



Padalsalai's Telegram Groups!

(தலைப்பிற்கு கீழே உள்ள லிங்கை கிளிக் செய்து குழுவில் இணையவும்!)

- **Padalsalai's NEWS - Group**
https://t.me/joinchat/NIfCqVRBNj9hhV4wu6_NqA
- **Padalsalai's Channel - Group**
<https://t.me/padasalaichannel>
- **Lesson Plan - Group**
<https://t.me/joinchat/NIfCqVWwo5iL-21gpzrXLw>
- **12th Standard - Group**
https://t.me/Padalsalai_12th
- **11th Standard - Group**
https://t.me/Padalsalai_11th
- **10th Standard - Group**
https://t.me/Padalsalai_10th
- **9th Standard - Group**
https://t.me/Padalsalai_9th
- **6th to 8th Standard - Group**
https://t.me/Padalsalai_6to8
- **1st to 5th Standard - Group**
https://t.me/Padalsalai_1to5
- **TET - Group**
https://t.me/Padalsalai_TET
- **PGTRB - Group**
https://t.me/Padalsalai_PGTRB
- **TNPSC - Group**
https://t.me/Padalsalai_TNPSC

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
 6. Which is the primary function of management?
(a) Innovating (b) Controlling (c) Planning (d) Decision-making
 7. Which of the following is not a main function?
(a) Decision-making (b) Planning (c) Organising (d) Staffing
 8. Distribution of work in groupwise or sectionwise is called as _____
(a) Co-ordinating (b) Controlling (c) Staffing (d) Organising
 9. Which of the following is verification function?
(a) Planning (b) Organising (c) Staffing (d) Controlling
 10. _____ System gives full Scope to the Individual Strength and Responsibility.
(a) MBO (b) MBE (c) MBM (d) MBA
 11. 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
 12. _____ keeps Management Alert to Opportunities and Threats by Identifying Critical Problems.
(a) MBA (b) MBE (c) MBM (d) MBO
 13. Delegation of Authority is Easily Done with the Help of _____.
(a) MBM (b) MBE (c) MBO (d) MBA
 14. Financial market facilitates business firms
a) To rise funds b) To recruit workers
c) To make more sales d) To minimize fund requirement
 15. 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
 16. Primary market is also called as
a) Secondary market b) Money market c) New Issue Market d) Indirect Market
 17. 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
 18. 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
 19. Capital market do not provide
a) Short term Funds b) Debenture Funds c) Equity Funds d) Long term Funds
 20. When the NSEI was established
a) 1990 b) 1992 c) 1998 d) 1997
 21. Primary market is a Market where securities are traded in the
a) First Time b) Second Time c) Three Time d) Several Times
 22. Participants in the capital market includes
a) Individuals b) Corporate c) Financial Institutions d) All of the above
 23. 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
 24. The money invested in the call money market provides high liquidity with _____.
a) Low Profitability b) High Profitability c) Limited Profitability d) Medium Profitability
 25. 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.
 26. Money Market provides _____.
a) Medium-term Funds b) Short-term Funds c) Long-term Funds d) Shares
 27. Money Market Institutions are _____.
a) Investment Houses b) Mortgage Banks
c) Reserve Bank of India d) Commercial Banks and Discount Houses.
 28. Risk in the Money Market is _____.
a) High b) Market Risk c) Low Credit and Market Risk d) Medium Risk
 29. Debt Instruments are issued by Corporate Houses are raising short-term financial resources from the money market called _____.
a) Treasury Bills b) Commercial Paper c) Certificate of Deposit d) Government Securities

Send Your Questions & Answer Keys to our email id - padasalai.net@gmail.com

30. 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
31. 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
32. Treasury Bills commands _____.
 a) High Liquidity b) Low Liquidity c) Medium Liquidity d) Limited Liquidity
33. Government Securities are issued by agencies such as _____.
 a) Central Government b) State Governments c) Semi-government Authorities d) All of the above.
34. _____ is the oldest stock exchange in the world.
 a) London Stock Exchange b) Bombay Stock Exchange c) National Stock Exchange d) Amsterdam Stock Exchange
35. There are _____ stock exchange in the country.
 a) 21 b) 24 c) 20 d) 25
36. Stock exchanges deal in
 a) Goods b) Services c) Financial Securities d) Country's Currency
37. 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
38. Jobbers transact in a stock exchange
 a) For their Clients b) For their Own Transactions c) For other Brokers d) For other Members
39. A pessimistic speculator is
 a) Stag b) Bear c) Bull d) Lame Duck
40. An optimistic speculator is
 a) Bull b) Bear c) Stag d) Lame duck
41. A bull operator believes in
 a) Increase in Prices b) Decrease in Prices c) Stability in Prices d) No change in Prices
42. _____ 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
43. The rules and regulations of Stock exchange is framed by _____ guide lines.
 a) RBI b) Central Government c) SEBI d) BSE
44. Securities Exchange Board of India was first established in the year _____.
 a) 1988 b) 1992 c) 1995 d) 1998
45. The headquarters of SEBI is _____.
 a) Calcutta b) Bombay c) Chennai d) Delhi
46. In which year SEBI was constituted as the regulator of capital markets in India?
 a) 1988 b) 1992 c) 2014 d) 2013
47. Registering and controlling the functioning of collective investment schemes as _____.
 a) Mutual Funds b) Listing c) Rematerialisation d) Dematerialization
48. 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
49. The process of converting physical shares into electronic form is called _____.
 a) Dematerialisation b) Delisting c) Materialisation d) Debarring
50. Trading is dematerialized shares commenced on the NSE is _____.
 a) January 1996 b) June 1998 c) December 1996 d) December 1998
51. _____ was the first company to trade its shares in Demat form.
 a) Tata Industries b) Reliance Industries c) Infosys d) Birla Industries
52. _____ enables small investors to participate in the investment on share capital of large companies.
 a) Mutual Funds b) Shares c) Debentures d) Fixed deposits
53. PAN stands for _____.
 a) Permanent Amount Number b) Primary Account Number
 c) Permanent Account Number d) Permanent Account Nominee
54. Human resource is a ----- asset.
 a) Tangible b) Intangible c) Fixed d) Current
55. Human Resource management is both ----- and -----.
 a) Science and art b) Theory and practice c) History and Geography d) None of the above
56. Planning is a ----- function.
 a) selective b) pervasive c) both a and b d) none of the above
57. Human resource management determines the ----- relationship.
 a) internal, external b) employer, employee c) Owner, Servant d) Principle, Agent
58. Labour turnover is the rate at which employees----- the organisation
 a) enter b) leave c) Salary d) None of the above
59. Recruitment is the process of identifying -----.
 a) right man for right job b) good performer c) Right job d) All of the above
60. 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

61. Advertisement is a ----- source of recruitment
a) internal b) external c) agent d) outsourcing
62. Transfer is an ----- source of recruitment.
a) internal b) external c) outsourcing d) None of the above
63. E recruitment is possible only through ----- facility.
a) Computer b) internet c) Broadband d) 4G
64. 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
65. The poor quality of selection will mean extra cost on ----- and supervision
a) Training b) Recruitment c) work quality d) None of these
66. ----- refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.
a) Selection b) Training c) Recruitment d) Induction
67. Selection is usually considered as a ----- process
a) Positive b) Negative c) Natural d) None of these
68. 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
69. Which of the following orders is followed in a typical selection process.
a) application form test and or interview, reference check and physical examination
b) Application form test and or interview, reference check, and physical examination
c) Reference check, application form, test and interview and physical examination
d) physical examination test and on interview application term and reference check.
70. The purpose of an application blank is to gather information about the
a) Company b) Candidate c) Questionnaire or Interview Schedule d) Competitors
71. Identify 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
72. The process of eliminating unsuitable candidate is called
a) Selection b) Recruitment c) Interview d) Induction
73. Scrutiny 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
74. Selection process helps in
a) Locating candidates b) Determining the suitability of the candidates.
c) preparing employees for training d) None of these
75. The process of placing the right man on the right job is called -----
a) Training b) Placement c) Promotion d) Transfer
76. 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
77. Job first man next is one of the principles of -----
a) Test b) Interview c) Training d) placement
78. Off the Job training is given
a) In the class room b) On off days c) Outside the factory d) In the playground
79. Vestibule training is provided
a) On the job b) In the class room
c) In a situation similar to actual working environment d) By the committee
80. Improves Skill Levels of employees to ensure better job performance
a) Training b) Selection c) Recruitment d) Performance appraisal
81. When trainees are trained by supervisor or by superior at the job is called
a) Vestibule training b) Refresher training c) Role play d) Apprenticeship training
82. ----- is useful to prevent skill obsolescence of employees
a) Training b) Job analysis c) Selection d) Recruitment
83. Training methods can be classified into training -----training
a) Job rotation and Job enrichment b) On the Job and Off the Job
c) Job analysis and Job design d) Physical and mental
84. Case study method is ----- type of trainee.
a) Only theoretical training b) Both theory and practical training
c) Hands on training d) Absorption Training
85. Elaborate discussion on specific topic comes under ----- method of training.
a) Under study b) Coaching c) Conferences d) Counseling
86. One who promotes (or) Exchange of goods or services for money is called as .
a) Seller b) Marketer c) Customer d) Manager
87. The marketer initially wants to know in the marketing is .
a) Qualification of the customer b) Quality of the product
c) Background of the customers d) Needs of the customers
88. The Spot market is classified on the basis of .
a) Commodity b) Transaction c) Regulation d) Time

89. Which one of the market deals in the purchase and sale of shares and debentures?

- a) Stock Exchange Market b) Manufactured Goods Market
c) Local Market d) Family Market

90. Stock Exchange Market is also called

- a) Spot Market b) Local Market c) Security Market d) National Market

91. The initial stage of Marketing system is.....

- a) Monopoly system b) Exchange to Money c) Barter system d) Self producing

92. Who is supreme in the Market?

- a) Customer b) Seller c) Wholesaler d) Retailer

93. In the following variables which one is not the variable of marketing mix?

- a) Place Variable b) Product Variable c) Program Variable d) Price Variable

94. Marketing mix means a marketing program that is offered by a firm to its target..... to earn profits through satisfaction of their wants.

