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FOR GOA CLASS 12 PREPARATION

Goa Board Class 12 Sample Paper 2027 General Foundation Course

EXAM	YEAR	TYPE
Goa Class 12	2027	Sample Paper

DETAILED SYLLABUS FOR STD XII

Subject:- GENERAL FOUNDATION COURSE (Marks:-70+30)

V - 4202

(VOCATIONAL STREAM)

Academic Year 2026-2027 onwards

Sr. No	Unit	Topic	Sub-Topic	Thrust Area	Remarks ## Not for evaluation **Practical	Marks 70 Theory 30 Pract.	No. of lectures
1	I	Setting Up of a Small Business Enterprise	Introduction Establishment of Small Business Enterprise	Meaning of a small business enterprise, a) I- Preliminary Preparation b) II- Organization of Infrastructure. c) III- Marketing Arrangements.		**05**	08
2	II	Business Planning and Working	Introduction Planning	a) Meaning of planning. b) Essentials of planning.		**07**	12

		Capital Management		c) ##Areas of planning-internal, market and environment. **d) **Principles of Planning.**			
			Working Capital Management	a) Meaning of Working Capital b) Areas of working capital. c) Concepts of working capital – Gross and			

			Cash Management	Net working capital. d) Classification of Working Capital- based of concepts and time/operating cycle a) Meaning of cash management. **b) **Objectives of cash management** c) Why do small businesses require cash?			
			Break Even Analysis/ Cost volume profit analysis	a) Meaning of Break Even Analysis b) Meaning **(Full Form)**of Cost volume profit analysis **c) ** Assumptions of Break Even Analysis** **d) ** Uses of Cost volume profit analysis**			
			Project Report	a) Meaning of Project Report b) Importance of a project report. a) **Investigation of project report – financial and non-financial. b) **Stages in formulation of project report. c) **Feasibility studies of a project report – product, economic, technical, financial,	c) ** d) **		

				managerial, organizational, political and labour considerations. d) **Specimen of a project report.	e) **		

3	III	Managing Operations	Introduction Purchasing Function	a) Meaning of purchasing. b) Types of purchasing c) **Purchase procedure d) Purchase situations e) ## Thumb rules of purchasing items that need more attention. f) Buying considerations- meaning of discounts& Types of discounts	e) ##	**06**	12
			Inventory	a) Meaning of inventory. b) Classification of inventory. **c) **Types of stock.**			
			Seasonal Business	a) Meaning of seasonal business. **b) ##Ways to deal with seasonality of business.**	b) ##		
			Production Management	a) Meaning of production management. b) ## Objectives of production			

				management	b) ##		
			Plant Layout	a) Meaning of plant layout. b) Objective of a good plant layout.			
			Production Planning and Control (PPC)	a) Meaning of production planning. b) **Objectives of production planning and control.	b) ##		
			Total QualityMangement	a) Meaning & full form of TotalQuality Management.			

			Management	b) Meaning ofQuality and Quality control. c) Benefits of quality control.			
4	IV	Human Resource Management (HRM)	Introduction Human Resource Management Human Resource Development Manpower Planning Manpower Handling Work place Grievance	a) Meaning of human resource management. b) Benefits of human resource management. a) Meaning of human resource development. b) Techniques of human resource development. a) Meaning of manpower planning. b) Importance of manpower planning a) Meaning of manpower handling. b) ## Steps to manage manpower. a) Meaning of workplace grievance. **b) **What an employee can do.** **c) **Role of employers.**	b) ##	**05**	06

			Job Requirements	a) Meaning of job requirements.			
5	V	Marketing Management in Small	Introduction Marketing	a) Meaning of marketing. b) Common marketing problems faced by		**06**	12

		Business		small scale industries. c) ## Marketing process.	c) ##		
			Customer relationship management	a) Meaning of Customer relationship management& Full form of CRM			
			Market segmentation Marketing of Services	a) Market segmentation. b) Marketing mix - Meaning & Components of marketing mix			
			Consumer Protection	a) Meaning of Service Marketing. **b) **Features of services marketing.** c) ## Key success factors in service marketing. **a)** Meaning of consumer protection. **b)** Importance of consumer protection. **c)** # # Legal protection to consumers. **d)** Consumer rights. **e)** **Consumer responsibilities. **f)** Consumer forum – meaning. **g)** The three tier consumer grievance machinery.	c) ## c) ##		

				h) ** What consumer courts can do? i) ** Who can file a complaint?			
6	VI	Final Accounts	Preparation of Trading Account. Preparation of Profit and Loss Account. Preparation of Balance Sheet.	Preparation of Trading Account. Preparation of Profit and Loss Account. Preparation of Balance Sheet.		**15**	22

			Preparation of Final Accounts with Adjustments.	Preparation of Final Accounts. i) Closing stock ii) Outstanding expenses iii) Prepaid expenses iv) Depreciation **v) ***Provision for reserve for doubtful debts** vi) Goods distributed as free samples vii) Goods destroyed by fire. viii) Goods lost by theft/stolen			

7	VII	E - Business	Introduction E Business **E –Commerce** **E-Banking**	a) Meaning of e-business. b) Domain name. c) Website. d) How to design a good website. a) Meaning of e-commerce. b) Parties to e-commerce transaction. c) Hosting – meaning. d) ** **Building traffic – meaning**. a) Meaning of e-banking. b) ## Characteristics/features of e-banking. c) Benefits of e-banking –to customers. d) ** **Drawbacks of e-banking**. e) Forms of e-banking.	b) ##	**06**	08

