

Project Guidelines

Points to be kept in mind while preparing the Business Studies Project for Grade - 11

1. Always try to choose the interesting business studies project topics
2. Always keep your project short and precise. Add topics only related to your project topic.
3. Try to Add Diagrammatic/Graphic Presentation. Add Diagrams, Pie-Charts, Bar Charts, and Graphs (If Possible)
4. If you have any doubts ask with your project guide for project guidelines
5. Submit your project report on time.

Important points that should be included in the project.

1. Title of the project
2. Problem being discussed in the project
3. The main reason for selecting this project topic
4. Literature Review
5. The objective of the project
6. Scope of the project
7. Limitations of the project
8. Working methodology of project
9. Acknowledgement
10. Preface
11. Contents of the project
12. Observations and findings
13. Conclusion
14. References (reference books, journals, magazines, websites, etc.)

Steps to be kept in mind while writing the project

1. Identifying the Project Statement
2. Setting the Project Objective and Scope of the Project
3. Defining the Project Tasks and Responsibilities (Creating the Work Flow Structure)
4. Monitoring the Project and Finding the Important Resources Required

Business Studies Project - Class 11 (Name of the Project)

Submitted by:

Name:

Roll no:

School Name:

Acknowledgement

I would like to convey my sincere thanks to (Teachers name), my business studies teacher who always gave me valuable suggestions and guidance during the project. She/he has a source of inspiration and helped me understand and remember important details of the project. She/he gave me an amazing opportunity to do this wonderful project '(name of the project)'.

I also thank my parents and friends for their help and support in finalizing this project within the limited time frame.

..... (Name of the student)

Certificate

This is to certify that (Name of the student) of class 11 has successfully completed the Business Studies Project on (Name of the project) as per the guidelines of class 11 Board examination conducted by CBSE.

Teacher's Signature: _____

Teacher's Name: _____

A sample project on 'Forms of Business Organization'

List of Content

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Introduction

A business enterprise is an organisation which is engaged in some business or commercial activity. Every business enterprise is a separate and distinct unit of business.

Various forms of business organisation from which one can choose the right one include

Forms of business enterprises

- Sole proprietorship
- Joint Hindu Family
- Partnership
- Co-operative organisation
- Joint stock company

Sole Proprietorship

A business owned, managed and controlled by a single individual is known as a sole proprietorship organisation.

- **Features**

Formation and closure
Liability

Sole risk bearer and profit recipient
Control
No separate entity
Lack of business continuity

- **Merits**

Quick decision making
Confidentiality of information
Direct incentive
Sense of accomplishment
Ease of formation and closure

- **Limitations**

Limited resources
Limited life of a business concern
Unlimited liability
Limited managerial ability

Joint Hindu Family Business

The business carried out by the male members of a Hindu undivided family is known as Joint Hindu Family Business.

There are two conditions for existence of Joint Hindu Family Business, These are

Minimum two male members must be there in the family
Existence of some ancestral property

Under Hindu Law there are two systems of inheritance. These are Dayabhaga and Mitakshara.

- **Features**

Formation
Liability
Control
Continuity
Minor members

- **Merits**

Effective Control

Continued business existence
Limited liability of members
Increased loyalty and cooperation

- **Limitations**

Limited resources
Unlimited liability of karta
Dominance of karta
Limited managerial skill

Partnership

Partnership is an association of two or more persons who have agreed to share the profits of the business carried on by all or any of them acting for all.

According to LH Honey, "Partnership may be defined as the relation between the person who agrees to carry on a business in common with a view to private gain.

- **Features**

Formation
Liability
Risk bearing
Decision making and control
Continuity
Mutual agency
Membership