- a) Wholesaler b) Retailer c) Consumer d) Seller

95. Which one is the example of Intangible product?

- a) Education b) Mobiles c) Garments d) Vehicles

96. Selling goods/ services through internet is

- a. Green marketing b.E- business c. Social marketing d.Meta marketing

97. Which is gateway to internet?

- a. Portal b.CPU c. Modem d.Webnaire

98. Which one represents a cluster of manufacturers, content providers and online retailers organised around an activity?

- a. Virtual mall b.Association c. Metomediary d.Portal

99. Social marketing deals with:

- a. Society b.Social Class c. Social change d.Social evil

100. Effective use of Social media marketing increase conversion rates of -

- a. Customer to buyers b.Retailer to customers c. One buyer to another buyer's d.Direct contact of marketer

101. A company's products and prices is visually represented by

- a. Shopping cart b.Web portal c. Electronic catalogue d. Revenue model.

102. Green Shelter concept was introduced by group:

- a. ACME b.Tata c. Reliance d.ICI

103. Pure play retailers are called

- a.Market creators b.Transaction brokers c.Merchants d.Agents

104. The term 'consumerism' came into existence in the year

- a) 1960 b) 1957 c) 1954 d) 1958

105. Who is the father of Consumer Movement?

- a) Mahatma Gandhi b) Mr. Jhon F. Kennedy c) Ralph Nader d) Jawaharlal Nehru

106. Sale of Goods Act was passed in the year?

- a) 1962 b) 1972 c) 1982 d) 1985

107. The main objective of all business enterprises is

- a) Providing service b) Providing better standard of life c) Providing necessities to the society d) Earn profit

108. The Consumer Protection Act came into force with effect from

- a) 1.1.1986 b) 1.4.1986 c) 15.4.1987 d) 15.4.1990

109. ----- of every year is declared as a Consumer Protection Day to educate the public about their rights and responsibilities.

- a) August 15 b) April 15 c) March 15 d) September 15

110. Any person who buys any goods or avails services for personal use, for a consideration is called as

- a) Customer b) Consumer c) Buyer d) User

111. The General Assembly of United Nations passed resolution of consumer protection guidelines on

- a) 1985 b) 1958 c) 1986 d) 1988.

112. The final aim of modern marketing is _____

- a. Maximum profit b. Minimum profit c. Consumer satisfaction d. Service to the society

113. ----- is the king of modern marketing.

- a. Consumer b. Wholesaler c. Producer d. Reatailer

114. As the consumer is having the rights, they are also having

- a. Measures b. Promotion c. Responsibilities d. Duties

115. Which of the following is not a consumer right summed up by John F. Kennedy

- a. Right to safety b. Right to choose c. Right to consume d. Right to be informed

116. It is the responsibility of a consumer that he must obtain----- as a proof for the purchase of goods.

- a. Cash receipt b. Warranty card c. Invoice d. All of these

117. The Chairman of the National Consumer Disputes Redressal Council is _____

- a) Serving or Retired Judge of the Supreme Court of India. b) Prime Minister
c) President of India d) None of the above

118. The Chairman of the State Consumer Protection Council is _____

- a) Judge of a High Court b) Chief Minister c) Finance Minister d) None of the above

D.Chithambararaj PGT Commerce

119. The Chairman of the District Forum is _____
 a) District Judge b) High Court Judge c) Supreme Court Judge d) None of the above
120. The State Commission can entertain complaints where the value of the goods or services and the compensation, if any claimed exceed
 a) `2 lakhs but does not exceed `5 lakhs b) `20 lakhs but does not exceed `1 crore
 c) `3 lakhs but does not exceed `5 lakhs d) `4 lakhs but does not exceed `20 lakhs
121. The National Consumer Disputes Redressal Commission has jurisdiction to entertain complaints where the value of goods/services complained against and the compensation, if any, claimed is
 a) Exceeding `1 crore b) Exceeding `10 lakhs
 c) Exceeding `5 lakhs d) Exceeding `12 lakhs
122. The District Forum can entertain complaints where the value of goods or services and the compensation if any claimed is less than
 a) Below `10,00,000 b) Below `20,00,000 c) Below `40,00,000 d) Below `50,00,000
123. The International Organisation of Consumers Unions (IOCU) was first established in
 a) 1960 b) 1965 c) 1967 d) 1987
124. Consumer awareness covers the following:
 a) Consumer awareness about Maximum Retail Price (MRP) b) Consumer awareness about Fair Price Shop
 c) Consumer awareness about price, quality, and expiry date of the product d) All of the above
125. Complaints can also be filed by the
 a) Central Government b) State Government c) A group of consumers d) All of the above
126. A consumer has to be protected against
 a) Defects of product b) Deficiencies of product
 c) Unfair and restrictive trade practices d) All of the above
127. VUCA stands for _____.
128. GST stands for _____.
129. Factors within an organisation constitutes _____ environment.
130. Macro Environment of business is an _____ factor.
131. The two major types of business environment are _____ and _____.
132. _____ environment includes weather and climatic conditions.
133. The size and composition of the population is part of _____ environment.
134. _____ is the result of New Industrial Policy which abolished the 'License System'.
 (a) Globalisation (b) Privatisation (c) Liberalisation (d) None of these
135. _____ means permitting the private sector to setup industries which were previously reserved for public sector.
 (a) Liberalisation (b) Privatisation (c) Globalisation (d) Public Enterprise
136. _____ ownership makes bold management decisions due to their strong foundation in the international level.
 (a) Private (b) Public (c) Corporate (d) MNC's
137. _____ results from the removal of barriers between national economies to encourage the flow of goods, services, capital and labour.
 (a) Privatisation (b) Liberalisation (c) Globalisation (d) Foreign Trade
138. New Economic Policy was introduced in the year _____.
 (a) 1980 (b) 1991 (c) 2013 (d) 2015
139. Sale of Goods Act was passed in the year
 a) 1940 b) 1997 c) 1930 d) 1960
140. Which of the below constitutes the essential element of contract of sale?
 a) Two parties b) Transfer of property c) Price d) All of the above
141. Which of the below is not a good?
 a) Stocks b) Dividend due c) Crops d) Water
142. In case of the sale, the _____ has the right to sell
 a) Buyer b) Seller c) Hirer d) Consignee
143. The property in the goods means the
 a) Possession of goods b) Custody of goods c) Ownership of goods d) Both (a) and (b)
144. Specific goods denote goods identified upon the time of _____ of sale:
 a) Agreement b) Contract c) Order d) Obligation
145. In which of the following types, the ownership is immediately transferred to buyer?
 a) When goods are ascertained b) When goods are appropriate
 c) Delivery to the carrier d) Sale or return basis
146. _____ is a stipulation which is collateral to main purpose of contract:
 a) Warranty b) Condition c) Right d) Agreement
147. Unpaid seller can exercise his right of lien over the goods, where he is in possession of the goods as
 a) Owner of goods b) Agent of buyer c) Bailee for buyer d) All of these
148. The unpaid seller can exercise his right of stoppage of goods in transit where the buyer
 a) Becomes insolvent b) Refuses to pay price c) Payment of price d) Both (b) and (c)
149. Negotiable Instrument Act was passed in the year _____.
 a. 1981 b. 1881 c. 1994 d. 1818

150. Negotiable Instrument is freely transferable by delivery if it is a _____ instrument.

- a. Order b. Bearer c. Both a & b d. None of the above

151. The transferee of a Negotiable Instrument is the one _____

- a. Who transfer the instrument b. On whose name it is transferred
c. Who enches it d. None of the above

152. Number of parties in a bill of exchange are

- a. 2 b. 6 c. 3 d. 4

153. Section 6 of Negotiable Instruments Act 1881 deals with

- a. Promissory Note b. Bills of exchange
c. Cheque d. None of the above

154. _____ cannot be a bearer instrument.