			Automated Teller Machines (ATMs) Credit Cards Debit Cards Electronic Funds transfer	a) Meaning/**Full Form**of ATMs. b) ## Features of ATMs. c) Advantages of ATMs to customers. d) Disadvantages of ATMs. a) Meaning of credit cards. b) ## Features of credit cards. c) ## Use of Credit Card System d) Advantages of credit cards to card holders. e) Disadvantages of credit cards to card holders. a) Meaning of debit cards. a) Meaning of Electronic Funds Transfer& full form of EFT	b) ## b) ## c) ##		

8	VIII	*** Crisis, Risks and Sickness in Industry and Business	Introduction Starting Crisis in Business	a) Meaning & concept of starting crisis in business. b) Reasons for emerging crises in business. c) How to deal with starting crisis.		06	12
			Cash Crisis in Business	a) Meaning of cash crises. b) Concept of cash crises. c) Reasons for emerging cash crises d) ## How to manage cash crisis.	d) ##		
			Business Risks	a) Meaning of risk.			

				b) Meaning of business risks. c) Kinds of business risks – internal & external d) ## Classification of business risks.	d) ##		
			Risk Management	a) Meaning of risk management. b) How to manage business risks?			
			Sickness in Industry and Business	a) Meaning of sick unit. b) Causes for sickness in small scale industries – internal & external. c) Corrective measures to curb industrial sickness.			

9	IX	Forests	Introduction Deforestation **Soil Erosion** Landslides	a) Meaning of deforestation Common Methods of deforestation b) Causes of deforestation **c) **Effects of deforestation** d) Control measures to reduce deforestation a) Meaning of soil erosion b) Main causes of soil erosion **c) **Effects of soil erosion** d) Measures to control of soil erosion. *a*)Meaning of landslides *b*)Causes of landslides - natural &		**10**	17

			Siltation and Death of Water Bodies Droughts Desertification Forest Conservation	human **c) **Effects of landslides** **d)** Control measures to reduce effects of landslides. a) Meaning of Siltation b) ## Causes of siltation and Death of Water Bodies. a) Meaning of droughts b) ## Causes of droughts c) ## Consequences of droughts. a) Meaning of desertification. b) ## Causes of desertification c) ## Effects of desertification. d) ## How widespread is desertification? a) Meaning of Forest Conservation b) Forest conservation in India – classification of forests. **c) ## Forest conservation Act 1980.** d) ## What an individual can do to support	b) ## b) ## c) ## b) ## c) ## d) ## **c) ##**		

				the Act. e) **To whom should forest offences be reported? f) Different ways to conserve forests. g) ## Communities and conservation – Chipko movement h) ## Government intervention i) ## Forest conservation in Goa	d) ## g) ## h) ## i) ##		

			Wildlife Resources	a) Meaning of Wildlife Resources **b) ** Wildlife protection Act 1972** c) ## What an individual can do. d) **Classification of wildlife.	c) ##		
			Flora and Fauna	a) **Causes for depletion of flora and fauna. b) **Benefits of forest conservation c) ** Project tiger.			
			Social Forestry	a) Meaning of social forestry. b) Benefits of social forestry. c) Classification. a) Urban forestry – meaning. b) Extension forestry - different kinds. c) Farm forestry - agro forestry and shelter belts. Benefits of agro-forestry. Meaning Vana Mahotsav			

			Coastal Regulation Zone (CRZ)	a) Meaning of CRZ& full form of CRZ b) ## Objectives of CRZ. c) ## Categories of CRZ. d) ## Restrictions on fishing. e) ## No development zone. f) ## Coastal Zone Regulation Law. **g) ***Activities prohibited by law within the CRZ.**	b) ## c) ## d) ## e) ## f) ## g) ##		
10	X	Community	Introduction			**10**	20

		Development and Health	Overpopulation	a) Meaning of overpopulation b) Causes of rapid population growth **c) Consequences of rapid population growth** d) Measures to control population. e) ## Present figures of India's Population f) ## Highest populated countries in the world	**c) ##** e)## f) ##		
			Goa Population Census	a) ## Goa Population b) ## Goa Population Growth Rate c) ##Goa Population Literacy Rate d) ##Goa Sex Ratio e) ##Goa Urban Population f) ## Goa Rural Population	a)## b)## c) ## d)## e) ## f) ##		
			Sanitation	a) Meaning of sanitation **b) ** Sustainable sanitation** **c) ** Sulabh Sanitation Foundation Mission -meaning, ** Objectives, main activities**			

			Waste Management Food Preparation Communicable Diseases	a) Meaning of Waste water management- b) Meaning of waste water c) Waste water reuse& types of waste water **d) ** Solid waste disposal** **a)** Food Hygiene** **b) ** Food safety** **c)** ## World Health Organisation (WHO) a) Meaning of communicable diseases b) ## Meaning of germs-types	c) ## b) ##		

			Substance dependence **Panchayati Raj**	c) Major diseases caused by Bacteria- **TB, Tetanus, Cholera(only 3 diseases)** d) Major diseases caused by Virus- **Chicken pox, Dengue, HIV (only 3 diseases)** e) Major diseases caused by Fungi, i) Athlete's Foot f) Major diseases caused by Protozoa, i) Malaria g) Major diseases caused by Helminthes. i) Filaria a) Meaning of Substance Abuse a) Meaning of Panchayati Raj system ; b) 3-tier system of Panchayati Raj 1. Village-level Panchayat. 2. Block-level Panchayat. 3. District-level Panchayat. c) ## Powers and responsibilities	c) ##		

