

**SEC****Commerce****Lesson 1- Principles of Management****Time : 1.15 Hrs****Marks : 40****I.Choose the best answer:****5 \* 1 = 5**

1. Management is what a \_\_\_\_\_ does?  
a) Manager                      b) Subordinate                      c) Supervisor                      d) Superior
2. Management is an \_\_\_\_\_  
a) Art                                  b) Science                                  c) Art and Science                      d) Art or Science
3. Scientific management is developed by  
a) Fayol                                  b) Taylor                                  c) Mayo                                  d) Jacob
4. Dividing the work into small tasks is known as  
a) Discipline                      b) Unity                                  c) Division of work                      d) Equity
5. With a wider span, there will be \_\_\_\_\_ hierarchical levels.  
a) More                                  b) Less                                  c) Multiple                                  d) Additional

**II.Answer the following:****5 \* 2 = 10**

6. What is Management?
7. What do you mean by Span of management?
8. List out the management tools.
9. State the meaning of Authority.
10. Who is a manager?

**III.Answer the following:****5 \* 3 = 15**

11. Differentiate management from Administration.
12. Define the term management.
13. What are the principles of Taylor?
14. What determines the span of management?
15. Is management an Art or Science?

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**IV. Answer any 2 of the following:**

**2 \* 5 = 10**

1. Explain the concept of management.
2. Describe the principles of scientific management.
3. Explain the principles of modern management.
4. Explain the management process in detail.

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**SEC****Commerce**  
**Lesson 2 & 3****Time : 1.15 Hrs****Marks : 40****I.Choose the best answer:****5 \* 1 = 5**

1. \_\_\_\_\_ System gives full Scope to the Individual Strength and Responsibility.  
(a) MBO (b) MBE (c) MBM (d) MBA
2. Which is the First step in Process of MBO?  
(a) Fixing Key Result Area (b) Appraisal of Activities  
(c) Matching Resources with Activities (d) Defining Organisational Objectives
3. \_\_\_\_\_ is included in every managerial function.  
(a) Co-ordinating (b) Controlling (c) Staffing (d) Organising
4. Which of the following is verification function?  
(a) Planning (b) Organising (c) Staffing (d) Controlling
5. Delegation of Authority is Easily Done with the Help of \_\_\_\_\_.  
(a) MBM (b) MBE (c) MBO (d) MBA

**II.Answer the following:****5 \* 2 = 10**

6. Write a short note about Planning.
7. What is meant by Motivation?
8. What is meant by Controlling?
9. What are the objectives of MBO?
10. What is known as KRA?

**III.Answer the following:****5 \* 3 = 15**

11. What are the Process of MBE?
12. List out any three process of MBO.
13. State the importance of staffing.
14. What is meant by Innovation?
15. What is meant by Co-ordination?

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**IV. Answer any 2 of the following:**

**2 \* 5 = 10**

1. What are the major advantages of MBO?
2. What are the advantages of MBE?
3. Explain the various functions of management.
4. Discuss the disadvantages of MBE.

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**SEC****Commerce****Unit 1****Time : 1.45 Hrs****Marks : 60****I.Choose the best answer:****5 \* 1 = 5**

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(a) MBO                      (b) MBE                      (c) MBM                      (d) MBA
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a) Fayol                      b) Taylor                      c) Mayo                      d) Jacob
3. \_\_\_\_\_ is included in every managerial function.  
(a) Co-ordinating                      (b) Controlling                      (c) Staffing                      (d) Organising
4. Management is an \_\_\_\_\_  
a) Art                      b) Science                      c) Art and Science                      d) Art or Science
5. Delegation of Authority is Easily Done with the Help of \_\_\_\_\_.  
(a) MBM                      (b) MBE                      (c) MBO                      (d) MBA

**II.Answer any 7 of the following:****7 \* 2 = 14**

6. Write a short note about Planning.
7. What is meant by Motivation?
8. What is Management?
9. Who is a manager?
10. List out the management tools.
11. What is meant by Controlling?
12. What are the objectives of MBO?
13. What is known as KRA?

**III.Answer any 7 of the following:****7 \* 3 = 21**

14. What are the Process of MBE?

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15. List out any three process of MBO.
16. Is management an Art or Science?
17. What are the principles of Taylor?
18. State the importance of staffing.
19. What is meant by Innovation?
20. What is meant by Co-ordination?
21. Differentiate management from Administration.

**IV. Answer any 2 of the following:**

**4 \* 5 = 10**

22. Discuss the disadvantages of MBE.
23. What are the major advantages of MBO?
24. What are the advantages of MBE?
25. Describe the principles of scientific management.
26. Explain the various functions of management.
27. Explain the principles of modern management.