- a. Cheque b. Promissory Note c. Bills of exchange d. None of the above

155. When crossing restrict further negotiation

- a. Not negotiable crossing b. General Crossing c. A/c payee crossing d. Special crossing

156. Which endorsement relieves the endorser from incurring liability in the event of dishonour

- a. Restrictive b. Faculative c. Sans recourse d. Conditional

157. A cheque will become stale after _____ months of its date:

- a. 3 b. 4 c. 5 d. 1

158. Document of title to the goods exclude

- a. Lorry receipt b. Railway receipt c. Airway bill d. Invoice

159. Which of the below is a factor of production?

- (a) Land (b) Labour (c) Entrepreneurship (d) All of the above

160. Entrepreneur is not classified as

- (a) Risk Bearer (b) Innovator (c) Employee (d) Organizer

161. What are the characteristics of an entrepreneur?

- (a) Spirit of enterprise (b) Flexibility (c) Self Confidence (d) All of the above

162. Which of the below is not classified into managerial functions?

- (a) Planning (b) Marketing (c) Organizing (d) Controlling

163. Which of the below is a commercial function?

- (a) Accounting (b) Coordination (c) Discovery of idea (d) Planning

164. Choose the type of entrepreneur that isn't based on function:

- a. Innovative b. Classical c. Fabian d. Drone

165. Choose the type of Entrepreneur that is not based on Motivation:

- a. Pure b. Corporate c. Spontaneous d. Induced

166. Which of the following is the Activity of a Business Entrepreneur?

- a. Production b. Marketing c. Operation d. All of the above

167. Find the odd one out in context of Trading Entrepreneur.

- a. Selling b. Commission c. Buying d. Manufacturing

168. Corporate Entrepreneur is also called as _____

- a. Intrapreneur b. Promoter c. Manager d. Shareholder

169. Poultry, Flowers, Fruits etc are called allied Products of _____ entrepreneur.

- a. Corporate b. Retail c. Trading d. Agricultural

170. _____ Entrepreneur Supply Services Unlike.

- a. Hoteliers b. Banking c. Airlines d. Livestock

171. Motive of a Pure Entrepreneur is

- a. Rendering service b. Earning profit c. Attaining status d. Both b & c

172. Which of these is based on Technology?

- a. Modern b. Professional c. Corporate d. Industrial

173. Which of the below is not a Characteristic of a Fabian Entrepreneur?

- a. Conservative b. Risk averse c. Sceptical d. Adaptive

174. The _____ initiative was launched to modernize the Indian economy to make all governments services available electronically.

- a) Standup India b) Startup India c) Digital India d) Make in India

175. _____ is designed to transform India to a global design and manufacturing hub.

- a) Digital India b) Make in India c) Startup India d) Design India.

176. _____ is the Government of India's endeavour to promote culture of innovation and entrepreneurship.

- a) AIM b) STEP c) SEED d) AIC

177. _____ should cover aspects like sources of finance, technical know-how, source of labour and raw material, market potential and profitability.

- a) Technical Report b) Finance Report c) Project Report d) Progress Report

178. _____ has to include the mechanism for managing venture in the project report.

- a) Banker b) Government c) Lending Institutions d) Entrepreneur

179. The Company will have to issue the notice of situation of Registered Office to the Registrar of Companies within _____ days from the date of incorporation.

- (a) 14 days (b) 21 days (c) 30 Days (d) 60 Days

D.Chithambararaj PGT Commerce

180. How does a person who envisages the idea to form a company called?
 (a) Director (b) Company Secretary (c) Registrar (d) Promoter
181. For which type of capital a company pays the prescribed fees at the time of registration?
 (a) Subscribed Capital (b) Authorised Capital (c) Paid-up Capital (d) Issued Capital
182. Which of the following types of shares are issued by a company to raise capital from the existing shareholders?
 (a) Equity Shares (b) Rights Shares (c) Preference Shares (d) Bonus Shares
183. Specify the type of resolution to be passed to choose the location of Registered Office of the company within the town or village or city.
 (a) Ordinary (b) Special (c) Either Ordinary (d) Board or Special
184. Who can issue stock?
 (a) Public (b) Private (c) One Person (d) Small
185. Specify the document which comes under the Negotiable Instrument Act.
 (a) Share Certificate (b) Share (c) Share Warrant (d) Stock
186. The shares which are offered to the existing shareholder at free of cost is known as _____.
 (a) Bonus Share (b) Equity Share (c) Right Share (d) Preference Share
187. The shares which are offered first to the existing shareholder at reduced price is known as _____.
 (a) Bonus Share (b) Equity Share (c) Right Share (d) Preference Share
188. The Companies Act 2013 Prohibits the issue of shares at _____ to the public.
 (a) Premium (b) Par (c) Discount (d) Both at par and Premium
189. A person Shall hold office as a director in _____ companies as per the Companies Act, 2013.
 (a) 5 companies (b) 10 companies (c) 20 companies (d) 15 companies
190. Which _____ Director is appointed by a Financial institution.
 (a) Nominee (b) Additional (c) Women (d) Shadow
191. A Private Company shall have a minimum of _____.
 (a) Seven directors (b) Five directors (c) Three directors (d) Two directors
192. A Public Company shall have a minimum of _____ Directors.
 (a) Twelve (b) Seven (c) Three (d) Two
193. A Public Company having a paid up Share Capital of Rs. _____ or more may have a Director, elected by such small shareholders.
 (a) One (b) Three (c) Five (d) Seven
194. Under the companies Act, which one of the following powers can be exercised by the Board of Directors?
 (a) Power to sell the company's undertakings. (b) Power to make call.
 (c) Power to borrow money in excess of the paid up capital. (d) Power to reappoint an auditor.
195. Which director need not hold qualifying shares.
 (a) Directors appointed to Central Government (b) Directors appointed to Shareholders.
 (c) Directors appointed to Managing Director (d) Directors appointed to Board of Directors
196. What is the statue of Directors who regulate money of the company.
 (a) Banker (b) Holder (c) Agent (d) Trustees
197. According to Companies Act, the Directors must be appointed by the.
 (a) Central Government (b) Company Law Tribunal (c) Company in General Meeting (d) Board of Directors.
198. The Board of Directors can exercise the power to appoint directors in the case of.
 (a) Additional Directors (b) Filling up the Casual vacancy (c) Alternate Directors (d) All the above.
199. Mention the status of a Company Secretary in a company.
 (a) A member (b) A director (c) An independent (d) An employee contractor
200. Who can become a secretary for a company?
 (a) Individual person (b) Partnership firm (c) Co-operative societies (d) Trade unions
201. Which meeting will be held only once in the life time of the company?
 (a) Statutory (b) Annual General (c) Extra – ordinary (d) Class General
202. Board Meetings to be conducted minimum _____ times in a year.
 (a) 2 (b) 3 (c) 4 (d) 5
203. Who is not entitled to speak at the annual general meeting of the company.
 (a) Auditor (b) Shareholder (c) Proxy (d) Directors
204. Mention the company which need not convene the Statutory Meeting.
 (a) Widely held public (b) Private Limited (c) Public Limited (d) Guarantee having a share capital
205. From the date of its incorporation the First Annual General Meeting is to be conducted within _____ months.
 (a) Twelve (b) Fifteen (c) Eighteen (d) Twenty one
206. What percentage of shareholders is needed to pass special resolution?
 (a) It must be unanimous (b) Not less than 90%.
 (c) Not less than 75% (d) More than 50%.
207. A special resolution must be filed with the Registrar within
 (a) 7 days (b) 14 days (c) 30 days (d) 60 days
208. A special resolution is required to
 (a) redeem the debentures (b) declare dividend (c) appoint directors (d) appoint auditor

XII COMMERCE ONE MARK ANSWER SHEET:

1	21	41	61	81	101	121	141	161	181	201
2	22	42	62	82	102	122	142	162	182	202
3	23	43	63	83	103	123	143	163	183	203
4	24	44	64	84	104	124	144	164	184	204
5	25	45	65	85	105	125	145	165	185	205
6	26	46	66	86	106	126	146	166	186	206
7	27	47	67	87	107	127	147	167	187	207
8	28	48	68	88	108	128	148	168	188	208
9	29	49	69	89	109	129	149	169	189	
10	30	50	70	90	110	130	150	170	190	
11	31	51	71	91	111	131	151	171	191	
12	32	52	72	92	112	132	152	172	192	
13	33	53	73	93	113	133	153	173	193	
14	34	54	74	94	114	134	154	174	194	
15	35	55	75	95	115	135	155	175	195	
16	36	56	76	96	116	136	156	176	198	
17	37	57	77	97	117	137	157	177	197	
18	38	58	78	98	118	138	158	178	198	
19	39	59	79	99	119	139	159	179	199	
20	40	60	80	100	120	140	160	180	200	

XII COMMERCE

2 Marks Material for slow learners

D.Chithambararaj MBA,M.Com,B.Ed.

COMMERCE



XII COMMERCE

Chapter 1-28

Slow learner's material (2 Marks)

1. What is Management?

➤ Management is goal oriented and it is an art of getting things done with and through others.

2. List out the management tools.

➤ Accounting, business law, psychology, statistics, econometrics, data processing, etc.

3. Who is a manager?

Manager has to balance and integrate three major jobs of a business enterprise as below

(i) Managing a business; (ii) Managing manager; and (iii) Managing workers and work.

4. State the meaning of Authority.

➤ Authority means the right of a superior to give the order to his subordinates

5. What do you mean by Span of management?

➤ The Span of Management refers to the number of subordinates who can be managed efficiently by a superior.

6. Write a short note about Planning.

✓ Nothing can be performed without planning; Planning refers to deciding in advance

7. What is meant by Motivation?

✓ It is the process of stimulating people to actions to accomplish the goal.

8. What is meant by Controlling?

✓ It is the control function which facilitates management of actual performance with predetermined standards.

9. What is meant by Innovation?

✓ Innovation refers to the preparation of personnel and organisation to face the changes made in the business world.

10. What are the objectives of MBO?

✓ To measure and judge performance

✓ To relate individual performance to organisational goals

11. Bring out the meaning of MBE.

✓ Management by exception is a style of business management that focuses on identifying and handling cases that deviate from the norm.

12. Mention any two advantages of MBO?

✓ MBO process helps the managers to understand their role in the total organisation.

