

V.M.G.R.R.SRI SARADA SAKTHI MAT HR SEC SCHOOL
COMMERCE
BOOK BACK QUESTIONS

STD:XII

Chapters	Very Short Answer(2Marks)	Short Answer(3Marks)	Answer In Detail (5Marks)
CH:1 Principles of management	1. What is Management? 2. List out the management tools. 3. State the meaning of Authority. 4. What do you mean by Span of management?	1. Define the term management. 2. Is management an Art or Science? 3. Differentiate management from Administration. 4. What are the principles of Taylor? 5. What determines the span of management?	1. Explain the concept of management. 2. Explain the principles of modern management.
CH:2 Functions of Management	1. Write a short note about Planning. 2. What is meant by Motivation? 3. List the subsidiary functions of management. 4. What is the Traditional proverb used in planning?	1. List out the main functions of management? 2. State the importance of staffing. 3. How the employees are informed about important matters in a company?	1. Explain the various functions of management.
CH:3 MBO & MBE	1. What are the objectives of MBO? 2. Bring out the meaning of MBE. 3. Mention any two advantages of MBO? 4. What is known as KRA?	1. Write the features of MBO. 2. What are the Process of MBE? 3. List out any three process of MBO.	1. What are the major advantages of MBO? 2. What are the advantages of MBE? 3. Discuss the disadvantages of MBE.

CH:4 Introduction to financial markets	<ol style="list-style-type: none"> 1. What are the components of organized sectors? 2. What is Spot Market? 3. What is Debt Market? 4. How is price decided in a Secondary Market? 	<ol style="list-style-type: none"> 1. Give the meaning and definition of Financial Market. 2. Write a note on Secondary Market. 3. Bring out the scope of Financial Market in India 	<ol style="list-style-type: none"> 1. Distinguish between New issue market and Secondary Market. 2. Enumerate the different kinds of Financial Markets. 3. What are the functions of Financial Markets?
CH:5 Capital market	<ol style="list-style-type: none"> 1. What is Capital Market? 2. Write a note on OTCEI. 3. Who are the participants in a Capital Market? 4. How is price determined in a Capital Market? 	<ol style="list-style-type: none"> 1. What are the various kinds of Capital Market? Explain. 2. Explain any two functions of Capital Market. 3. Explain about Factoring and Venture Capital Institutions. 	<ol style="list-style-type: none"> 1. Discuss the characters of a Capital Market. 2. Briefly explain the functions of Capital Market. 3. Explain the various types of New Financial Institutions.
CH:6 Money market	<ol style="list-style-type: none"> 1. What is a CD market? 2. What is Government Securities Market? 3. What do you meant by Auctioning? 4. What do you meant by Switching? 	<ol style="list-style-type: none"> 1. What are the features of Treasury Bills? 2. Who are the participants of Money Market? 3. Explain the types of Treasury Bills? 4. What are the types of Commercial Bill? 	<ol style="list-style-type: none"> 1. Differentiate between the Money Market and Capital Market. 2. Explain the characteristics of Money Market? 3. What are the characteristics of Government Securities?
CH:7 Stock exchange	<ol style="list-style-type: none"> 1. What is meant Stock Exchange? 2. Write any 5 Stock Exchanges in India. 3. What is meant by Remisier? 4. Who is called a Broker? 5. What are the types of Speculator? 	<ol style="list-style-type: none"> 1. What are the limitations of Stock exchange? 2. Explain Bull and Bear. 3. Explain Stag and Lame Duck. 	<ol style="list-style-type: none"> 1. Explain the functions of Stock Exchange. (Any 5) 2. Explain the features of Stock Exchange. (Any 5) 3. Distinguish between Stock Exchange and Commodity Exchange (any 5).