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**Lesson 4**

**Time : 1.15 Hrs**

**Marks : 40**

**I.Choose the best answer:**

**5 \* 1 = 5**

1. Financial market facilitates business firms
  - a) To rise funds
  - b) To recruit workers
  - c) To make more sales
  - d) To minimize fund requirement
  
2. Primary market is also called as
  - a) Secondary market
  - b) Money market
  - c) New Issue Market
  - d) Indirect Market
  
3. Spot Market is a market where the delivery of the financial instrument and payment of cash occurs
  - a) Immediately
  - b) In the future
  - c) Uncertain
  - d) After one month
  
4. Capital market is a market for
  - a) Short Term Finance
  - b) Medium Term Finance
  - c) Long Term Finance
  - d) Both Short Term and Medium Term Finance
  
5. How many times a security can be sold in a secondary market?
  - a) Only one time
  - b) Two time
  - c) Three times
  - d) Multiple times

**II.Answer the following:**

**5 \* 2 = 10**

6. Write a note on Financial Market.
7. What is Debt Market?
8. What is Spot Market?
9. How is price decided in a Secondary Market?
10. What are the components of organized sectors?

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**III. Answer the following:**

**5 \* 3 = 15**

11. Give the meaning and definition of Financial Market.
12. Bring out the scope of Financial Market in India
13. Differentiate Spot Market from Future Market.
14. What are the functions of Financial Markets?
15. Write a note on Secondary Market.

**IV. Answer any 2 of the following:**

**2 \* 5 = 10**

16. Enumerate the different kinds of Financial Markets.
17. What are the functions of Financial Markets?
18. Distinguish between New issue market and Secondary Market.
19. Discuss the role of Financial Market.

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**SEC****Commerce**  
**Lesson 5&6****Time : 1.15 Hrs****Marks : 40****I.Choose the best answer:****5 \* 1 = 5**

1. When the NSEI was established  
a) 1990      b) 1992      c) 1998      d) 1997
2. Money Market provides\_\_\_\_\_.  
a) Medium-term Funds      b) Short-term Funds  
c) Long-term Funds      d) Shares
3. Money Market Institutions are\_\_\_\_\_.  
a) Investment Houses      b) Mortgage Banks  
c) Reserve Bank of India      d) Commercial Banks and Discount Houses
4. Participants in the Capital Market includes  
a) Individuals      b) Corporate  
c) Financial Institutions      d) All of the above
5. Risk in the Money Market is \_\_\_\_\_.  
a) High      b) Market Risk  
c) Low Credit and Market Risk      d) Medium Risk

**II.Answer any 5 of the following:****5 \* 2 = 10**

6. Write a note on OTCEI.
7. What is Mutual Fund?
8. Define the term "Money Market".
9. What is a CD market?
10. What do you meant by Auctioning?
11. What do you meant by Switching?

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**III. Answer any 5 of the following:**

**5 \* 3 = 15**

12. What are the various kinds of Capital Market? Explain.
13. Who are the participants of Money Market?
14. What are the features of Certificate of Deposit?
15. What are the types of Commercial Bill?
16. Explain any two functions of Capital Market.
17. Write a note on National Clearance and Depository System (NCDS).
18. Discuss about evolution and growth of Indian Capital Market.

**IV. Answer any 2 of the following:**

**2 \* 5 = 10**

19. Discuss the characters of a Capital Market.
20. Explain the Instruments of Money Market?
21. Explain the features and types of Commercial Bills?
22. Explain the various types of New Financial Institutions.

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**SEC****Commerce****Unit 2****Time : 1.15 Hrs****Marks : 60****I.Choose the best answer:****5 \* 1 = 5**

1. When the NSEI was established  
a) 1990      b) 1992      c) 1998      d) 1997
2. Money Market provides\_\_\_\_\_.  
a) Medium-term Funds      b) Short-term Funds  
c) Long-term Funds      d) Shares
3. Primary market is also called as  
a) Secondary market      b) Money market  
c) New Issue Market      d) Indirect Market
4. Participants in the Capital Market includes  
a) Individuals      b) Corporate  
c) Financial Institutions      d) All of the above
5. Capital market is a market for  
a) Short Term Finance      b) Medium Term Finance  
c) Long Term Finance      d) Both Short Term and Medium Term Finance

**II.Answer any 7 of the following:****7 \* 2 = 14**

6. Write a note on Financial Market.
7. What is Mutual Fund?
8. What is Spot Market?
9. Write a note on OTCEI.
10. Define the term "Money Market".

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11. What is a CD market?
12. What do you mean by Switching?
13. What is Debt Market?
14. What do you mean by Auctioning?

