax Act? (1Mark)
- 4 When “Creches” facilities should be provided in Factory? (1Mark)

SECTION B

- 5 Mention any 4 objectives of GST. (2Marks)
- 6 State documents required for GST registration (2Marks)
- 7 Mention records of employees which has to be maintained under the Minimum Wages Act 1948 (2Marks)
- 8 Explain limitations of composition schemes in GST (2Marks)
- 9 What is input tax credit? (2Marks)

SECTION C

- 10 Explain the following returns to be filed under GST ACT. (3Marks)
 - a GSTR – 1
 - b GSTR – 2
 - c GSTR – 3
- 11 Explain any THREE rules regarding working hours under Factories Act 1948 (3Marks)
- 12 Explain any THREE persons, who has to compulsorily register under GST (3Marks)

END