CH:8 securities exchange board of India (SEBI)	<ol style="list-style-type: none"> 1. Write a short notes on SEBI. 2. Write any two objectives of SEBI 3. Mention the headquarters of SEBI. 4. What are the various ID proofs? 	<ol style="list-style-type: none"> 1. What is meant by Dematerialization ? 2. What are the documents required for a Demat account? 3. Draw the organization structure of SEBI. 	<ol style="list-style-type: none"> 1. What are the functions of SEBI? 2. Explain the powers of SEBI.
CH:9 Fundamentals of HRM	<ol style="list-style-type: none"> 1. What is Human Resource Management ? 2. State two features of HRM. 3. Mention two characteristics of Human Resource. 4. What are the managerial functions of HRM. 	<ol style="list-style-type: none"> 1. Define the term Human Resource Management. 2. What are the characteristics of Human resources ? 3. What is the significance of Human resource? 	<ol style="list-style-type: none"> 1. Explain the characteristics of Human Resource (any 5). 2. Describe the significance of Human Resource Management (any 5). 3. Discuss the Operative functions HRM.
CH:10 RECRUITMENT METHODS	<ol style="list-style-type: none"> 1. Give the meaning of Recruitment. 2. What is promotion ? 3. Write any two internal source of recruitment. 4. What is meant by Poaching? 	<ol style="list-style-type: none"> 1. What is meant by unsolicited applicants? 2. What is meant by job portals? 3. State the steps in Recruitment process outsourcing. 	<ol style="list-style-type: none"> 1. Explain the Internal sources of Recruitment (any 5). 2. Explain the External sources of Recruitment (any 5). 3. What is the Recent trends in Recruitment?
CH:11 EMPLOYEE SELECTION PROCESS	<ol style="list-style-type: none"> 1. What is selection? 2. What is an interview? 3. What is intelligence test? 4. What do you mean by placement? 	<ol style="list-style-type: none"> 1. What is stress interview? 2. What is structured interview? 3. Name the types of selection test? 4. What do you mean by achievement test? 	<ol style="list-style-type: none"> 1. Briefly explain the various types of tests. 2. Explain the important methods of interview (any 5). 3. Differentiate Recruitment and Selection.

CH:12 EMPLOYEE TRAINING METHOD	1. What is meant by training? 2. What is Mentoring training method? 3. What is Role play? 4. State e-learning method?	1. What is vestibule training? 2. What do you mean by on the job Training? 3. Write down various steps in a training programme. 4. Write short note on trainer and trainee.	1. Discuss various types of training. 2. What are the difference between on the job training and off the job training? 3. Explain the benefits of training.
CH:13 CONCEPT OF MARKET AND MARKETER	1. What is Market? 2. Define Marketer. 3. What is mean by Regulated Market? 4. What is meant by Spot Market? 5. What is meant by Commodity Market?	1. What can be marketed in the Market? 2. Mention any three Role of Marketer? 3. Explain the types of market on the basis of time.	1. How the market can be classified? 2. How the market can be classified on the basis of Economics?
CH:14 MARKETING AND MARKETING MIX	1. What is Marketing? 2. Define Marketing Mix. 3. What is meant by Grading?	1. What are the objectives of marketing? 2. What is need for market and explain the concept of marketing? 3. What do you mean by marketing mix? Describe any two elements.	1. Discuss about the Evolution of marketing. 2. Narrate the Elements of Marketing mix.

CH:15 RECENT TRENDS IN MARKETING	1. What is green marketing? 2. What is service marketing? 3. What is Ambush Marketing? 4. What is Social marketing?	1. What are the advantages of E- Marketing? 2. Discuss the objectives E- Marketing 3. Explain in detail about Niche marketing	1. Explain in detail how traditional marketing differ from E-marketing 2. Discuss any two new methods of marketing
CH:16 CONSUMERISM	1. Who is a consumer? 2. Give two examples of adulteration. 3. What is Caveat Emptor? 4. What is Caveat Venditor? 5. Write a short notes on Consumer Protection Act, 1986.	1. What are the important legislations related to consumerism in India? (any 3) 2. What is meant by artificial scarcity? 3. Write the importance of consumerism.	1. How consumers are exploited? 2. Explain the role of business in consumer protection. 3. What are the objectives of Consumer Protection Act, 1986?

CH:17 RIGHTS, DUTIES & RESPONSIBILITIES OF CONSUMERS	<ol style="list-style-type: none"> 1. Write short notes on: "Right to be informed." 2. What are the rights of consumer according to John F. Kennedy? 3. Which is the supreme objective of business? 	<ol style="list-style-type: none"> 1. What do you understand by "Right to redressal". 2. What do you understand about "Right to protection of health and safety" 	<ol style="list-style-type: none"> 1. Explain the duties of consumers. 2. What are the responsibilities of consumers?
CH:18 GRIEVANCE REDRESSAL MECHANISM	<ol style="list-style-type: none"> 1. What do you meant by Redressal Mechanism? 2. What do you know about National Commission? 3. State the meaning of the term State Commission. 4. What is an term District Forum? 	<ol style="list-style-type: none"> 1. Who are the members of the National Commission? 2. Who are the members of the State Commission? 3. Write a note on the Voluntary Consumer Organisation. 	<ol style="list-style-type: none"> 1. Explain the overall performance of National Commission. 2. Explain the overall performance of State Commission.
CH:19 ENVIRONMENTAL FACTORS	<ol style="list-style-type: none"> 1. What is internal environment? 2. Give the meaning of corporate governance. 3. What is GST? 4. Expand VUCA. 	<ol style="list-style-type: none"> 1. What are the political environment factors? 2. Write about any three internal environmental factors of business. 3. What do you know about Technological environment? 	<ol style="list-style-type: none"> 1. Discuss the role of macro environment of business. 2. Explain the micro environmental factors of business.