			Social Welfare Schemes	delegated to panchayats; d) ## Sources of Funding e) ## Role of Panchayats a) **Only Meaning b) **Major social welfare schemes of the government (only meaning) : 1) **Health Schemes 2) **Educational Schemes- Sarva Shiksha Abhiyan 3) **Livelihood Schemes 4) **Social Security Schemes	d) ## e) ##		

			Conclusion	**5) **Natural Resource Management Schemes (NRM)** **6) **Food Security Schemes- meaning i) Integrated Child Development Services (ICDS) - ***objectives , package of services provided under the ICDS&full form of ICDS ** **beneficiaries of ICDS**. ii)** Mid- Day Meal Schemes **iii) ** Public Distribution System**			

NOTE: Reference to the colours indicated above/and symbols used explained below:-

1)## Not for Evaluation

Note: Teachers kindly note that from Academic year 2026-2027, onwards there shall be a case study on project report for the First Term & one Assignments on environment based on Unit - Forest for the Second Term

The submission of the practical marks to the HSS office and the Goa Board will be informed by the GBSHSE as per its guidelines.

N2

(5)

Goa Board of Secondary & Higher Secondary Education, Alto, Betim - Goa

BLUE - PRINT ~~S.S.C.~~/H.S.S.C Examination

Duration 03 hours

Subject : General Foundation Course

Maximum Marks :- 70

	Objective	Knowledge				Understanding				Application				Skill									Total
	Content Area	VSA	SA I	SA II	LA	VSA	SA I	SA II	LA	VSA	SA I	SA II	LA										
I	Setting up a SBE	2(1)	–	–	–	–	–	1(3)	–														05
II	Business Planning & Working Capital Mgmt	2(1)	–	–	–	1(1)	–		1(4)														07
III	Managing Operations	1(1)	–	–	–	1(1)	–		1(4)														06
IV	Human Resource Mgmt	1(1)	1(2)	–	–	2(1)	–																05
V	Marketing Mgmt	–	–	–	1(4)	–	1(2)	–	–														06
VI	Final Accounts	–	–	–	–	–	–						1(15)										15
VII	E-business	1(1)	–	–	–	–	1(2)	1(3)															06
VIII	Forest	1(1)	1(2)	–	–	–	–	1(3)	1(4)														10
IX	Community Development & Health	1(1)	1(2)	–	–	–	–	1(3)	1(4)														10
	TOTAL	09	06	–	04	04	04	12	16				15										78

Note :

1) Figures outside the brackets indicate the number of questions
2) Figures within the brackets indicate marks
3) VSA – 1 mark each
4) SA – I – carries 2 mks each to be answered in 20 to 30 words
5) SA – II – carries 3 mks each to be answered in 50 to 60 words
6) LA – carries 4 mks each to be answered in 80 to 100 words
7) 15 mks for accounts

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QUESTION BANK

GENERAL FOUNDATION COURSE (4202)

2026 onwards

STANDING INSTRUCTIONS:

1) This question Bank is a sincere attempt to provide a set of some questions at a glance.

2) The question bank is prepared with the upgraded syllabus.

3) This question Bank is only providing specimen questions mostly MCQs from the chapter-based questions and some additional questions,answer in one sentence,answer in about 20-30words,50 - 60 words,80 - 100words and a specimen of Final account.

4) However, teachers kindly consider these questions as reference only, while setting question papers as per GBSHSE model paper and norms.

5) Students should use these specimen questions as a guide along with the GFC text book and other notes provided by their GFC Teacher for revision and practice.

BOS-2026-27

Unit - ISETTING UP A SMALL BUSINESS ENTERPRISE

(1Mark)

1. A business that employs a small number of workers and does not have a huge volume of sales is known as _____.

   (a private limited company, small business enterprise, a public limited company, government company)

2. A strategic planning method used to evaluate an enterprise is known as_____.

   (attribute listing, braining storming, quality control, SWOT analysis)

3. The production of the proposed product in small quantity for test marketing is called _____.

   (Trial production, commercial production, demand based production, project report)

4. The production of the proposed product in large quantity for sale in the market is called _____.

   (trial production, commercial production, demand based production, project report)

5. Business opportunities and threats which effects a business unit is called _____.

   (business environment, internal environment, project report, project appraisal)

6. Provisional registration is valid for a period of _____.

   (four months, five months, six months, seven months)

7. Analytical information about inputs and outputs in relation to business unit is known as _____.

   (SWOT analysis, production planning, project report, market survey)

8. The degree to which the product actually conforms to the design specification is called _____.

   (break even analysis, swot analysis, market research, quality assurance)

9. In order to ensure that the product chosen for manufacture is having sufficient demand , a business must adopt_____,

   (market survey, swot analysis, market research, quality assurance

BOS-2026-27

UNIT- II BUSINESS PLANNING AND WORKING CAPITAL MANAGEMENT

1. The gap between where we are and where we want to go is bridge by _____.

   (directing, planning, controlling, co-ordinating)

2. Analytical information about inputs and outputs in relation to business unit is known as _____.

   (SWOT analysis, production planning, project report, market survey)

3. The difference between proposed sale and cost of selling price represents ____.

   (working capital, profitability of business, return on investment, funds flow statement)

4. The difference between the current assets and current liabilities is referred to as _____.

   (cashflow, working capital, total cost, total revenue)

5. Money owed to an organisation for products /services that have been delivered to the customer but not yet paid is known as _____.