✓ Manager recognises the need for planning and appreciates the planning.

13. Write any two importance of MBE.

✓ It saves the time of managers because they deal only with exceptional matters.

✓ It focuses managerial attention on major problems.

14. What is known as KRA?

✓ Key result areas are fixed on the basis of organisational objectives premises.

✓ Key Result Areas (KRA) are arranged on a priority basis.

✓ KRA indicates the strength of an organisation.

15. What are the components of organized sectors?

i.Regulators ii. Financial Institutions iii. Financial Markets and Financial Services.

16. Write a note on financial market.

A market wherein financial instruments such as financial claims, assets and securities are traded.

17. What is equity market?

✓ It is the financial market for trading in Equity Shares of Companies

18. What is debt market?

✓ It is the financial market for trading in Debt Instrument (i.e. Government Bonds or Securities etc..

19. How is prize decided in a secondary market?

Prices in the secondary market are determined by the basic forces of supply and demand.

20. What is Capital Market?

➤ It is a market where buyers and sellers engage in trade of financial securities like bonds, and stocks.

21. Write a note on OTCEI.

➤ The OTCEI was set up by a premier financial institution to allow the trading of securities across the electronic counters throughout the country.

22. What is Mutual Fund?

➤ Financial institutions that provide facilities for channeling savings of small investors into avenues of productive investments are called 'Mutual Funds'.

23. Who are the participants in a Capital Market?

The participants of the capital market include individuals, corporate sectors, Govt., banks and other financial institutions..

24. How is price determined in a Capital Market?

Its price is determined by supply and demand for its shares in the market.

25. Define the term "Money Market".

According to Crowther, "the money market is the collective name given to the various firms and institutions that deal in the various grades of near money".

26. What is commercial bill market?

A bill of exchange issued by a commercial organization to raise money for short- term needs.

27. What is a CD market?

✓ Certificate of Deposits are short-term deposit instruments issued by banks and financial institutions to raise large sums of money.

28. What is Government Securities Market?

A market whereby the Government or gilt-edged securities can be bought and sold is called 'Government Securities Market'.

29. What are the Instruments of Money Market?

✓ Treasury Bills ✓ Commercial Bills ✓ Certificate of Deposits

30. What do you meant by Auctioning?

A method of trading whereby merchants bid against one another and where the securities are sold to the highest bidder is known as 'auctioning'.

31. What do you meant by Switching?

The purchase of one security against the sale of another security carried out by the RBI in the secondary market as part of its open market operations is described as 'Switching'.

32. What is meant Stock Exchange?

❖ Stock Exchange is an organized market for the purchase and sale of industrial and financial security.

33. Define Stock Exchange.

According to Husband and Dockerary, "Stock exchanges are privately organized markets which are used to facilitate trading in securities."

34. Write any 5 Stock Exchanges in India.

✓ The Bombay Stock Exchange ✓ The National Stock Exchange of India (NSE) Ltd.
 ✓ The Coimbatore Stock Exchange Ltd. ✓ The Madras Stock Exchange Ltd
 ✓ Bangalore Stock Exchange Ltd.

35. What is meant by Remisier?

He acts as an agent of a member of a stock exchange. He obtains business for his principal ie., the member and gets a commission for that service.

36. Who is called a Broker?

✓ Brokers are commission agents, who act as intermediaries between buyers and sellers of securities.

37. What are the types of Speculator?

✓ Bull ✓ Bear ✓ Stag ✓ Lame Duck

38. What is meant by Commodity Exchange?

A commodity exchange is an exchange where commodities are traded. Ex Metals, Energy

39. What is the stock trading time in India?

❖ The normal trading time for equity market is between 9:15 a.m to 03:30 p.m, Monday to Friday.

40. Write a short notes on SEBI.

Securities and exchange board of India(SEBI) is an apex body that maintains and regulates our capital market.

41. Write any two objectives of SEBI.

1. Regulation of Stock Exchanges 2. Protection to the Investors

42. What is Demat account?

❖ A demat account holds all the shares that are purchased in electronic or dematerialized form.

43. Mention the headquarters of SEBI.

SEBI has its headquarters at the business district of BandraKurla Complex in Mumbai.

44. What are the various ID proofs?

PAN card, voter's ID, passport, driver's license, bank attestation, IT returns etc..

45. Give the meaning of Human Resource.

Those individuals who have competencies and capabilities in the accomplishment of both individual and organisational objectives.

46. What is Human Resource Management ?

Human Resource Management is a function of management concerned with hiring, motivating and maintaining people in an organisation.

47. State two features of HRM.

i. Universally relevant : ii. Goal oriented :

48. Mention two characteristics of Human Resource.

- ✓ Human resource is the only factor of production that lives
- ✓ Human resource created all other resources

49. List the functions of HRM

I. Managerial function - Planning, Organising, Directing, Controlling.

II. Operative function – Procurement, Development, Compensation, Retention, Integration, Maintenance.

50. Give the meaning of Recruitment.

Recruitment is the process of finding suitable candidates and It is a process of attracting potential people to apply for a job in an organisation.

51. What is promotion?

It's based on seniority and merits of the employees they are given opportunity to move up in the organisational order.

52. State two benefits of internal source of recruitment.

1. Reduce time to hire
2. Cost less
3. Continuity of operations
4. Increased morale and retention

53. Mention any two features of campus recruitment.

- ✓ We can identify new talents
- ✓ It's a costless method of recruitment

54. List the benefits of external source of recruitment.

- ✓ External recruitment helps you to find the best employees for the job.
- ✓ External recruitment provides an opportunity for a fresh outlook in organization.

55. What is selection?

❖ Selection is the process of choosing the most suitable person for the vacant position in the organization.

56. What is an interview?

❖ An interview is a purpose full exchange of ideas, the answering of questions and communication between two or more persons.

57. What is intelligence test?

❖ Intelligence tests are one of the psychological tests, that is designed to measure a variety of mental ability, individual capacity of a candidate.

58. What do you mean by test?

Several tests are conducted in the selection process to ensure whether the candidate possesses the necessary qualification to fit into various positions in the organization.

59. What do you understand about bio data?

It contains the information about the job seeker date of birth, gender, religion, nationality, residence, marital status, etc..

60. What do you mean by placement?

- ❖ Placement is a process of assigning a specific job to each and every candidate selected.
- ❖ The process of placing the right man on the right job is called 'Placement'.

61. What is meant by training?

- ❖ Training is the act of increasing the skill of problem solving activity and technical knowledge of an employee for doing the jobs them self.

62. What is Mentoring training method?

- ❖ Mentoring is the process of sharing knowledge and experience of an employee.
- ❖ Mentoring is always done by senior person, it is also one-to-one interaction, like coaching.

63. What is Role play?

- ❖ Under this method trainees are explained the situation and assigned roles.
- ❖ Thus they have to assume role and play the role without any preparation.

64. State e-learning method?

- ❖ E learning is also often referred to as online learning or web based training.
- ❖ E learning training courses can save money to an organizations.

65. What is Market?

- ✓ It is a medium or place to interact and exchange goods and services.
- ✓ the meeting place of buyers and sellers in an area is called Market.

66. What is mean by Regulated Market?

- ✓ These are types of markets which are organised, controlled and regulated by statutory measures.

67. Mention any four differences between Wholesale Market and Retail market?

Basis	Wholesale	retail
Link between	Manufacturer and retailer	Wholesaler and customer
Volume of transaction	Large	Small
Deals in	Limited products	Huge products

68. What is meant by Commodity Market?

A commodity market is a place where produced goods or consumption goods are bought and sold.

69. Define Marketing Mix.

"Marketing mix is a pack of four sets of variables namely product variable, price variable, promotion variable, and place variable". - Mr. Jerome

70. Give any two internal factors affecting the price of product / service.

- *Marketing Objectives
- *Marketing Mix Strategy
- *Organizational considerations

71. Define Product.

"A product is anything that can be offered to a market for attention, acquisition, use or consumption that might satisfy a want or a need", - Philip Kotler.

72. What is E business?

- If all the business transaction carried out through internet and other online tools is called E-business.

73. What is green marketing?

Green marketing involves developing and promoting products and services which satisfy customers' wants and needs without affecting environment.

74. What is service marketing?

A service is any activity or benefit that one party can offer to another which is essentially intangible and which does not result in the ownership of anything.

75. What is E-Tailing?

- E-tailing refers to selling of goods and services through a shopping website (internet) or through virtual store to the ultimate consumer.

76. What is Social marketing?

- It is a marketing philosophy and techniques to achieve specific behavioural goals which ensure social good. Example, Asking people not to smoke in public areas

77. Who is a consumer?

- ❖ A consumer is one who consumes goods manufactured and sold by others.
- ❖ One, who avails services such as banking, transport, insurance, etc.,

78. Define Consumerism.

"Consumerism is an attempt to enhance the rights and powers by buyers in relation to sellers"

-L. Massie

79. Give two examples of adulteration.

- Mixing of stones with grains
- Papayas seed is added to black pepper

80. What is Caveat Emptor?

- 'Caveat emptor' means "let the buyer beware."
- Buyer has to purchase the quality product, if the product does not meet their expectations they can't blame the seller.

81. What is Caveat Venditor?

- caveat venditor means "let the seller beware,"
- Sellers has to sell the quality products to the consumer, if anything wrong buyer will file a case against seller or producer.

