



# Padasalai's Telegram Groups!

( தலைப்பிற்கு கீழே உள்ள லிங்கை கிளிக் செய்து குழுவில் இணையவும்! )

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# COMMERCE

## BOOK BACK ONE MARK

### 1.PRINCIPLES OF MANAGEMENT

I. Choose the Correct answers

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

### 2.FUNCTIONS OF MANAGEMENT

1. Which is the primary function of management?

- (a) Innovating (b) Controlling  
(c) Planning (d) Decision-making
2. Which of the following is not a main function?  
(a) Decision-making (b) Planning  
(c) Organising (d) Staffing
3. Distribution of work in groupwise or sectionwise is called as \_\_\_\_\_  
(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

### **3.MANAGEMENT BY OBJECTIVES (MBO) MANAGEMENT BY EXCEPTION (MBE)**

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. \_\_\_\_\_ keeps Management Alert to Opportunities

and Threats by Identifying Critical Problems.

(a) MBA (b) MBE

(c) MBM (d) MBO

4. Delegation of Authority is Easily Done with the Help of

\_\_\_\_\_ .

(a) MBM (b) MBE

(c) MBO (d) MBA

#### **4.INTRODUCTION TO FINANCIAL MARKETS**

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. 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

3. Primary market is also called as

a) Secondary market b) Money market

c) New Issue Market d) Indirect Market

4. 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

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

### **5.CAPITAL MARKET**

1. Capital market do not provide

- a) Short term Funds
- b) Debenture Funds
- c) Equity Funds
- d) Long term Funds

2. When the NSEI was established

- a) 1990 b) 1992
- c) 1998 d) 1997

3. Primary market is a Market where securities are traded in the

- a) First Time b) Second Time
- c) Three Time d) Several Times

4. Participants in the capital market includes

- a) Individuals b) Corporate
- c) Financial Institutions d) All of the above

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

## 6.MONEY MARKET

I. Choose the Correct Answers:

1. The money invested in the call money market provides high liquidity with \_\_\_\_\_.

- a) Low Profitability
- b) High Profitability
- c) Limited Profitability
- d) Medium Profitability

2. A major player in the money market is the \_\_\_\_\_.

- a) Commercial Bank
- b) Reserve Bank of India
- c) State Bank of India
- d) Central Bank.

3. Money Market provides \_\_\_\_\_.

- a) Medium-term Funds
- b) Short-term Funds

c) Long-term Funds

d) Shares

4. Money Market Institutions are \_\_\_\_\_.

a) Investment Houses

b) Mortgage Banks

c) Reserve Bank of India

d) Commercial Banks and Discount Houses.

5. Risk in the Money Market is \_\_\_\_\_.

a) High

b) Market Risk

c) Low Credit and Market Risk

d) Medium Risk

6. Debt Instruments are issued by Corporate Houses are raising short-term financial resources from the money market are called \_\_\_\_\_.

a) Treasury Bills

b) Commercial Paper

c) Certificate of Deposit

d) Government Securities

7. The market for buying and selling of Commercial Bills of Exchange is known as a \_\_\_\_\_.

a) Commercial Paper Market

b) Treasury Bill Market

c) Commercial Bill Market

d) Capital Market

8. A marketable document of title to a time deposit for a specified period may be referred to as a \_\_\_\_\_.

a) Treasury Bill

b) Certificate of Deposit

c) Commercial Bill

d) Government. Securities

9. Treasury Bills commands \_\_\_\_\_.

a) High Liquidity

b) Low Liquidity

c) Medium Liquidity

d) Limited Liquidity

10. Government Securities are issued by agencies such as \_\_\_\_\_

a) Central Government

b) State Governments

c) Semi-government Authorities

d) All of the above.

## **7.STOCK EXCHANGE**

1. \_\_\_\_\_ is the oldest stock exchange in the world.

a) London Stock Exchange

b) Bombay Stock Exchange

c) National Stock Exchange

d) Amsterdam Stock Exchange

2. There are \_\_\_\_\_ stock exchange in the country.

a) 21 b) 24

c) 20 d) 25

3. Stock exchanges deal in

a) Goods

b) Services

c) Financial Securities

d) Country 's Currency

4. Stock exchange allow trading in

a) All types of Shares of any Company

b) Bonds issued by the Govt

c) Listed Securities

d) Unlisted Securities

5. Jobbers transact in a stock exchange

a) For their Clients

b) For their Own Transactions

c) For other Brokers

d) For other Members

6. A pessimistic speculator is

a) Stag

b) Bear

c) Bull

d) Lame Duck

7. An optimistic speculator is

a) Bull b) Bear

c) Stag d) Lame duck

8. A bull operator believes in

a) Increase in Prices

b) Decrease in Prices

c) Stability in Prices

d) No change in Prices

9. \_\_\_\_\_ means the price at which securities are bought and sold are recorded and made public.

a) Market Quotations

b) Trade Quotations

c) Business Quotations

d) Buyers Quotations

10. The rules and regulations of Stock exchange is framed by \_\_\_\_\_ guide lines.

a) RBI

b) Central Government

c) SEBI

d) BSE

## CHAPTER - 8

### SECURITIES EXCHANGE BOARD OF INDIA

## (SEBI)

### I. Choose the CorreCt Answers

1. Securities Exchange Board of India Was first established in the year\_\_\_\_\_

- a) 1988 b) 1992
- c) 1995 d) 1998

2. The headquarters of SEBI is \_\_\_\_\_

- a) Calcutta b) Bombay
- c) Chennai d) Delhi

3. In which year SEBI was constituted as the regulator of capital markets in India?

- a) 1988 b) 1992
- c) 2014 d) 2013

4. Registering and controlling the functioning of collective investment schemes as\_\_\_\_\_

- a) Mutual Funds b) Listing
- c) Rematerialization d) Dematerialization

5. SEBI is empowered by the finance ministry to nominate \_\_\_\_\_ members on the Governing body of every stock exchange.