   (accounts payable, accounts receivable, inventory, loans)

6. The total amount available for financing of current assets is called _____.

   (Net working capital. Accounts payable, gross working capital, accounts receivable)

7. Money owed to suppliers for goods and services that the organisation has purchased on credit is known as _____.

   (accounts payable, accounts receivable, inventory, loans)

8. Excess of current assets over current liabilities is known as _____.

   (net working capital, gross working capital, cash management, working capital management)

BOS-2026-27

9. A business that suspends its operation for a certain period of the year due to changing demand for its goods is called _____.

   (local business, world business, seasonal business, national business)

10. The study of finding the point at which total revenues are equal to total cost is called _____.

    (profit analysis, sales analysis, demand analysis, break-even analysis)

11. The collection, handling and disbursement of cash in an appropriate manner is called _____.

    (cash management, marketing management, production management, sales management)

UNIT- III-MANAGING OPERATIONS

1. The process of ordering, receiving and paying for goods or services is known as _____.

   (procurement, market survey, purchasing, market research)

2. When customers purchase products or services for their own consumption it is known as _____.

   (personal purchasing, mercantile purchasing, industrial purchasing, Government purchasing)

   (Note: all four types of purchasing are to be considered for MCQ)

3. The purchase situation under which the buyer is trying out a product for the first time is known as _____.

   (straight re-buy, modified re-buy, new-task re-buy, system re-buy)

   (Note: all four types of purchase situation are to be considered for MCQ)

4. The extra discount given when the buyer pays much before the stipulated time is called _____.

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(quantity discount, trade discount, cash discount, anticipation discount)

(Note: all five types of discount are to be considered for MCQ)

5. Materials and components that are already engaged in the production process is known as ___.

   (raw materials, work -in-progress, finished goods,stock)

6. The degree to which a product /service meets the requirements of a customer is knows as ____.

   (total quantity management, quality, quality assurance, quality control)

7. A business that suspends its operation for a certain period of the year due to changing demand for its goods is called _____.

   (local business, world business, seasonal business, national business)

8. The application of planning, organising and directing to the production process is called _____

   (cash management, marketing management, production management, sales management)

9. The arrangement of men, materials and machine in a plant to make the optimum use of available floor space is called _____.

   (product layout, production planning, plant layout, production capacity)

UNIT -IV- HUMAN RESOURCE MANAGEMENT

1. Suggestions which help employees to regularly bring about improvements in their work are done through _____.

   (performance appraisal, qualifications, experience, competition)

2. The department that acts as a consultant and mediator to effectively sort out disputes in an organisation is called _____.

   (human resource department, public relations department, advertising department, marketing department)

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3. Understanding different work and communication styles as well as different personality types is done by _____.

   (recruitment, selection, manpower handling, training)

4. Putting the right person at the right place and time to achieve the goals of the organisation is known as _____.

   (manpower planning, selection, performance appraisal, training)

5. A feeling of being victimised at work arising from the management styles or lack of sensitivity on supervisor's part is known as _____.

   (manpower planning, workplace grievance, employee training, manpower development)

6. The framework for helping employees to develop their personal and organisational skills and abilities is known as ___.

   (human resource development, performance appraisal, workplace grievance, human resource management)

7. The process of hiring and developing employees so that they become more valuable to the organisation is called _____.

   (human resource management, human resource development, performance appraisal)

8. A broad, general and written statement about the requirements of a specific job, based on the findings of job analysis is called _____.

   (workplace grievance, job requirements, employee training, manpower development)

BOS-2026-27

UNIT – VIII -E- BUSINESS

1. The conduct of business processes on the internet is known as _____.

   (e-business, e-commerce, phone banking, hosting)

2. The suffix that indicates top level domain name for commercial businesses is _____.

   (.gov, .edu, .org, .com)

3. The suffix that indicates top level domain name for Educational institution is _____.

   (.gov, .edu, .org, .com)

4. The suffix that indicates top level domain name for organisation (nonprofit) is _____.

   (.gov, .edu, .org, .com)

5. The suffix that indicates top level domain name forMilitary is _____.

   (.gov, .edu, .org, .mil)

6. The suffix that indicates top level domain name for network organisation is _____.

   (.gov, .net, .org, .com)

7. The suffix that indicates top level domain name for Government Agencies is _____.

   (.gov, .edu, .org, .com)

8. A collection of webpages including multimedia content, typically identified with a common name is a _____.

   (website, credit card, domain name, email ID)

9. The conduct of business through the internet where goods and services are exchanged and payments are made is known as _____.

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(e-commerce, e-business, e-banking, email)

10. The type of internet service that allows individuals and organisations to make their websites available to the world wide web is known as _____.

    (phone banking, mobile banking, credit cards, hosting)

11. Use of personal computers at home to conduct banking operations with a bank is called _____.

    (home banking, mobile banking, phone banking, internet banking)

12. Provisions of banking services by a bank to its customers through its websites is called _____.

    (home banking, mobile banking, phone banking, internet banking)

14. An electronic machine installed by a commercial bank and operated by its customers to withdraw cash and make other financial transactions is known as _____.

    (automated teller machine, automated telling money, any time money, all type money)

15. The instrument which provides instant credit facility to its holders to purchase goods and services from business establishments is known as _____.

    (visitor's card, credit card, customer card, business card)

16. Electronic payment method used to transfer money from one bank account to another is called _____.

    (electronic fund transfer, electronic finance transfer, electronic fund transform)

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UNIT- IX- FOREST

1. Growing of trees on lands which have lost their vegetation cover is called _____.

   (deforestation, reforestation, desertification, forest conservation)

2. The period of below average precipitation in a given region, resulting in prolonged shortages of its water supply is known as _____.