82. Write a short notes on Consumer Protection Act, 1986.

- The Act is referred in short as 'COPRA'.
- Its protect and promote consumers from unfair trade practices, defective goods, false advertisement etc..

83. Write short notes on: "Right to be informed."

- ❖ Consumers should be given all the relevant facts about the product eg, price, expiry date, weight etc

84. What do you understand about "Right to Safety"?

The consumers are entitled to protection of their health and safety from the goods and services they buy.

85. What are the rights of consumer according to John F. Kennedy?

"The Right of Safety, the Right to be informed, the Right to choose and the Right to be heard."

86. Which is the supreme objective of business?

- ❖ Satisfaction of consumer needs/requirements is stated to be supreme objective of a business.

87. What are the important aspects to be kept in mind by consumer while purchasing goods related to the quality of goods?

- ❖ The consumer should enquire about the price from certain shops and if possible from government stores to get an idea of its price.

88. What do you meant by Redressal Mechanism?

- It primarily covers the receipt and processing of complaints from citizens and consumers, actions taken on any issue raised by them to avail services more effectively.

89. What do you know about National Commission?

- National Commission is in India, Delhi which was set up in 1988
- The main aim of this commission is a consumer has to be protected against defects, deficiencies and unfair and restrictive trade practices.

90. State the meaning of the term State Commission.

- A consumer has to be protected against defects, deficiencies and unfair and restrictive trade practices.
- The State Consumer Protection Council is also called State Commission.

91. What is a term District Forum?

- As per the Consumer Protection Act of 1986 the establishment of a District Forum by the State Government in each district is necessary today to protect the interest of aggrieved consumers in that district.

92. How to register the complaints?

1. Complaint can be registered within 2 years.
2. Stamp paper is not required
3. Complaint can be registered, in person.
4. Advocates are not necessary.

93. Define Business environment

According to Bayard O 'Wheeler "the total of all things external to firms and industries which affect their organisation and operations".

94. What is internal environment?

- ❖ Internal environment refers to those factors within an organisation e.g Policies and programmes, organisational structure, etc.. which are controllable factors.

95. Give the meaning of corporate governance.

- ❖ Corporate governance is a set of rules and policies which governs a company.

96. What is GST?

- ❖ GST is the indirect tax levied on goods and services across the country.
- ❖ Types of taxes: CGST, SGST, IGST

97. Expand VUCA.

- ❖ **VUCA – Volatility, Uncertainty, Complexity and Ambiguity,**

98. What is mixed economy?

- ❖ Mixed economy is a combination of both state owned and private sector ownership.

99. State the branches of New Economic Policy.

- Liberalization, Privatisation, And Globalization

100. What is Privatisation?

Privatization is the process of transferring ownership of a business enterprise, agency or public service from the government to the private sector.

101. Mention any three disadvantages of Liberalisation.

- (a) Increase in unemployment
- (b) Loss to domestic units
- (c) Unbalanced development

102. Name the industries which are reserved for public sector.

Atomic Energy, Defence and Railways.

103. Give any three advantages of Globalisation.

- (a) Increase in foreign collaboration
- (b) Expansion of market
- (c) Technological development

104. What is a contract of sale of goods?

Contract of sale of goods is a contract whereby the seller transfers or agrees to transfer the property (ownership) of the goods to the buyer for a price.

105. List down the essential elements of a contract of sale.

- (1) Two Parties (2) Transfer of Property
- (3) Goods (4) Price
- (5) Includes both 'Sale' and 'Agreement to Sell'

106. What is meant by goods?

- ❖ The term 'goods' includes every kind of movable property, stocks and shares, growing crops etc.
- ❖ Goodwill, trademarks, copy rights, patent rights etc., are all also regarded as goods.

107. What is a Contingent Goods?

- ❖ Contingent goods are the goods, the acquisition of which by the seller depends upon a contingency (an event which may or may not happen).

108. What do you understand by warranty?

- ❖ Warranty represents a requirement which is collateral to the main purpose of the contract. It is of secondary importance to the contract.

109. What is meant by Negotiable Instrument?

According to Negotiable instruments Act 1881, a negotiable instrument means a promissory note, bill of exchange or cheque payable either to order or to bearer.

110. List three characteristics of a Promissory Note.

- ✓ A promissory note must be in writing.
- ✓ It must be signed by the maker.
- ✓ A promissory note must be sufficiently stamped.

111. What is meant by a cheque?

"A bill of exchange drawn on a specified banker and not expressed to be payable otherwise than on demand".

112. Mention any two features of entrepreneurs.

- Self confidence
- Hard work
- Innovator

113. List down the managerial functions of entrepreneurs.

- Planning
- Organising
- Directing
- Controlling
- Co ordination

114. List down the promotional functions of entrepreneurs.

- Discovery of Idea
- Determining the business objectives
- Detailed Investigation
- Choice of form of enterprise
- Fulfilment of the formalities
- Preparation of Business Plan
- Mobilisation of funds
- Procurement of Machines and Materials

115. Define Intrapreneur

Intrapreneurs as "dreamers who do. Those who take hands-on responsibility for creating innovation of any kind, within a business".
– Pinchot

116. List the problems faced by the women entrepreneurs

- Problem of Finance
- Limited Mobility
- Lack of Education
- Lack of Network Support

117. What is the other name of business entrepreneur?

- Business entrepreneur is called **solo entrepreneur**.

118. Mention the other name for corporate entrepreneur.

- Corporate entrepreneur is called **promoter**.

119. Who are agricultural entrepreneur?

- Agricultural entrepreneurs are those entrepreneurs who raise farm products and market them.

120. State the name of the following ventures:

- | | | |
|---|---|------------------------|
| a. Started by individuals for profit motive | : | Motivated Entrepreneur |
| b. Started by Government | : | State Entrepreneur |
| c. Started by individuals and Government together | : | Joint Entrepreneur |
| d. Started as a family business | : | Classical Entrepreneur |

121. Give some examples of pure entrepreneurs

- Pure entrepreneurs are individuals who are pushed to enter into venture by psychological and economic motives.
- Example Dhirubai Ambani, Tata, T.V.S, Birla etc..

122. Name any four Governmental Entrepreneurial schemes.

- 1.Startup India
- 2.Make in India
- 3.Stand-Up India
- 4.Dairy Entrepreneurship Development Scheme

123. Give a note on 'Digital India'.

- ❖ The Digital India initiative has been launched to modernize the Indian economy to make all government services available electronically.

124. State any three entrepreneurial development schemes of Government of Tamil Nadu.

- ❖ New entrepreneur - cum - enterprise development scheme (needs)
- ❖ AMMA Skill Training and Employment Scheme.
- ❖ Dairy Entrepreneurship Development Scheme

125. List down the two types of finance.

- ❖ Entrepreneur requires two types of finance namely **long term and short term**.

126. Mention the time period of Provision Registration Certificate.

- ❖ It will be issued to entrepreneur after the fulfilment of certain conditions for a period of one year subject to renewal of two periods of six months duration.

127. Who is called as Promoters?

Promotion stage begins when the idea to form a company comes in the mind of a person. The person who envisages the idea is called a 'promoter'.

128. What is Share?

- ❖ The total capital of the company is shared by many person and each share is having equal value.

129. What do you mean by Equity Share?

- ❖ Those shares which are not called as preference share are known as Equity share

130. What do you understand by Preference Share?

The term 'preference shares' mean that part of the share capital the holders of which have a preferential right over payment of dividend (fixed amount or rate) and repayment of share capital in the event of winding up of the company.

131. What is Sweat Equity Shares?

- ❖ Sweat Equity Shares can be issued at Discount.
- ❖ Sweat Equity Shares means issue of shares to employees or directors at a lower price for cash or other than Cash

132. What is Bonus Shares?

Bonus share means to utilize the company's reserves and surpluses, issue of shares to existing shareholders without taking any consideration is known as Bonus Shares.

133. What is Right Shares?

- ❖ Right shares are the shares which are issued by the company, with the aim of increasing the subscribed share capital of the company by further issue.

134. What is Private placement?

- ❖ Private placement means offer of securities or invitation to subscribe to securities to a select group of persons through private placement offer letter.

135. Define Share Warrant.

A Share Warrant is a document issued by the company under its common seal, stating that its bearer is entitled to the shares or stock specified therein.

136. What is Debentures?

When a company needs funds for extension and development purpose without increasing its share capital, it can borrow from the general public by issuing certificates for a fixed period of time and at a fixed rate of interest.

137. Name the companies required to appoint KMP.

- Every Listed Company
- Every Public Company

Having paid up share capital of Rs 10 Crores or More

138. Who is whole time Director?

A Director is one who devotes whole of his time of working hours to the company and has a significant personal interest in the company as the source of his income.

139. Who is called as Managing Director?

A Director is one who is employed by the company and has substantial powers of management over the affairs of the company subject to direction and control of the board.

140. Who can be Executive Director?

- Chief Executive Officer (CEO) or Managing Director of an organization, who is responsible for making decisions to complete the mission and for the success of the organisation.

141. Who is a Secretary?

- The person who is responsible for the general performance of an organization is called company secretary.

142. Define Meeting?

A company meeting must be organized and held in perfect compliance with the various provisions of the Act and the rules framed thereunder.

143. What is Resolution?

- Taking any decision, the consent of the shareholders, the Board of Directors and other specified is required. **The decisions taken at a meeting are called resolutions.**

144. Write short note on 'Proxy'?

- A proxy is a person who is designated by another to represent that individual at a meeting or before a public body.

