

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI 051.

1	Name of Syllabus	C.C. in Small Industries & Self Employment (408112)																																															
2	Max. No's of Student	25 students.																																															
3	Duration	6 months																																															
4	Type	Full Time																																															
5	No Of Days / Week	6 Days																																															
6	No Of Hours /Days	7 Hrs																																															
7	Space Required	Workshop = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																															
8	Entry Qualification	S.S.C.																																															
9	Objective Of Syllabus/ introduction	• To develop professional competence in the field of small industries • To train the students to acquire skills employment & self Employment																																															
10	Employment Opportunity	In the field self employment																																															
11	Teacher's Qualification	Diploma / certificate in concern field.																																															
12	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>12 Hours</td><td>30 Hours</td><td>42 Hours</td></tr></table>						Theory	Practical	Total	12 Hours	30 Hours	42 Hours																																				
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Mini. Marks</th></tr><tr><td>1</td><td>40811211</td><td>Small Industries</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40811212</td><td>Self Employment</td><td>TH-II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40811221</td><td>Small Industries</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>4</td><td>40811222</td><td>Self Employment</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Mini. Marks	1	40811211	Small Industries	TH-I	3 hrs.	100	35	2	40811212	Self Employment	TH-II	3 hrs.	100	35	3	40811221	Small Industries	PR-I	3 hrs.	100	50	4	40811222	Self Employment	PR-II	3 hrs.	100	50			Total			400	170
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4	40811222	Self Employment	PR-II	3 hrs.	100	50																																											
		Total			400	170																																											

THEORY & PRACTICAL PAPER – I – Small Industries

Sr. No.	TOPIC
1	Scope for the development of small industries in India in general & in Maharashtra in particular <ul style="list-style-type: none">• Defination of small, ancillary and tiny sectors• Industry policy• Reserve items• Organisation set up for small scale industries
2	Growth of small industries <ul style="list-style-type: none">• Growth indicator• Reasons for growth-Industrial policy , organizational set up
3	Assistance for promotion of small industries <ul style="list-style-type: none">• Need for assistance• Type of assistance• Organizational set up
4	Imparting information <ul style="list-style-type: none">• Sources of information• Type of information
5	Training assistance <ul style="list-style-type: none">• Organizations providing training facilities• Types of training
6	Technical assistance <ul style="list-style-type: none">• Organization providing technical assistance• Types of assistance
7	Financial assistance <ul style="list-style-type: none">• Seed capital and central govt's cash subsidy• Tern loan• Bank borrowing
8	Marketing assistance <ul style="list-style-type: none">• Marketing information• Exhibition trade fair• Sales to public sector• Export
9	Incentive schemes <ul style="list-style-type: none">• Tax incentives under sales tax, income tax, excise duty and octroi• Financial incentives• Marketing incentives
10	Rural industries project and rural artisan programme <ul style="list-style-type: none">• Tiny sector and artisan• Problems of rural industries• Incentives provided for rural industries and govt policy of rural area
11	Development of backward areas <ul style="list-style-type: none">• Backward district• Incentives provided• Industrial development problems
12	Incentives to young educated entrepreneur <ul style="list-style-type: none">• Defination• Entrepreneur development programme and training• Various schemes and incentives

13	<p>Elementary book keeping & accountancy</p> <ul style="list-style-type: none"> • Defination • Accounts • Journal entries and narrating documents, supporting entries in books of accounts , Ledger , writing of goods accounts with entries • Cash books • Subsidiary books • Trial balance • Trading & profit and loss account , Reserve for doubtful debts • Balance sheet • Bank reconciliation statement • Bills of exchange
14	<p>Factory act 1948</p> <ul style="list-style-type: none"> • Defination • Health, safety and welfare , holidays, working hours and over time • Inspector , penalties
15	<p>Shop and establishment act</p> <p>Definition , registration , rules , inspectors</p>
16	<p>Excise act</p> <ul style="list-style-type: none"> • Taxable and non taxable commodities
17	<p>Sales tax</p> <ul style="list-style-type: none"> • Definition • Registration • Problems • Registers
18	<p>Income tax</p> <ul style="list-style-type: none"> • Definition • Heads of income • Computation of taxable income from business • Problems
19	<p>Provident fund act</p> <ul style="list-style-type: none"> • Definition • Employees providint fund schemes • Employees family pension scheme and fund • Rules / provisions • Inspector , practical
20	<p>Employees state insurance</p> <ul style="list-style-type: none"> • Definition • Inspectors
21	<p>Local self government act</p> <ul style="list-style-type: none"> • Rules and regulations <p>Registration</p>
22	<p>Insurance</p> <ul style="list-style-type: none"> • Fire and accident insurance

THEORY & PRACTICAL PAPER – II - SELF EMPLOYMENT

Sr.No.	TOPICS
1	Concepts <ul style="list-style-type: none">• Suitable locations• Infrastructural facilities• Machinery and equipments and sources of supply• Raw materials• Method of productions• Finance• Products and bye products• Production and likely prospects
2	Study of fourteen industries <ul style="list-style-type: none">• Garments , wood products , leather products, ceramics, machinery and parts , transport , electrical equipments , textile and hosiery , food products and paper products , rubber or plastic products , chemical or glass, metal products , electrical parts , job or repair works
3	Project report <ul style="list-style-type: none">• Meaning , needs , contains , introductions , market, locations , materials , machinery and equipments, manufacturing process , cost of project, sources of finance , profitability statement , cash flow
4	Project report practical <ul style="list-style-type: none">• Preparation of project report
5	Procedure <ul style="list-style-type: none">• Industrial estate , loan , SSI registration, power , no objection certificate from local authority