   (siltation, deforestation, drought, desertification)

3. The land degradation in which dry land becomes increasingly arid, losing its water bodies and its vegetation cover is known as _____.

   (siltation, deforestation, drought, desertification)

4. The practice of planning and maintaining forest areas for the benefit and sustainability of future generation is known as _____.

   (deforestation, forest conservation, reforestation, afforestation)

5. Forest and waste lands belonging to both Government and private individuals are classified as _____.

   (unclassed forest, reserve forest, protected forest, permanent forest)

6. The forestry of the people, by the people and for the people is known as _____.

   (farm forestry, urban forestry, extension forestry, social forestry)

7. When forest trees and agricultural crops are grown on the same piece of land it is known as __.

   (farm forestry, Agro- forestry, extension forestry, social forestry)

8. A tree planting festival celebrated to inculcate forest consciousness among the people is known as _____.

   (farm forestry, urban forestry, extension forestry, Vana-mahotsav)

9. The clearing away of forests in order to make the clear land available for other uses is known as _____.

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(Soil erosion, landslide, deforestation, desertification)

10. The draining away of fields top soil by natural physical force of water and wind is known as _____.

(Soil erosion, landslide, deforestation, desertification)

11. The practice of growing different crops at different times on the same land is called _____.

(reforestation, afforestation, crop rotation, wind break)

12. A geological phenomenon that includes a wide range of ground movements such as rockfalls is known as _____.

(siltation, landslides, droughts, desertification)

13. The pollution of water by fine particulate terrestrial caustic material with a particle size dominated by clay is known as ____.

(siltation, landslides, droughts, desertification)

UNIT – X- COMMUNITY DEVELOPMENT AND HEALTH

1. The condition of having more people, than can live on the earth in comfort, and health and still leave a place in the world for future generations is called _____.

(over-population, under-population, population growth, population decline)

2. The hygienic means of promoting health through prevention of human contact with hazards of waste is known as _____.

(immunisation, rehabilitation, sanitation, rehydration)

3. The diseases contracted through wounds, accidents and use of improperly sterilised surgical instrument is known as _____.

(Tetanus, Typhoid, Tuberculosis, Plague)

4. The system of governance in which the Gram Panchayats are the basic units of administration is known as _____.

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(Gram Panchayat System, Panchayati Raj System, Rural control System, Municipality)

5. The nutritious food given to pregnant woman and nursing mothers from low-income families and children in the age group of 0-6 years is known as _____.

   (ration, sanitation, donation, supplementary nutrition)

6. The waste water from non-toilet plumbing fixtures such as showers, basin and taps is called _____.

   (solid waste disposal, black water, grey water, sanitation)

7. Injecting weakened germs of a diseases to the patient in order to make one free from disease is called _____.

   (nutrition ,immunisation, health education, health checkup)

8. The water that has been mixed with waste for the toilet is known as ____.

   (solid waste disposal, black water, grey water, sanitation)

9. Diseases that are easily transmitted form one organism to another is called _____.

   (chronic diseases, deficiency diseases, communicable diseases, non-communicable diseases)

BOS-2026-27

ANSWER THE FOLLOWING QUESTIONS ONE SENTENCE (1 MARK)

Unit - I SETTING UP A SMALL BUSINESS ENTERPRISE

(1 MARK)

1. What is the meaning of Small business enterprise.?
2.What is the meaning of technology in business.?
3.Name the two stages of registration of small business enterprise.
4.Why production planning is essential?
5.What is project report.?
6.What is the meaning of Quality assurance.?
7.What is the meaning of market research.?
8.What is the meaning of SWOT analysis.?
9.What is the meaning of Trial Production.?
10. What is the meaning of Commercial Production.?
11.What is the meaning of Market survey.?
12. Why is registration desirable forSmallbusiness Enterprise?
13. What is business environment?
14. Give the full form of SWOT, DIC, I.S.I.,B.I.S.,N.O.C. and AGMARK

UNIT – II- BUSINESS PLANNING AND WORKING CAPITAL MANAGEMENT

1.What is the meaning of Planning.?
2.Name the parties interested in project report.
3.What is working capital.?
4.What is the meaning of Regular Working Capital.?
5.What is the meaning of Reserve Working Capital.?
6.Give the meaning of Seasonal working capital.
7.Give the meaning of Gross Working Capital.?
8.Give the meaning of Net Working Capital.?
9.What is Permanent Working Capital.?
10.What is Temporary Working Capital.?
11.What is Special Working Capital.?
12.What is the meaning of Cash Management.?

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13.What is the meaning of Break-Even Analysis.?
14.Give the full form C.V.P.
15. What is the meaning of cost volume profit analysis.

UNIT III- MANAGING OPERATION

1. What is the meaning of Purchasing.
2.Give the meaning of Discount.
3.Give the meaning of Seasonal Business.
4.What is Production management.?
5.Give the full form of P.P.C. and T.Q.M.
6.Give the meaning of Plant Layout.
7.What is production Planning Control.?
8.Give the meaning of Quality.
9.What is Quality Control.?
10.What is the meaning of Inventory.?

UNIT - IV - HUMAN RESOURCE MANAGEMENT

1.Give the meaning of Human Resource Management.
2.What is the meaning of Human Resources Development.?
3.What is the meaning of Manpower planning.?
4.What is the meaning of Manpower handling.?
5.What is a workplace grievance.?
6.What is the meaning of Job requirement.?