CH:20 LIBERALIZATION, PRIVATIZATION AND GLOBALIZATION	<ol style="list-style-type: none"> 1. State the branches of New Economic Policy. 2. What is Privatisation? 3. Mention any two disadvantages of Liberalisation. 4. Give any two advantages of Globalisation. 	<ol style="list-style-type: none"> 1. What do you mean by Liberalisation? 2. State any three impacts on Globalisation. 3. Write a short note on New Economic Policy. 	<ol style="list-style-type: none"> 1. Explain the advantages and disadvantages of liberalisation. 2. Explain the highlights of LPG.
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CH:21 THE SALE OF GOODS ACT, 1930	<ol style="list-style-type: none"> 1. What is a contract of sale of goods? 2. List down the essential elements of a contract of sale. 3. What is meant by goods? 4. What is a Contingent Goods? 	<ol style="list-style-type: none"> 1. Discuss in detail about existing goods. 2. Discuss the implied conditions and warranties in sale of goods contract 	<ol style="list-style-type: none"> 1. Explain in detail the elements of Contract of sale. 2. Distinguish between Conditions and Warranty.
CH:22 The Negotiable instruments act, 1881	<ol style="list-style-type: none"> 1. What is meant by Negotiable Instrument? 2. List three characteristics of a Promissory Note. 3. What is mean by Cheque? 	<ol style="list-style-type: none"> 1. Distinguish between Negotiability and Assignability. 2. What are the characteristics of a bill of exchange? 3. Draw the two different types of crossing. 	<ol style="list-style-type: none"> 1. Distinguish a cheque and a bill of exchange. 3. Discuss in detail the features of a cheque. 4. What are the requisites for a valid endorsement?
CH:23 ELEMENTS OF ENTREPRENEUR SHIP	<ol style="list-style-type: none"> 1. Mention any two characteristics of entrepreneurs. 2. List down the managerial functions of entrepreneurs. 3. List down the promotional functions of entrepreneurs. 4. List the challenges faced by the women entrepreneurs 	<ol style="list-style-type: none"> 1. Distinguish between entrepreneur and Manager. 2. List down the commercial functions of Entrepreneur and explain them shortly. 3. Explain the promotional functions of entrepreneur. 	<ol style="list-style-type: none"> 1. How do you Classify entrepreneurs. 2. Distinguish between an Entrepreneur and an Intrapreneur. 3. Discuss the challenges faced by Women Entrepreneurs.
CH:24 TYPES OF ENTREPRENEURS	<ol style="list-style-type: none"> 1. What is the other name of business entrepreneur? 2. Mention the other name for corporate entrepreneur. 3. Who are agricultural entrepreneur? 5. Give some examples of pure entrepreneurs. 	<ol style="list-style-type: none"> 1. Who is a private entrepreneur? 2. Explain about the imitative entrepreneur. 3. Write about Fabian entrepreneur 	<ol style="list-style-type: none"> 1. Explain in detail on classification according to the type of business 2. Discuss the nature of functional entrepreneurs.

CH:25 GOVERNMENT SCHEMES FOR ENTREPRENEURIAL DEVELOPMENT	1. Name any four Governmental Entrepreneurial schemes. 2. Give a note on 'Digital India'. 3. List down the two types of finance.	1. What is 'Startup India'? 2. Expand the following: STEP, JAM, TREAD, M-SIPS, SEED and New Gen IEDC	1. Explain any five Government Entrepreneurial schemes. 2. Describe the steps promoting Entrepreneurial venture.
CH:26 COMPANIES ACT, 2013	1. What are the four stages of formation of a company? 2. What is Bonus Shares? 3. What is Right Shares? 4. What is Debentures?	1. What do you understand by Issue of Securities at Premium? 2. Explain different Kinds of Preference shares.	1. Write the difference between Debentures and Shares: 2. What are the various kinds of Debentures?
CH:27 COMPANY MANAGEMENT	1. Name the companies required to appoint KMP. 2. Who is whole time Director? 3. Who is called as Managing Director? 4. Who can be Executive Director?	1. When are alternative directors appointed ? 2. Who is a shadow director? 3. State the minimum number of Directors for a Private company	1. Who are the KMP? 2. Brief different types of Directors. 3. State the qualification of Directors.
CH:28 COMPANY SECRETARY	1. Who is a Secretary? 2. What is meant by Meeting? 3. Write short note on 'Proxy'? 4. What is Voting?	1. What is Special Resolution? 2. What do you mean by Statutory Meeting? 3. Give any three cases in which an ordinary resolution need to be passed.	1. Briefly state different types of company meetings. 2. Explain different types of open and secret types of voting.