**III. Answer any 7 of the following:**

**7 \* 3 = 21**

15. Write a note on Secondary Market
16. Explain any two functions of Capital Market.
17. Write a note on National Clearance and Depository System (NCDS).
18. Discuss about evolution and growth of Indian Capital Market.
19. What are the various kinds of Capital Market? Explain.
20. Who are the participants of Money Market?
21. What are the types of Commercial Bill?
22. Differentiate Spot Market from Future Market.
23. What are the functions of Financial Markets?

**IV. Answer any 4 of the following:**

**4 \* 5 = 20**

24. Explain the Instruments of Money Market?
25. Enumerate the different kinds of Financial Markets.
26. What are the functions of Financial Markets?
27. Distinguish between New issue market and Secondary Market.
28. Explain the features and types of Commercial Bills?
29. Explain the various types of New Financial Institutions.

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**SEC****Commerce****Unit 1&2****Lesson 1 -6****Time : 1.15 Hrs****Marks : 90****I.Choose the best answer:****20 \* 1 = 20**

1. \_\_\_\_\_ System gives full Scope to the Individual Strength and Responsibility.  
(a) MBO (b) MBE (c) MBM (d) MBA
2. Management is an \_\_\_\_\_  
a) Art (b) Science (c) Art and Science (d) Art or Science
3. \_\_\_\_\_ is included in every managerial function.  
(a) Co-ordinating (b) Controlling (c) Staffing (d) Organising
4. Which of the following is verification function?  
(a) Planning (b) Organising (c) Staffing (d) Controlling
5. Delegation of Authority is Easily Done with the Help of \_\_\_\_\_ .  
(a) MBM (b) MBE (c) MBO (d) MBA
6. Financial market facilitates business firms  
a) To rise funds (b) To recruit workers  
c) To make more sales (d) To minimize fund requirement
7. Primary market is also called as  
a) Secondary market (b) Money market  
c) New Issue Market (d) Indirect Market
8. When the NSEI was established  
a) 1990 (b) 1992 (c) 1998 (d) 1997
9. Money Market provides \_\_\_\_\_.  
a) Medium-term Funds (b) Short-term Funds  
c) Long-term Funds (d) Shares

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10. Money Market Institutions are\_\_\_\_\_.
- a) Investment Houses                      b) Mortgage Banks  
c) Reserve Bank of India                d) Commercial Banks and Discount Houses
11. Participants in the Capital Market includes
- a) Individuals                                b) Corporate  
c) Financial Institutions                 d) All of the above
12. Risk in the Money Market is \_\_\_\_\_.
- a) High                                         b) Market Risk  
c) Low Credit and Market Risk        d) Medium Risk
13. Scientific management is developed by
- a) Fayol                                        b) Taylor                                        c) Mayo                                        d) Jacob
14. Capital market is a market for
- a) Short Term Finance                      b) Medium Term Finance  
c) Long Term Finance                        d) Both Short Term and Medium Term Finance
15. How many times a security can be sold in a secondary market?
- a) Only one time                              b) Two time  
c) Three times                                 d) Multiple times

**II. Answer any 10 of the following:**

**10 \* 2 = 20**

16. Write a note on Financial Market.  
17. What is Mutual Fund?  
18. Write a short note about Planning.  
19. What is meant by Motivation?  
20. Who is a manager?  
21. What is meant by Controlling?  
22. What is known as KRA  
23. What is Spot Market?  
24. Write a note on OTCEI.  
25. Define the term "Money Market".  
26. What is a CD market?

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27. What do you mean by Switching?
28. What is Debt Market?
29. What do you mean by Auctioning?

**III. Answer any 10 of the following:**

**10 \* 3 = 30**

30. What are the various kinds of Capital Market? Explain.
31. Write a note on National Clearance and Depository System (NCDS).
32. Who are the participants of Money Market?
33. What are the types of Commercial Bill?
34. Differentiate Spot Market from Future Market.
35. What are the functions of Financial Markets?
36. Explain any two functions of Capital Market.
37. List out any three processes of MBO.
38. What are the principles of Taylor?
39. State the importance of staffing.
40. What is meant by Innovation?
41. What is meant by Co-ordination?
42. Write a note on Secondary Market

**IV. Answer any 5 of the following:**

**5 \* 5 = 25**

- 43(a). Explain the Instruments of Money Market? **(OR)**
- 43(b). Enumerate the different kinds of Financial Markets.
- 44(a). Discuss the disadvantages of MBE. **(OR)**
- 44(b). What are the advantages of MBE?
- 45(a). Explain the various functions of management. **(OR)**
- 45(b). Explain the principles of modern management.
- 46(a). What are the functions of Financial Markets? **(OR)**
- 46(b). Distinguish between New issue market and Secondary Market.
- 47(a). Explain the features and types of Commercial Bills? **(OR)**
- 47(b). Explain the various types of New Financial Institutions.