BOS 2026-27

ANSWER THE FOLLOWING QUESTIONS IN ABOUT 20 TO 30 WORDS: (2 MKS)

UNIT – IV -HUMAN RESOURCE MANAGEMENT

1. Explain any two benefits of HRM.
2. Explain any two techniques of Human Resource Development.
3. State any four benefits of HRM
4. State any four Techniques of Human Resource Develpoment.

5. State any four importance of Manpower planning.
6. Explain the following Terms:
a) Manpower planning
b) Workplace grievance
c) Manpower handling
d) Job requirement
e) Human resource management
f) Human resource development
(Note: considered any two for the above terms.)
7. Explain any two importance of Manpower planning.

UNIT - V -MARKETING MANAGEMENT IN SMALL BUSINESS

1. Explain any two Marketing problems faced by small scale industries.
2. Explain the following terms:
a) Customer Relationship Management
b) Service marketing
c) Market segmentation.
d) Consumer protection
e) State commission
f) Marketing Mix
g) District forum
h) national commission
i) Marketing
j) consumer forum
(Note: considered any two for the above terms.)
4. Explain any two consumer rights.
5. Explain any two terms from the three-tier consumer grievance machinery.

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UNIT VII- E-BANKING

1. Explain the following term:
a) Website
b) Domain name
c) E- commerce
d) Electronic Fund Transfer
e) E-banking
f) credit card
g) hosting
h) debit card

(Note: considered any two for the above terms.)

3. State any four benefits of E-banking to customers.
5. State any four advantages of credit card to card holders.
6. State ant four advantages of ATM's to customers.
7. Explain any two forms of E-banking.
8. Explain any two parties of E-commerce Transaction.
9. Explain any two factors to two essential factors to be considered while designing a good website.
10. State any four disadvantages of ATM.
11. State any four disadvantages of credit card to card holders.

UNIT- IX- FOREST

1. Explain common methods of deforestation.
2. State any four causes of deforestation.
3. State any four natural causes of land slide.
4. Explain the following terms:
a) Siltation
b) Drought
c) Desertification
d)Forest conservation
e) Agro – forestry
f) Wind break/ shelter belt
g) Coastal Regulation Zone
h) Extension forestry.
i) deforestation

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j) Soil erosion
k) land slide
l) wild life resources
m) Social Forestry
n) Vana Mahotsav

(Note: considered any two for two marks from the above terms.)

6. State any four benefits of social forestry.
7.State any four benefits of Agro- forestry.

UNIT – X-COMMUNITY DEVELOPMENT AND HEALTH

1. Explain the following terms:
a) Over population
b) Waste water management
c) Sanitation
d) Communicable Diseases
e) Substance abuse
f) Supplementary nutrition
g) Immunization
h) Panchayati Raj System

(Note: considered any two for two marks from the above terms.)

2. Explain types of waste water created in homes.

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ANSWER THE FOLLOWING IN ABOUT 50 TO 60 WORDS (3MKS)

UNIT – I- SETTING UP A SMALL BUSINESS ENTERPRISE

1.Explain the following terms:
a) Project report
b) SWOT analysis
c) Quality assurance
2. Explain the following terms :
a) SWOT analysis
b) Business environment
c) technology
3. Explain the following terms:
a) Production planning
b) Trial production
c) Commercial production
4. Explain the following terms:
a) Registration
b) Provisional registration
c) Permanent registration
5. Explain the following terms:
a)Market survey
b)Market research
c) Quality assurance

NOTE: This question could be a combination of any three terms from the unit.

UNIT - VII- E- BUSINESS

1. Explain the following terms
a) E-Business
b) Domain name
c) Website
d) E- Commerce
e) Hosting
f) E- Banking
g) Credit Card
h) Debit Card
i) Electronic Fund Transfer
j) Automated teller machine

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(Note: considered any three for three marks from the above terms.)

2.Explain any 3 essential factors to be considered while designing a good website.
3. Explain any 3 parties involved in e-commerce transaction.
4. Explain any 3 benefits of e- banking to customers
5. Explain any 3 forms of e- banking
6.State any six advantages of ATM to customers.
7. State any six advantages of credit card to card Holders

UNIT – IX- FOREST

1 Explain any 3 causes of deforestation.
2 Explain any three control measures to reduce deforestation.
3. Explain any three causes of soil erosion.
4. Explain any three measures to control soil erosion.
4. Explain the following terms:
a) Siltation
b) Drought
c) Desertification
d) Forest conservation
e) Agro – forestry
f) Wind break/ shelter belt
g) Coastal Regulation Zone
h) Extension forestry.
i) deforestation
j) Soil erosion
k) land slide
l) wild life resources
m) Social Forestry
n) Vana Mahotsav

(Note: considered any three for three marks from the above terms.)

6. Explain any three control measures to reduce the effects of landslides
8. Explain the classification of forest in India
9. State any six benefits of social forestry.
10. Explain anythree ways to conserve forest.
11. Explain any three kinds of extension forestry.
13. State any six benefits of Agro-Forestry.
14. Explain three steps to be taken to reduce deforestation under regulated and planned cutting of trees.

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UNIT – X- COMMUNITY DEVELOPMENT AND HEALTH

1. Explain any three causes of rapid population growth.
2. Explain any three measures to control population
3. Explain the following terms:

a) Overpopulation
b) wastewater
c) Communicable disease
d) TB
e) Cholera
f) Tetanus
g) Chicken Pox
h) Dengue
i) HIV
j) Malaria
k) Athlete's Foot
l) Filaria
m) Substance Abuse
n) Panchayati Raj System
o) Immunisation
p) Grey water
q) Black water
r) Wastewater Reuse
s) Wastewater Water Management
t) Communicable Diseases

(Note: considered any three for three marks from the above terms.)