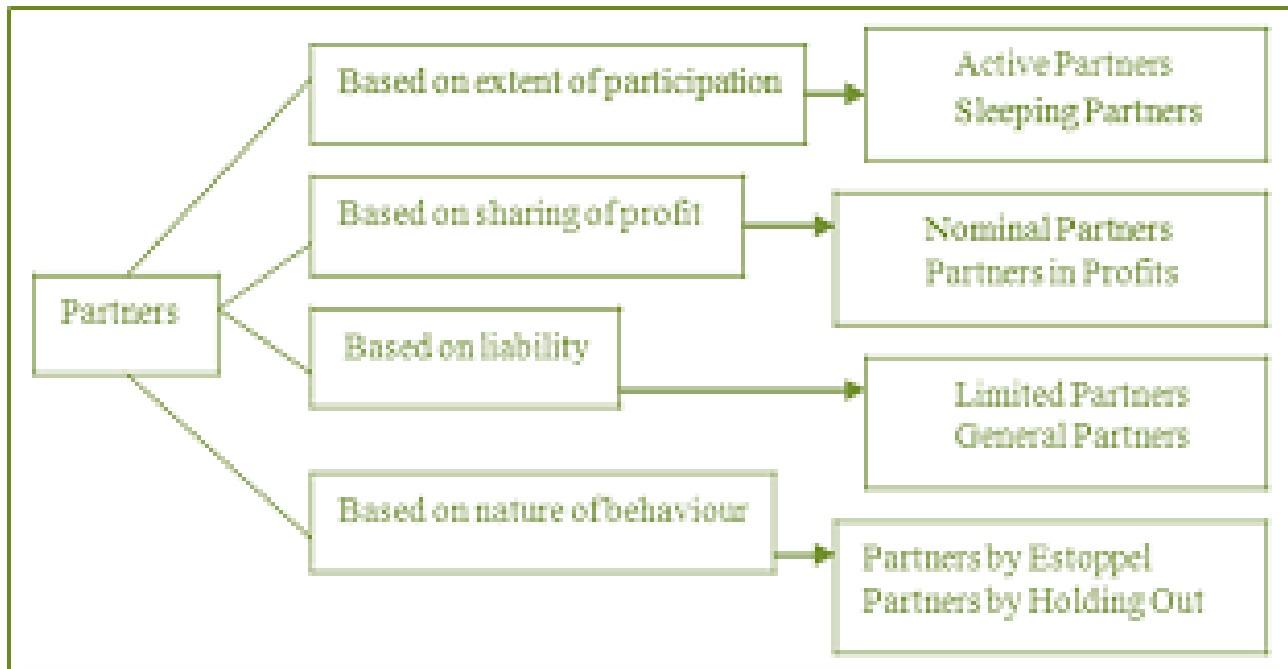
- **Merits**

Ease of formation and closure
Balanced decision making
More funds
Sharing of risks
Secrecy

- **Limitations**

Unlimited liability
Limited resource
Possibility of conflicts
Lack of continuity

Types of Partner



Active Partner The active partner participates in the management of the firm.

Sleeping or Dormant Partner The partner who does not participate in the management of the firm.

Secret Partners is one whose association or relation with the firm is not known to outsiders.

Nominal Partners are not the real partners of the firm. He only lends his name and reputation for the benefit of the firm.

Partner by Estoppel A person is considered a partner by estoppel if, through his own initiative, conduct or behaviour, he gives an impression to others that he is a partner of the firm.

Partner by Holding Out A partner 'holding out' is a person who though is not a partner in a firm but knowingly allows himself to be represented as a partner in a firm.

Types of Partnership

Based on the basis of time period, there are three types of partnership firm

Partnership at will
Fixed period partnership
Particular partnership

On the basis of liability of members, there are two types of partnership. These are

General partnership
Limited partnership

Partnership Deed

The common contents of Partnership Deed are:

- Name of the firm
- Name and address of the partners
- Nature of business the firm will carry on
- Lace of business
- Capital contribution by each other
- Profit sharing ratio of partners
- The right and duties of the partners
- The mode of maintaining accounts
- The rate of interest payable to partners on their capital
- The rate of interest to be paid by partners on amount withdrawn by them
- The amount of salary payable to partners
- Provision regarding retirement and dissolution
- Methods of solving disputes
- Whether interest is payable on the loan provided by partners etc.

PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT (the "Agreement") made and entered into this _____ day of _____, _____ (the "Execution Date"),

BETWEEN:

_____ of _____, and
_____ of _____
(individually the "Partner" and collectively the "Partners").

BACKGROUND:

- A. The Partners wish to associate themselves as partners in business.
- B. This Agreement sets out the terms and conditions that govern the Partners within the Partnership.

IN CONSIDERATION OF and as a condition of the Partners entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the parties to this Agreement agree as follows:

Formation

- 1. By this Agreement the Partners enter into a general partnership (the "Partnership") in accordance with the laws of The State of Alabama. The rights and obligations of the Partners will be as stated in the applicable legislation of The State of Alabama (the 'Act') except as otherwise provided in this Agreement.

Name

- 2. The firm name of the Partnership will be: _____

Co-operative Society

A cooperative form of business enterprise. In this form the main motive is not earning profit but the main motive of co-operative organisation is mutual help. It works with the principle of each for all and all for each.

