

XII MANAGEMENT (PRACTICAL + PROJECT WORK) 2083

ENGLISH

Please undergo the following questions and maintain your practical work accordingly, writing on only one side of the A4 size papers. Prepare your files fairly and do these tasks completely.

Questions for Practical Work- XII

1. Write an email to your friend (living in France) explaining the disastrous effects your country is facing because of natural disasters.
2. Write a letter to the editor of a national daily newspaper about the impact of brain drain in Nepal.
3. Write a job application for the post of a junior officer addressing the General Manager of a reputed bank in Nepal and Prepare a CV for it.
4. Write a review of a film you have recently watched.

NEPALI

(नोट : कक्षा १२ को नेपाली र व्याकरण किताब सुरु देखि अन्त्यसम्म पढ्नुहोस्, बुझ्नुहोस् र निम्न लिखित शीर्षकहरू खोजी एक एक ओटा नमुना लेखेर परियोजना कार्य तयार गर्नुहोस् ।)

पृष्ठ क्रमश :

१. आवरण पृष्ठ (कभर पेज)
२. विषय सूची
३. व्यक्तिगत विवरण- फोटोसहित (बायोडाटा)
४. तमसुकको नमुना (नेपाली कागजमा)
४. सम्पादकलाई चिठी
५. मन्जुरीनामाको नमुना
- ✓ परियोजना कार्य ए फोर साइजको फोटोकपी पेपरमा गर्नुपर्ने छ । सुन्दर/आकर्षक कभर पेज बनाई तोकिएको शीर्षक अनिवार्य रूपमा प्रस्ट खुले गरी बनाउनुपर्ने छ । तमसुकको नमुना प्रस्तुत गर्दा अनिवार्य रूपमा नेपाली कागजमा कालो मसीले लेखेर बुझाउनुपर्ने छ ।
- ✓ परियोजना तयार गर्दा बाहिरपट्टि कुनै प्रकारको प्लास्टिक कभर नराखी स्ट्यापलर पिन लगाएर टेप बाइन्डिङ गर्न सकिने छ ।
- ✓ ढाँचा पूर्ण रूपमा नमिलेको पाइएमा पुनः गर्न लगाइने छ ।

SOCIAL STUDIES AND LIFE SKILL EDUCATION

१. नेपालको इतिहासमा छाउनी सङ्ग्रहालयको गौरव बारे अनुसन्धान परियोजना तयार पार्नुहोस् ।

MATHEMATICS

1. Concept of Permutation and Combination. (*Name Starts from A – G*)
2. Binomial theorem and its application. (*Name Starts from H - O*)
3. Derivatives and its application. (*Name Starts from P – S*)
4. Antiderivatives and its Application. (*Name Starts from T – Z*)

ECONOMICS

1. Exploring a Local Firm or Industry:

Visit a firm or industry in your locality or neighboring area. Observe and document how tasks are distributed among workers, focusing on the division of labor or work specialization. Enhance your report with photos or illustrations that capture these processes, providing visual support to your observations and findings.

OR

2. Studying Commercial Banks or Financial Institutions:

Visit commercial banks or financial institutions in your area. Analyze and document their core functions, such as deposits, loans, and other financial services. Include relevant photos or images taken during your visit to complement and enrich your report.

Note: Ensure your report is well-structured, with clear headings, detailed observations, and properly captioned visuals to effectively present your findings.

ACCOUNTING

Practical Work Guidelines and Instructions

To develop practical skills in accounting, students are required to visit a local manufacturing company and collect data for analysis.

Follow the tasks and instructions below for each practical work carefully.

Practical Work: Material Management and Store Ledger Preparation

Objective: Learn material purchasing procedures, pricing methods and store ledger preparation.

Instructions:

1. Visit a company that has an organized material management system.
2. Record the *name, address, and nature of business*.
3. Interact with the Storekeeper and gather details about the storekeeper, including *Name and Duties and responsibilities*
4. Learn about the company's Material Purchasing Procedures.
5. Attach or prepare the purchase requisition form used for purchasing.
6. Identify whether the company uses a *Perpetual* or *Periodic* inventory system.
7. Prepare a Store Ledger [***use at least 20 transactions during the month***] using Perpetual or Periodic Inventory System including all the methods (FIFO, LIFO, Weighted average or Moving average).
8. Include a photo of yourself at the company location.

COMPUTER SCIENCE

1. Imagine that you have the opportunity to introduce a new technology in your hometown or village. Identify a technology that you believe would make people's daily lives easier, improve their lifestyle, or help develop your community.

Prepare a project report explaining the technology you have selected, the problems it would solve, how it would benefit local people, and how it could contribute to the overall development of your hometown or village.

HOTEL MANAGEMENT

1. During the festival vacation, every community prepares different special meal. Write short description of each food items and their recipe along with method of preparation. (At least 2 special dishes)
2. Safety and security have been the major concern in the hotel and even more on our festival days. How will you manage the safety for the valuable guest's product during the Dashain-Tihar-Chhath through key handling and information. Prepare the written procedure.

BUSINESS STUDIES

1. Make a visit any nearby bank or business firm. Ask how many groups of activities they perform in their organization. Observe the work flow procedures. Observe how the boss is giving orders to subordinates and how subordinates are responding to the boss. Analyze the different departments in the organizations. Find out how the branches are getting authority from their head office. And, ***make a debate on pros and cons of authority centralization and decentralization.***
Include a photo of yourself at the company location.

BUSINESS MATHEMATICS

1. Prepare a Project Work on Input Output Matrix.

General Guidelines for Practical Work (Accounting, Economics, Hotel management, Business Studies and Computer Science):

1. Ensure your report is original and based on actual data collected from the company/ place you visited.
2. Use proper formatting, including headings and numbering.
3. Reports must be typed with the given format.
4. Include all supporting documents and photographs.
5. Submit the completed practical work by the deadline provided.
6. **Acknowledgment:** Thank the company and individuals who helped you during the data collection or preparation process.

[Students need to submit the practical + project work by **FRIDAY, MANGSIR 04, 2083 (NOV 20)**]