8.Explain any three services provided by the Integrated Child Development Service Scheme.

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ANSWER THE FOLLOWING IN ABOUT 80 TO 100 WORDS (4MKS)

UNIT – II - BUSINESS PLANNING AND WORKING CAPITAL MANAGEMENT

1. Explain any four essentials of planning.
2. Explain the following classification of working capital.**(* any four terms)**
3. Explain any four factors as why do small business enterprise need cash.
4. Explain any four Importance of project report.

UNIT - III- MANAGING OPERATIONS

5. Explain any four types of Purchasing.
6. Explain any four types of purchase situations.
7. Explain any four types of Discounts.
8. Explain any four classifications of inventory.
9. State any eight benefits of quality control.
10. State any eight objectives of a good plant layout

UNIT – V-MARKETING MANAGEMENT IN SMALL BUSINESS

1. Explain any four common marketing problems faced by small scale Industries.
2. Explain four components of marketing mix.
3. Explain any four importance of consumer protection.
4. Explain ant four consumer rights,

UNIT -IX- FOREST

11. Explain any four causes of deforestation.
12. Explain any four measures to reduce deforestation.
13. Explain any four causes of soil erosion.
14. Explain any four measures to control soil erosion.
15. Explain any four control measure to reduce the effects of landslides.

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16. Explain any four different ways to conserve forest.
17. State any eight benefits of social forestry.
18. Explain any four types of Extension forestry.

UNIT – X-COMMUNITY DEVELOPMENT AND HEALTH

19. Explain any four causes of Rapid population growth.
20. Explain any four measures to control population.
21. Explain the following diseases.
    a) TB
    b) Cholera
    c) Tetanus
    d) Chicken pox
    e) Dengue
    f) HIV
    g) Athlete's foot
    h) Malaria
    i) Filaria

(Note: considered any four for four marks from the above terms.)

22. Explain any four packages of services provided under the Integrated child developmentServices.

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UNIT – VI-FINAL ACCOUNT 15 MARKS

SPECIMEN OF TRADING ACCOUNT (3½ Mks)

Trading Account For the year ending _____

Dr. **Cr.**

Particulars	Amount ₹	Particulars	Amount ₹
To Opening stock	xxx	By Sales xxx Less:- Sales Return xxx	xxx
To Purchases xxx Less Purchase returns xxx	xxx	By Goods stolen	xxx
To Wages xxx Add: Outstanding xxx	xxx	By goods distributed as free sample	xxx
To Import duty	xxx	By goods lost by theft	xxx
To carriage inward	xxx	By goods destroyed by fire	xxx
To Cartage inward	xxx	By Closing stock	xxx
To Freight			
To Factory repairs	xxx		
To Factory insurance	xxx		
To Motive power	xxx		
To Fuel/Power/heating and lighting	xxx		
To Factory rent	xxx		
To Gross profit transferred to profit and loss Account	xxx		
Total	**XXX**	**Total**	**XXX**

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SPECIMEN OFPROFIT & LOSS ACCOUNT (4½Mks)

Profit and loss Account For the year ending ____

Dr. **Cr.**

Particulars	Amount ₹	Particulars	Amount ₹
To Insurance xxx Less: **Prepaid Insurance xxx**	xxx	By Gross profit transferred from the Trading Account	xxx
To Salary xxx Add: Outstanding Salary xxx	xxx	By Discount received	xxx
To Postage	xxx	By Rent received	xxx
To office rent		By Interest received	xxx
To office expenses	xxx	By Commissionreceived	xxx
To Printing and Stationary	xxx	By Dividend received	xxx
To Sundry expenses	xxx		
To Telephone charges	xxx		
To General expenses	xxx		
To Audit fees	xxx		
To Office repairs	xxx		
To Carriage outward	xxx		
To Export duty	xxx		
To Advertisement	xxx		
To Bad debt	xxx		
To Discount allowed	xxx		
To Goods lost by theft	xxx		
To Goods stolen	xxx		
To Goods lost by fire	xxx		
To Goods distributed as free sample	xxx		
To Depreciation	xxx		
To Net profit transferred to Capital Account			
Total	**XXX**	**Total**	**XXX**

SPECIMEN OFBALANCE SHEET (7 Mks)

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Balance sheet as on _____

Liabilities	Amount ₹	Assets	Amount ₹
Capital xxx Less: Drawing xxx xxx Add: Net profit xxx	xxx	Goodwill	xxx
Sundry creditors	xxx	Building xxx Less: Dep xxx	xxx
Bills payable	xxx	Land xxx Less: Dep xxx	xxx
Bank overdraft	xxx	Premises xxx Less: Dep xxx	xxx
Bank loan	xxx	Furniture xxx Less: Dep xxx	xxx
		Plant and Machinery xxx Less: Dep xxx	xxx
Outstanding Expenses: a)Wages xxx b)Salaries xxx	xxx	Motor car /van / cycle xxx Less: Dep xxx	xxx
		Loose Tools xxx Less: Dep xxx	xxx
		Investment	xxx
		Sundry debtors	xxx
		Prepaid Insurance	xxx
		Closing stock	xxx
		Bills receivable	xxx
		Cash in hand	xxx
		Cash at bank	xxx
		Petty cash	xxx
TOTAL	**XXX**	**TOTAL**	**XXX**

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Adjustments:-

1) Closing stock

2) Outstanding expenses:-

a) Wages b) Salaries

3) Prepaid Insurance

4) Depreciation only by 10% and 5%

5) Goods distributed as free sample

Or

Goods lost by fire

Or

Goods lost by theft / stolen

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Model Question Paper from Academic Year 2026 - 2027 onwards

Sub : General Foundation Course

Subject Code : V - 4202

Std : XII Vocational | Max. Marks: 70

Total No. Of Questions : 28. | Duration: 3 Hours

INSTRUCTIONS:

(i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

(iii) The question paper consists of five Section- A, B, C,D and E.