145. What is Vote?

- The word 'Vote' originated in Latin word 'Votum' indicating one's wishes or desire.
- By casting his vote one formally declaring his opinion or wish in favour of or against a proposal or a candidate to be elected for an office.

Padasalai

XII COMMERCE

3 Marks- Slow learners Material

D Chithambararaj MBA,M.Com,B.Ed

9994154393

COMMERCE



[Type text]

Send Your Questions & Answer Keys to our email id - padasalai.net@gmail.com

XII COMMERCE**3 Marks- Slow learners material****1. Define the term management.**

"Management is a multipurpose organ that manages a business and manages manager, and manages worker and work."

— Peter F. Drucker

"To manage is to forecast, to plan, to organise, to command, to co-ordinate and to control."

—Henry Fayol.

2. Is management an Art or Science?

- Management is neither a science nor an art.
- But a combination of both requiring people holding managerial positions to apply the scientific management principles and displaying popular managerial skills.

3. Differentiate management from Administration.

BASIS	MANAGEMENT	ADMINISTRATION
Authority	Middle and Lower Level	Top Level
Role	Executive	Decisive
Concerned with	Policy implementation	Policy formulation

4. What are the principles of Taylor?

1. Science, Not Rule of Thumb
2. Harmony, Not Discord
3. Mental Revolution
4. Cooperation, Not Individualism

5. What determines the span of management?

1. Influences the complexities of the individual manager's job
2. Determine the shape or configuration of the Organization

6. List out the main functions of management?

- Planning ➤ Organizing ➤ Staffing ➤ Directing ➤ Motivating ➤ Controlling
- Coordination

7. State the importance of staffing.

- Staffing refers to placement of right persons in the right jobs.
- Staffing helps to ensure better utilization of human resources.
- It ensures the continuity and growth of the organization, through development managers.

8. Bring out the subsidiary functions of management.

- ✓ **Innovation**- preparation of personnel to face the changes made in the business world.
- ✓ **Representation**- A manager has to act as representative of a company. every manager to have good relation with others
- ✓ **Decision making**- Decision making helps in the smooth functioning of an organisation.
- ✓ **Communication**- Communication is the transmission of human thoughts, views or opinions.

9. State the importance of Motivation.

- ✓ Mainly because it allows management to meet the company's goals.
- ✓ Motivated employees can lead to increased productivity.
- ✓ Motivation is an important factor which brings employees satisfaction.

10. What are the main duties of a manager?

- ✓ manager is to ensure the daily functioning of a department or group of employees.
- ✓ Most employers expect their managers to interview, hire, and train new employees.
- ✓ A manager articulates both short and long-term goals to ensure a company's longevity.

11. Write the features of MBO.

- ❖ MBO tries to combine the long run goals of organisation with short run goals.
- ❖ Management tries to relate the organisation goals with society goals.
- ❖ MBO's emphasis is not only on goals but also on effective performance.

12. What are the process involved in MBO?

- ❖ Defining Organisational Objectives
- ❖ Goals of Each Section
- ❖ Fixing Key Result Areas
- ❖ Setting Subordinate Objectives or Targets
- ❖ Matching Resources with Objective
- ❖ Periodical Review Meetings
- ❖ Appraisal of Activities
- ❖ Reappraisal of Objectives

13. What are the Process of MBE?

- ❖ Primarily, it is necessary to set objectives or estimated results.
- ❖ Next, the deviation gets analysed. or no deviation, no action is required .
- ❖ If actual performances deviates , the issue needs to be passed to the senior managers,
- ❖ Finally, the aim is to solve this "exception" immediately.

14. List out any Four process of MBO.

1. Defining Organisational Objectives
2. Goals of Each Section
3. Fixing Key Result Areas
4. Setting Subordinate Objectives or Targets

D.Chithambararaj MBA,M.Com,B.Ed 9994154393

Send Your Questions & Answer Keys to our email id - padasalai.net@gmail.com

15. Give the meaning and definition of financial market.**Meaning:**

- A market wherein financial instruments such as financial claims, assets and securities are traded.

According to Brigham, Eugene F, "The place where people and organizations wanting to borrow money are brought together with those having surplus funds is called a financial market."

16. Differentiate spot market from future market.

(i) **Cash/Spot Market** is a market where the delivery of the financial instrument and payment of cash occurs immediately.

(ii) **Forward or Futures Market** is a market where the delivery of asset and payment of cash takes place at a pre-determined time frame in future.

17. Write a note on Secondary Market.

- The place where formerly issued securities are traded is known as Secondary Market.(Resale Market)
- Stock Exchange is an important institution in the secondary market.
- It does not provide funding to companies

18. What are the various kinds of Capital Market? Explain.**I Primary Market:**

Primary market is a market for new issues or new financial claims. Hence, it is also called New Issue Market.

II Secondary Market:

Secondary Market may be defined as the market for securities which are previously issued in the primary market are traded here.

19. Explain any two functions of Capital Market.**(i) Savings and Capital Formation:**

In capital market, various types of securities help to mobilize savings from various sectors of population

(ii) Reliable Guide to Performance:

The capital market serves as a reliable guide to the performance and financial position of corporate, and thereby promotes efficiency.

20. Write a note on National Clearance and Depository System (NCDS).

- Its arranges to provide for the transfer of ownership of securities in exchange on payment by book entry on electronic ledgers without any physical movement of transfer deed

21. Explain about Factoring and Venture Capital Institutions.**(i) Factoring Institutions:**

The factoring institutions collect the book debts for and on behalf of its clients.

(ii) Venture Fund Institutions:

Venture capital funds bring into force the hi-technology projects which are converted into commercial production.

22. What are the features of Treasury Bills?

- 1.Issuer
- 2.Finance Bills
- 3.Liquidity
- 4.Vital Source
- 5.Monetary Management

2. Who are the participants of Money Market?

- 1.Government of different countries
- 2.Central Banks of different countries
- 3.Private and Public Banks
- 4.Mutual Funds Institutions
- 5.Insurance Companies
- 6.Non-Banking Financial Institutions

23. Explain the types of Treasury Bills?

- 91 days Treasury Bills:** Its issued at a fixed discount rate of 4 per cent as well as through auctions.
- 182 days Treasury Bills:** The RBI holds 91 days and 182 Treasury Bills and they are issued on tap basis throughout the week.
- 364 days Treasury Bills:** 364 days Treasury Bills do not carry any fixed rate.

24. What are the features of Certificate of Deposit?

- ✓ Document of title to time deposit
- ✓ It is unsecured negotiable instruments.
- ✓ It is repayable on a fixed date without grace days.

25. What are the types of Commercial Bill?

- Demand and Usance Bills
- Inland bills and Foreign Bills
- Accommodation and supply Bills
- Clean bills and documentary Bills
- Indigeneous Bills

26. What are the limitations of Stock exchange?

- Lack of uniformity and control of stock exchanges.
- Failure to control unhealthy speculation.
- Allowing more than one charge in the place.

27. Explain Bull and Bear.**Bull:**

- ✓ A Bull or Tejiwala
- ✓ He is an optimistic speculator.

✓ In anticipation of price rise he makes purchases of shares at present and other securities with the intention to sell at higher prices in future

Bear:

- ✓ A bear or Mandiwala speculator expects prices to fall in future and sells securities at present with a view to purchase them at lower prices in future.
- ✓ A bear is a pessimistic speculator.

28. Explain Stag and Lame Duck.

Stag:

- ❖ A stag is a cautious speculator in the stock exchange. He applies for shares in new companies and expects to sell them at a premium, if he gets an allotment.
- ❖ He is also called a premium hunter.

Lame Duck:

- ✓ A bear speculator contracts to sell securities at a later date. On the appointed time he is not able to get the securities as the holders are not willing to part with them.

29. Explain National Stock Exchange. (NSE)

- ❖ NSE was incorporated in November, 1992. It is a country wide, screen based, online and order driven trading system.
- ❖ It uses satellite link to spread trading throughout the country thereby connecting members scattered all over the India.

30. What is meant by Dematerialization?

- ✓ Dematerialization is the process by which physical share certificates of an investor are taken back by the company.
- ✓ Then an equivalent number of securities in the electronic form are credited to the investors account.

31. What are the documents required for a Demat account?

proof of identity and address along with a passport size photograph and the account opening form. Only photocopies of the documents are required for submission, but originals are also required for verification.

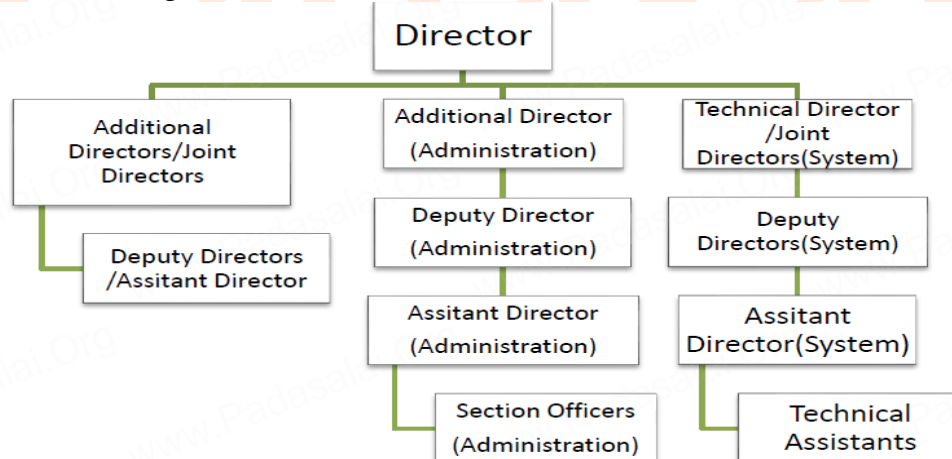
32. What is the power of SEBI under Securities Contract Act?