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**SEC****Commerce****Unit 1****Time : 1.45 Hrs****Marks : 60****I.Choose the best answer:****5 \* 1 = 5**

1. \_\_\_\_\_ System gives full Scope to the Individual Strength and Responsibility.  
(a) MBO                      (b) MBE                      (c) MBM                      (d) MBA
2. Scientific management is developed by  
a) Fayol              b) Taylor                      c) Mayo                      d) Jacob
3. \_\_\_\_\_ is included in every managerial function.  
(a) Co-ordinating      (b) Controlling              (c) Staffing                      (d) Organising
4. Management is an \_\_\_\_\_  
a) Art                      b) Science                      c) Art and Science      d) Art or Science
5. Delegation of Authority is Easily Done with the Help of \_\_\_\_\_ .  
(a) MBM                      (b) MBE                      (c) MBO                      (d) MBA

**II.Answer any 7 of the following:****7 \* 2 = 14**

6. Write a short note about Planning.
7. What is meant by Motivation?
8. What is Management?
9. Who is a manager?
10. List out the management tools.
11. What is meant by Controlling?
12. What are the objectives of MBO?
13. What is known as KRA?

**III.Answer any 7 of the following:****7 \* 3 = 21**

14. What are the Process of MBE?

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15. List out any three process of MBO.
16. Is management an Art or Science?
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21. Differentiate management from Administration.

**IV. Answer any 2 of the following:**

**4 \* 5 = 10**

22. Discuss the disadvantages of MBE.
23. What are the major advantages of MBO?
24. What are the advantages of MBE?
25. Describe the principles of scientific management.
26. Explain the various functions of management.
27. Explain the principles of modern management.

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**SEC****Commerce****Unit 2****Time : 1.15 Hrs****Marks : 60****I.Choose the best answer:****5 \* 1 = 5**

1. When the NSEI was established  
a) 1990      b) 1992      c) 1998      d) 1997
2. Money Market provides\_\_\_\_\_.  
a) Medium-term Funds      b) Short-term Funds  
c) Long-term Funds      d) Shares
3. Primary market is also called as  
a) Secondary market      b) Money market  
c) New Issue Market      d) Indirect Market
4. Participants in the Capital Market includes  
a) Individuals      b) Corporate  
c) Financial Institutions      d) All of the above
5. Capital market is a market for  
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**II.Answer any 7 of the following:****7 \* 2 = 14**

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7. What is Mutual Fund?
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9. Write a note on OTCEI.
10. Define the term "Money Market".

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11. What is a CD market?
12. What do you mean by Switching?
13. What is Debt Market?
14. What do you mean by Auctioning?

**III. Answer any 7 of the following:**

**7 \* 3 = 21**

15. Write a note on Secondary Market
16. Explain any two functions of Capital Market.
17. Write a note on National Clearance and Depository System (NCDS).
18. Discuss about evolution and growth of Indian Capital Market.
19. What are the various kinds of Capital Market? Explain.
20. Who are the participants of Money Market?
21. What are the types of Commercial Bill?
22. Differentiate Spot Market from Future Market.
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**10 \* 2 = 20**

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17. What is Mutual Fund?  
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19. What is meant by Motivation?  
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21. What is meant by Controlling?  
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23. What is Spot Market?  
24. Write a note on OTCEI.  
25. Define the term "Money Market".  
26. What is a CD market?

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27. What do you mean by Switching?
28. What is Debt Market?
29. What do you mean by Auctioning?

**III. Answer any 10 of the following:**

**10 \* 3 = 30**

30. What are the various kinds of Capital Market? Explain.
31. Write a note on National Clearance and Depository System (NCDS).
32. Who are the participants of Money Market?
33. What are the types of Commercial Bill?
34. Differentiate Spot Market from Future Market.
35. What are the functions of Financial Markets?
36. Explain any two functions of Capital Market.
37. List out any three processes of MBO.
38. What are the principles of Taylor?
39. State the importance of staffing.
40. What is meant by Innovation?
41. What is meant by Co-ordination?
42. Write a note on Secondary Market

**IV. Answer any 5 of the following:**

**5 \* 5 = 25**

- 43(a). Explain the Instruments of Money Market? **(OR)**
- 43(b). Enumerate the different kinds of Financial Markets.
- 44(a). Discuss the disadvantages of MBE. **(OR)**
- 44(b). What are the advantages of MBE?
- 45(a). Explain the various functions of management. **(OR)**
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