- **Features**

Voluntary membership
Legal status
Limited liability
Control
Service motive

- **Merits**

Equality in voting status
Limited liability
Stable existence
Economy in operations
Support from government
Ease of formation

- **Limitations**

Limited resources
Inefficiency in management
Lack of secrecy
Government control
Difference of opinion

Types of Cooperative Societies

Consumer's co-operative societies
Producers co-operative societies
Marketing co-operative societies
Former co-operative societies
Credit co-operative societies
Co-operative housing societies

Joint Stock Company

Definition by Prof Honey. "Joint Stock Company is a voluntary association of individuals for profit, having a capital divided into transferable shares, the ownership of which is the condition of membership".

- **Features**

Artificial person
Separate legal entity

Formation
Perpetual succession
Control
Liability
Common seal
Risk bearing

- **Merits**

Limited liability
Transfer of interest
Perpetual existence
Scope for expansion
Professional management

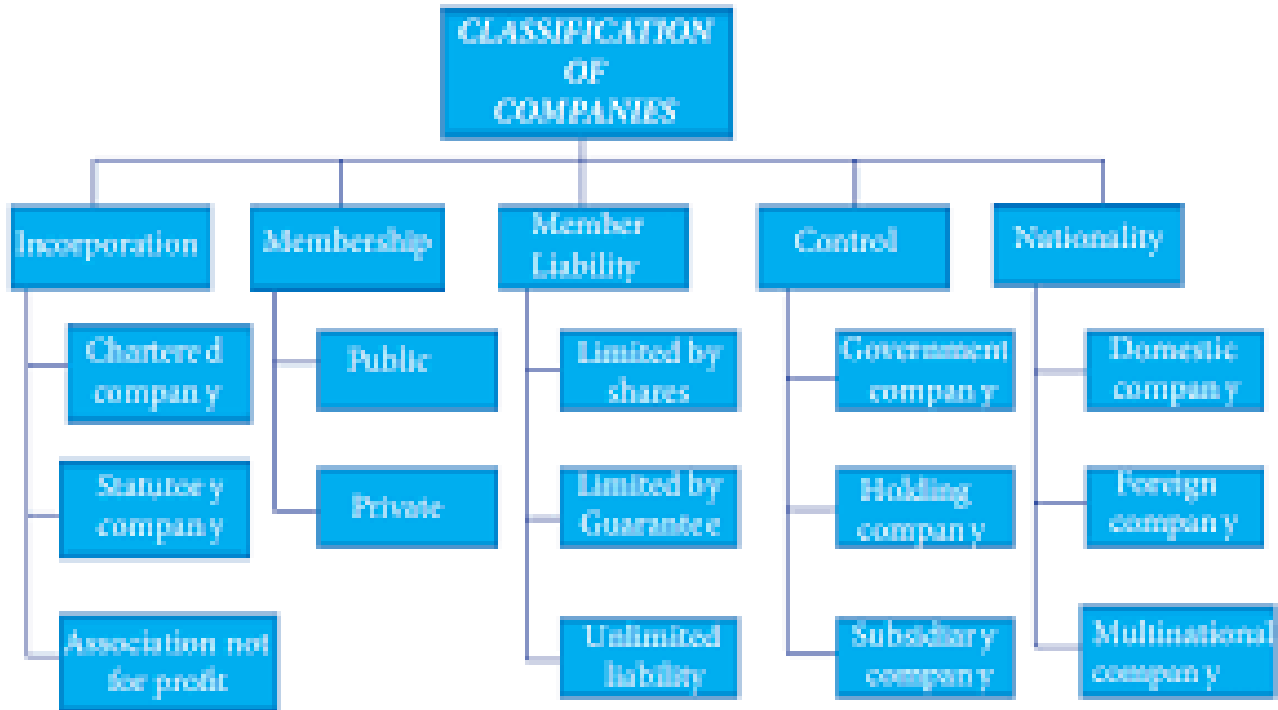
- **Limitations**

Complexity in formation
Lack of secrecy
Impersonal work environment
Numerous regulations
Delay in decision making
Oligarchic management
Conflict in interest



Types of Companies

On the basis of ownership the companies can be classified in to following categories



- Private Company According to the Companies Amendment Act, (2000), a private company is one which

Has a minimum of two and maximum of 50 members excluding the employees.
 Restricts the right of members to transfer their shares.
 Does not offer its shares to the general public.
 Does not invite the general public to invest deposits in the company.
 Has minimum paid up capital of ~ one lakh.

- Public Company A public company is the one which

Has a minimum of seven members and maximum no limit.
 Permits easy transfer of its shares.
 Invites the general public to subscribe to its public deposits.
 Invites the general public to subscribe to its shares and debentures.
 Has minimum paid up capital of five lakh.
 Any private company which is a subsidiary of a public company.

Findings



Bibliography

Government and other websites
Online and RBI links
News paper, magazines.