- ✓ SEBI is also empowered by the Finance Ministry to nominate three members on the Governing Body of every stock exchange.

33. What is meant by Insiders trading?

- ❖ Insider trading means the buying and selling of securities by directors Promoters, etc.
- ❖ Who have access to some confidential information about the company and who wish to take advantage of this confidential information.

34. Draw the organization structure of SEBI.



35. Define the term Human Resource Management.

According to Dale Yoder "the effective process of planning and directing the application, development and utilisation of human resources in employment".

36. What are the features of Human resources?

- Human resource is the only factor of production that lives
- Human resource created all other resources
- Human resource exhibits innovation and creativity

37. Give two points of differences between HR and HRM.

BASIS	HRM	HR
Function	Its concerned with hiring, motivating and maintaining people in an organisation.	The sustainable growth of an organisation depends on the human resource
Objective	To improve the performance of the employees	Human resource exhibits innovation and creativity

38. What is the importance of Human resource?

- ✓ It is only through human resource all other resources are effectively used
- ✓ Industrial relations depend on human resource
- ✓ Human relations is possible only through human resource
- ✓ Human resource manages all other factors of production

39. State the functions of Human Resource Management.

I. Managerial function - Planning, Organising, Directing, Controlling.

II. Operative function – Procurement, Development, Compensation, Retention, Integration, Maintenance.

40. Define the term Recruitment.

"It is a process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organisation."

-Edwin B. Flippo

41. What are the features of internal source of recruitment?

- ✓ Increased morale and retention.
- ✓ Continuity of operations.
- ✓ Less paperwork.

42. Give two points of differences between advertisement and unsolicited application.**i. Advertisements**

The employer can advertise in dailies, journals, magazines etc. about the vacancies in the organization.

ii. Unsolicited applicants

These are the applications of job seekers who voluntarily apply for the vacancies not yet notified by the organisations.

43. What is the importance of job portals?

- ✓ It's bridging the gap between the recruiters and the job seekers.
- ✓ Job Portals help to reach out to a wider audience.
- ✓ Job search portals make job searching time-efficient, easy and convenient.

44. State the steps in Recruitment process

- i. Planning recruitment
- ii. Determining vacancies
- iii. Identifying the sources
- iv. Drafting information for advertisement
- v. Selecting the suitable mode of advertisement
- vi. Facilitating selection process
- vii. Evaluation and control

45. What is stress interview?

- ❖ This type of interview is conducted to test the temperament and emotional balance of the candidate
- ❖ Interviewer purposefully creates stressful situation by directing the candidate to do irrational and irritating activities.

46. What is structured interview?

- ❖ Under this method, a series of question to be asked by the interviewer are pre-prepared by the interviewer and only these questions are asked in the interview.
- ❖ Interviewees are ranked on the basis of score earned by the candidate in the interview.

47. Name the types of selection test?**i. Ability Tests**

- ✓ Aptitude Test
- ✓ Achievement Test
- ✓ Intelligence Test
- ✓ Judgment Test

ii. Personality Tests

- ✓ Interest Test
- ✓ Personality Test
- ✓ Projective Test
- ✓ Attitude Test

48. What do you mean by achievement test?

- ❖ This test measures a candidate's capacity to achieve in a particular field.
- ❖ This test measures a candidate's level of skill in certain areas, accomplishment and knowledge in a particular subject. It is also called **proficiency test**.

Example : A driver may be asked to drive a vehicle to test his driving efficiency

49. Why do you think the medical examination of a candidate is necessary?

Yes, because a person of poor health cannot work competently and any investment on him may go waste, if he/she is unable to discharge duties efficiently on medical grounds.

50. What is aptitude test?

- ❖ Aptitude test is a test to measure suitability of the candidates for the post/role.
- ❖ It actually measures whether the candidate possess a set of skills required to perform a given job.
- ❖ It helps in predicting the ability and future performance of the candidate.

51. How is panel interview conducted?

- ❖ Where a group of people interview the candidate, it is called panel interview.
- ❖ All panel members ask different types of questions on general areas of specialization of the candidate.
- ❖ At the end, the marks awarded by all the members are aggregated and the candidates are ranked accordingly.

52. List out the various selection interviews.

- Preliminary Interview
- Structure Interview
- Unstructured Interview
- Stress Interview
- Telephone Interview
- Online Interview

53. List out the significance of placement.

- i) It improves employee morale
- ii) It helps in reducing employee turnover
- iii) It helps in reducing conflict rates or accidents
- iv) It avoids misfit between the candidates and the job.

54. What is vestibule training?

- ❖ Vestibule training is training of employees in an environment similar to actual work environment artificially created for training purpose.
- ❖ This type of training is given to avoid any damage or loss to machinery in the actual place by trainees.

55. What do you mean by on the job Training?

- ❖ On the job training refers to the training which is given to the employee at the work place by his immediate supervisor.
- ❖ It is based on the principle of "Learning by Doing and Learning While Earning".

56. Write down various steps in a training programme.

Whom to Train?

Who is the Trainee?

Who are Trainers?

What Method will be used for Training?

What should be Level the Training?

Where to Conduct the Training Programme?

57. Write short note on trainer and trainee.

Trainer:

- ❖ **Trainer** is a person who teaches skills to employee and prepare them for a job activity.
- ❖ Trainers may be supervisor, coworkers, HR staffs, etc.,

Trainee:

- ❖ A person who is learning and practising the skills of particular job is called **trainee**.

58. What can be marketed in the Market?

- | | | | | |
|----------|--------------|----------------|---------------|-----------|
| 1.Goods | 2.Services | 3.Experiences | 4.Events | 5.Persons |
| 6.Places | 7.Properties | 8.Organization | 9.Information | 10.Ideas |

59. Mention any three Role of Marketer?

- i. **Instigator:** marketer keenly watches the developments taking place in the market and identifies marketing opportunities.
- ii. **Innovator:** He differentiates his products/services by adding additional features to the existing product.
- iii. **Implementer:** Marketer plays a role of implementer when he/she actually converts marketing opportunities into marketable product.

60. Marketer is an innovator? Do you agree?

Yes I Agree, Marketer seeks to distinguish his products/services by adding additional features, modifying the pricing structure, introducing new delivery pattern, etc.,

61. Why Customer support is needed to Market?

- ✓ It helps your company to ensure greater customer satisfaction
- ✓ It increase its long-term goal of repeat business.
- ✓ It's also an effective way to increase sales and profits.

62. Explain the types of market on the basis of time.**i. Very Short Period Market:**

- Markets which deal in perishable goods like, fruits, milk, vegetables etc.,

ii. Short Period Market:

- In certain goods, supply is adjusted to meet the demand. The demand is greater than supply.

iii. Long Period Market:

- This deals in durable goods, where the goods and services are dealt for longer period usages.

63. List down the functions of Marketer?

- ✓ Market planning
- ✓ Product Designing and development
- ✓ Packaging and Labelling
- ✓ Branding
- ✓ Customer Support Services

64. What are the objectives of marketing?

- ✓ To develop the marketing field.
- ✓ To develop guiding policies and their implementation for a good result.
- ✓ To suggest solutions by studying the problems relating to marketing.
- ✓ To take appropriate actions in the course of action.

65. What is need for market and explain the concept of marketing?**Need for Market:**

- ❖ To exchange (barter) goods and services.
- ❖ To adjust demand and supply by price mechanism.
- ❖ To improve the quality of life of the society.
- ❖ To introduce new modes of life.

Concept of marketing:

- ❖ First Create A Customer, Then Create Products
- ❖ Love your customers and not the products
- ❖ Customer is supreme or king

66. What are the factors affecting Price of Product?**a. Internal Factors:**

1. Marketing Objectives
2. Marketing Mix Strategy
3. Organizational considerations
4. Costs
5. Organization Objectives

b. External Factors:

1. The market and demand
2. Competition
3. Customers
4. Suppliers
5. Legal factors & Regulatory factors

67. What do you mean by marketing mix? Describe any two elements.

- ✓ Marketing programme is a mixture of four ingredients, namely Product mix, Price mix, Place (Distribution) mix and Promotion mix.

Two elements:

i. Product: It is the main element of marketing. Without a product, there can be no marketing.

ii. Price: It is the value of a product expressed in monetary terms. It is the amount charged for the product.

68. What is B2B and B2C type of E-Commerce?

B2B (Business to Business):

- B2B e-Commerce is an online business model that facilitates online sales transactions between two businesses.

B2C (Business to Customer):

- B2C e-Commerce refers to the process of selling to individual customers directly.

69. Explain the importance of social marketing.

- The primary aim of social marketing is 'social good' such as anti-tobacco, anti-drug, anti-pollution, anti-dowry, road safety, protection of girl child, etc..
- It helps to eradicate social evils that affect the society and quality of life

70. Discuss the objectives E-Marketing

1. Expansion of market share
2. Reduction of distribution and promotional expenses.
3. Achieving higher brand awareness.
4. Strengthening database.