- a) 5 b) 3 c) 6 d) 7

6. The process of converting physical shares into electronic form is called \_\_\_\_\_

- a) Dematerialization b) Delisting
- c) Materialisation d) Debarring

7. Trading in dematerialized shares commenced on the NSE is \_\_\_\_\_

- a) January 1999 b) June 1996
- c) December 1996 d) December 1998

8. \_\_\_\_\_ was the first company to trade its shares in Demat form.

- a) Tata Industries b) Reliance Industries
- c) Infosys d) Birla Industries

9. \_\_\_\_\_ enables small investors to participate in the investment on share capital of large companies.

- a) Mutual Funds b) Shares
- c) Debentures d) Fixed deposits

10. PAN stands for \_\_\_\_\_

- a) Permanent Amount Number
- b) Primary Account Number
- c) Permanent Account Number
- d) Permanent Account Nominee

## CHAPTER-9

### FUNDAMENTALS OF HUMAN RESOURCE

### MANAGEMENT

I. Choose the Correct Answers

1. Human resource is a \_\_\_\_\_ asset.

- a) Tangible b) Intangible
- c) Fixed d) Current

2. Human Resource management is both \_\_\_\_\_ and

\_\_\_\_\_

- a) Science and art b) Theory and practice  
c) History and Geography d) None of the above

3. Planning is a \_\_\_\_\_ function.

- a) Selective b) Pervasive  
c) Both a and b d) None of the above

4. Human resource management determines the \_\_\_\_\_ relationship.

- a) Internal, external b) Employer, employee  
c) Owner, Servant d) Principal, agency

5. Labour turnover is the rate which employ- ees \_\_\_\_\_ the organization.

- a) Enter b) Leave  
c) Salary d) None of the above

## CHAPTER- 10

### RECRUITMENT METHODS

I. Choose the CorreCt Answers

1. Recruitment is the process of identifying \_\_\_\_\_

- a) Right man for right job b) Good performer  
c) Right job d) All the above

2. Recruitment bridges gap between \_\_\_\_\_ and

\_\_\_\_\_

- a) Job seeker and job provider  
b) Job seeker and agent  
c) Job provider and owner

d) Owner and servant

3. Advertisement is a \_\_\_\_\_ source of recruitment

a) Internal b) External

c) Agent d) Outsourcing

4. Transfer is an \_\_\_\_\_ source of recruitment.

a) Internal b) External

c) Outsourcing d) None of the above

5. e recruitment is possible only through \_\_\_\_\_ facility.

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a) Computer b) Internet

c) Broadband d) 4G

## CHAPTER -11

### EMPLOYEE SELECTION PROCESS

I. Choose the CorreCt Answers

1. The recruitment and selection process aimed at right kind of people.

a) At right people b) At right time

c) To do right things d) All of the above

2. The poor quality of selection will mean ex- tra cost on \_\_\_\_\_ and supervision.

a) Training b) Recruitment

c) work Quality d) None of these

3. \_\_\_\_\_ refers to the process of iden- tifying and

attracting job seekers so as to build a pool of qualified job applicants.

- a) Selection b) Training
- c) Recruitment d) Induction

4. Selection is usually considered as a \_\_\_\_\_ process

- a) Positive b) Negative
- c) Natural d) None of the above

5. Which of the following test is used to measure the various characteristics of the candidate?

- a) Physical Test b) Psychological Test
- c) Attitude Test d) Proficiency tests

6. Which of the following order is followed in a typical selection process?

- a) Application form test and or interview, references check and physical examination
- b) Application form test and or interview, reference
- c) Reference check, application form, test and interview and physical examination
- d) Physical examination test and on interview application term and reference check.

7. The purpose of an application blank is to gather information about the

- a) Company
- b) Candidate

c) Questionnaire or interview Schedule

d) Competitors

8. Identifying the test that acts as an instrument to discover the inherent ability of a candidate.

a) Aptitude Test b) Attitude Test

c) Proficiency Test d) Physical Test

9. The process of eliminating unsuitable candidate is called

a) Selection b) Recruitment

c) Interview d) Induction

10. Security of application process is the

a) Last step in selection process

b) First step in selection process

c) Third step in selection process

d) None of the above

11. Selection process helps in

a) Locating candidates

b) Determining the suitability of the candidates.

c) Preparing employees for training

d) None of these

check, and physical examination

12. The process of placing of the right man on the right job is called\_\_\_\_\_

a) Training b) Placement

c) Promotion d) Transfer

13. Probation/Trial period signifies

- a) One year to two years b) one year to three years  
c) Two years to four years d) None of the above

14. Job first man next is one of the principles of

- 
- a) Test b) Interview  
c) Training d) Placement

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