(iv) Answer each section on a fresh page.

(v) Section- A consists of thirteen questions from question 1 to question 13 of one mark each.

(vi) Section-B consists of five questions from question 14 to question 18 of two marks each

(vii) Section-C consists of four questions from question 19 to question 22 of three marks each.

(viii) Section-D consists of five questions from question 23 to question 27 of four marks each.

(ix) Section -E consists of question 28 of fifteen marks.

(x) Write the number of each question clearly on the answer book.

(xi) Use of non scientific calculator is allowed.

(xii) Each question, including multiple-choice questions, shall be answered only once. Multiple responses to the same question, whether on the same or different pages of the answer book, shall render the response invalid and no marks shall be awarded.

Section – A

Fill in the blanks with the most appropriate alternative from those given below:

1. The production of the proposed product in small quantity for test marketing is known as _____. 1
   - Unit production
   - Trial production
   - Commercial production
   - Demand production
2. The practice of planning and maintaining Forest areas for the benefit and sustainability of future generation is called as _____. 1
   - Forest conservation
   - Deforestation
   - Reforestation
   - A forestation
3. The gap between where we are and where we want to go is bridged by_____. 1
   - Co-ordination
   - Directing
   - Planning
   - Controlling
4. The process of estimating or projecting the number of personnel required for a project ,over a predefined period of time is called _____. 1
   - Manpower planning
   - Directing
   - Planning
   - Controlling
5. The process of ordering, receiving and paying for goods or services is known as _____. 1
   - Procurement
   - Quality control
   - Market share
   - Purchasing
6. Diseases that are easily transmitted from one organism to another organism are called _____. 1
   - Immunisation
   - Sanitation
   - Communicable disease

- Non- communicable disease

7. The suffix that indicates the top level domain name of commercial business is _____. 1
   - .gov
   - .edu
   - .org
   - .com

Answer the following in one sentence:

8. Write the full form of ISI. 1
9. What is the meaning of Break Even Analysis? 1
10. What is the meaning of working capital? 1
11. What is the meaning of seasonal business? 1
12. Give the meaning of Human Resource Management. 1
13. What is work place grievance? 1

Section B

Answer each of the following in about 20 to 30 words:

14. State any four benefits of Agro-Forestry 2
15. Explain the following terms: 2
    (a) Human Resource Development
    (b) Job requitements
16. Explain the following terms: 2
    (a) Overpopulation
    (b) Wastewater management
17. Explain the following terms: 2
    (a) Website
    (b) Domain name
18. Explain any two terms from the three tier consumer grievance machinery. 2

Section C

Answer each of the following in about 50 to 60 words:

19. Explain the following terms: 3
    (a) SWOT Analysis
    (b) Market Research
    (c) Quality Assurance

20. Explain any three parties involved in e-commerce transaction. 3

21. Explain the following terms: 3
    (a) Coastal Regulation Zone
    (b) Vana – Mahotsav
    (c) Siltation
22. Explain the following Diseases: 3
    (a) Athlete's foot
    (b) Malaria
    (c) Tetanus

Section- D

Answer the following in about 80 to 100 words:

23. Explain Any four common marketing problems faced by small scale enterprises. 4
24. Explain any four types of discounts. 4
25. Explain any four importance of project report. 4
26. Explain any four measures that may be adopted to Control population. 4

Or

Explain the following Diseases:
(a) Supplementary Nutrition
(b) Immunisation
(c) Health check up
(d) Non-formal education

27. Explain the four classifications of External Forestry. 4

Or

Explain any four causes of soil erosion.

Section - E

28. The following is a trial balance of Mr. Ramdas Naik as on 31st March 2023

Trial Balance as on 31st March 2023

Particulars	**Amount**	**Particulars**	**Amount**
Motorbike	1,60,000	Creditors	14,200
Opening Stock	28,000	Capital	3,79,000
Furniture	1,30,000	Sales	3,60,000
General expenses	2,000	Bank loan	80,000
Sales returns	7,000	Bills payable	38,000
Freight	16,000	Commission received	2,000
Salaries	20,000	Discount received	1,800
Wages	10,000		
Investment	60,000		

drawings	30,000		
Sundry Debtors	60,000		
Bad dads	4,000		
Bills receivable	40,000		
Loose tools	50,000		
Purchases	90,000		
Machinery	1,40,000		
Insurance	18,000		
Carriage Inward	4,000		
Advertisement	6,000		
Total	**8,75,000**	**Total**	**8,75,000**

Adjustments :

(i) Closing stock as on 31st March 2023 was valued at ₹1,90,000.

(ii) Outstanding expense were as follows;

(a) Wages Rs. 4,000.

(b) Salaries Rs. 10,000.

(iii) Prepaid Insurance amounted to Rs. 8,000.

(iv) Depreciate Motorbike @10% per annum and Furniture @5% per annum.

(v) Goods worth Rs. 4,000 were stolen.

Prepare :

(a) Trading Account for the year ended 31-3-2023. 3 1/2

(b) Profit and loss Account for the year ended 31-3-2023. 4 1/2

(c) Balance Sheet as on 31-3-2023. 7