71. Elucidate how E-Commerce differs from E-Business.

- E-commerce simply refers to the buying and selling of products and services through online
- But E-business goes a way beyond the simple buying and selling, of goods and service and much wider range of business processes.

72. Explain in detail about Niche marketing.

- Niche marketing denotes a strategy of directing all marketing efforts towards one well defined segment of the population.
- The sports channels like STAR Sports, ESPN, STAR Cricket and Fox Sports target the niche market of sports enthusiasts.

73. Which are the three constituent elements of business?

- The producer, the consumer and the government are the three constituent elements of business. The consumer is the most exploited constituent in the business world.

74. What are the important legislations related to consumerism in India?

- ✓ The Indian Contract Act, 1982 was passed to bind the people on the promise made in the contract.
- ✓ The Trademark Act, 1999 prevents the use of fraudulent marks on the product.
- ✓ The Competition Act, 2002 protects the consumers against unhealthy competition.

75. What is meant by artificial scarcity?

- ✓ There are certain situations where the shop-keepers put up the board 'No Stock' in front of their shops, even though there is plenty of stock in the store.
- ✓ In such situations consumers who are desperate to buy such goods have to pay high price to buy those goods and thus earning more profit unconscientiously.

76. Write the importance of consumerism.

- ✓ Awakening and uniting consumers.
- ✓ Discouraging unfair trade practices.
- ✓ Protecting against exploitation.
- ✓ Awakening the government.
- ✓ Providing complete and latest information.

77. What is the role of Government in consumer protection?

- ✓ Since most of consumers including academically educated are illiterate about their rights and hence inactive.
- ✓ Government both the central and the state have brought out a number of legislations to protect the interest of consumers across the country.

78. What do you understand by "Right to redressal".

- ❖ The complaints and protests are not just to be heard: but the aggrieved party is to be granted compensation within a reasonable time period.
- ❖ There should be fair settlement of deserving claims in a definite timeframe.

79. Define "Consumer Rights".

"The right to have information about the quality, potency, quantity, purity, price, and standard of goods or services".

80. What do you understand about "Right to protection of health and safety".

- ❖ The consumers are entitled to protection of their health and safety from the goods and services they buy. They should not be supplied goods or services which are hazardous to their health and safety.

81. Is Consumer Protection necessary?

Yes, it's necessary for the following reasons..

- We need physical protection of the consumer, for example protection against products that are unsafe or dangerous to his health and welfare.
- Consumers want protection against deceptive and unfair trade and market practices.

82. Who are the members of the National Commission?

1. The National Commission should have five members.
2. One should be from judiciary.
3. Four other members of ability, knowledge and experience from any other fields.
4. It should include a woman.

83. What is the Pecuniary Jurisdiction of the State Commission?

1. The State Commission can entertain complaints of entire state and where the value of the goods or services exceed Rs. 20 lakhs and below Rupees One Crore.
2. The State Commission entertain appeals against the orders of any District Forum within the State.

84. Does District Forum exceeds the claim limit of Rs 20 lakhs. Explain the condition.

- ✓ No, If the value of the complaint exceeds this limit of Rs 20 Lakhs the complaint should be made direct to the State Commission.

85. Write a note on the Voluntary Consumer Organisation.

Voluntary consumer organisations refer to the organisation formed voluntarily by the consumers to protect their rights and interests.

86. Explain the natural environment of business.

- ❖ Natural factors such as climate, soil, forests, minerals, rivers and ocean have tremendous influence on the functioning and growth of commerce and industry.

87. What are the political environment factors?

- ❖ The success of a business lies in its ability to adapt and sustain to political and legal changes.
- ❖ The legislative, executive and judiciary are the three political institutions which directs and influences a business

88. Write about any three internal environmental factors of business.**Vision and objectives:**

- ❖ The vision and objectives of a business guides its operations and strategic decisions.

Management structure:

- ❖ The structure of management/board and their style of functioning which affects the decision making.

Company image:

- ❖ The image of an organisation plays an important role.

89. State the framework of Corporate Governance in India.

- i) To have independent directors on the board; at least one third of the directors have to be independent directors.
- ii) To have at least one independent woman director,
- iii) To disclose all deals and payments to related parties.

90. What are the functions of the GST council?

- ❖ Goods & Services Tax Council is a constitutional body for making recommendations to the Union and State Government on issues related to Goods and Service Tax.
- ❖ The Goods and Services Tax Council shall make recommendations to the Union and the States.

91. Write a note on future environment of business.

- ❖ The future environment of business is VUCA – volatility, uncertainty, complexity and ambiguity
- ❖ In a VUCA environment a firm has to be forward looking anticipating the change, adaptability will remain essential for the success of any business in an ambiguous, uncertain environment.

92. What do you know about Technological environment?

- ❖ Technology is widely used in conducting market research for understanding the special needs of the customer.
- ❖ Digital and social media are used as a platform for advertising and promoting the products/services.

93. What do you mean by Liberalisation?

- Liberalization refers to laws or rules being liberalized, or relaxed, by a government.
- It's done in order to make economies free to enter in the market and establish their venture in the country.

94. Explain the concept of Privatisation.

- Privatisation means permitting the private sector to set up industries which were previously reserved for the public sector.
- The main reason for privatisation was that PSUs were running in losses due to mismanagement and political interference.

95. What are advantages of disinvestment?

- The government can focus more on core activities
- Brings about greater efficiencies for the economy
- Greater opportunities for employment generation

96. State any three impacts on Globalisation.

- (a) lower operating costs, and access to new raw materials and additional markets.
- (b) Multinational corporations (MNCs) can manufacture, buy and sell goods worldwide.
- (c) Globalisation has led to a boom in consumer products market.

97. Write a short note on New Economic Policy.

Liberalization refers to laws or rules being liberalized, or relaxed, by a government.

Privatisation means permitting the private sector to set up industries which were previously reserved for the public sector.

Globalisation means the interaction and integration of the domestic economy with the rest of the world.

98. Explain the meaning of Agreement to sell.

- ❖ If the transfer of property takes place at a future date or on fulfilment of certain conditions, it is called 'an agreement to sell'.

99. Discuss in detail about existing goods.

Existing goods are those owned or possessed by the seller at the time of contract of sale. Goods possessed even refer to sale by agents or by pledgers.

Existing goods may be either

- (i) Specific Goods
- (ii) Ascertained Goods
- (iii) Generic or Unascertained Goods

100. Discuss the implied conditions and warranties in sale of goods contract.

The term implied conditions and warranties means which can be indirect from or guessed from the context of the contract. Following are the **implied conditions**:

- 1. Conditions as to Title
- 2. Conditions as to Description
- 3. Sale by Sample
- 4. Conditions as to Quality or Fitness

Implied Warranties:

- (i) Quiet Possession
- (ii) Free from Any Encumbrances
- (iii) Warranty in the case of Dangerous Goods

102. Discuss in detail the rights of an unpaid seller against the buyer personally.**(i) Suit for price:**

- Where the ownership in the goods has passed to the buyer and the buyer refuses to pay for the goods, the seller can file case against the buyer for the price

(ii) Suit for Damages for Non-acceptance:

- Where the buyer wrongfully refuses to accept the goods, the seller can sue him for damages for non-acceptance of the goods.

(iii) Suit for Interest:

- seller can recover interest from the buyer from the due date of contract till the date of payment of purchase price.

103. Explain the nature of a Negotiable Instrument.**i. Transferability:**

It is transferable from one person to another without any formality, such as affixing stamp, registration etc.,

ii. Title of the holder free from all defects:

Even though the right of the person who transferred the instrument to holder in due course is defective i.e. the title of the holder in due course is superior

iii. Right of the transferee to sue

The transferee is entitled to sue on the instrument in his own name in case of dishonour, without giving notice to the debtor that he has become its holder.

104. Distinguish between Negotiability and Assignability.

BASIS	NEGOTIABILITY	ASSIGNABILITY
Transfer notice	Not Required	Must be served by assignee on his debtor.
Title	Transferee gets the right of holder in due course.	Assignee's title is subject to the title of Assignor.
Consideration	It is presumed	It is proved

105. What are the characteristics of a bill of exchange?

1. A bill of exchange is a document in writing.
2. The document must contain an order to pay.
3. The order must be unconditional.
4. The instrument must be signed by the person who draws it.

106. Distinguish between Bill of Exchange & Promissory Note.

BASIS	Bill of Exchange	Promissory Note
No. of Parties	drawer, drawee and payee	maker and the payee.
Bearer Instrument	A bill of exchange can be drawn payable to bearer	A promissory note cannot be drawn payable to bearer.
Conditionality	A bill may be accepted conditionally.	A note cannot be made conditional

107. Discuss the two different types of crossing.**General Cheque Crossing:**

- ✓ The holder of the cheque or the payee will receive the payment only through a bank account and not over the counter.

Special Cheque Crossing:

- ✓ However, in special crossing two parallel transverse lines are not essential but the name of the banker is most important.

108. Define Entrepreneur

"An entrepreneur is someone who conceives an idea, creates a path to success, does whatever it takes to succeed and tries to dominate their market!"

- Matthew Toren

"A person who has so much passion for an idea that they're willing to risk almost everything to make their dream a reality."

- Jared Tanner

109. Distinguish between entrepreneur and Manager.

Basis of difference	Entrepreneur	Manager
Motive	Start a venture by setting of an entity.	render service in an entity
Status	He/ She is an owner of the entity	salaried employee in the entity
Rewards	profit	salary, bonus, allowance..

110. List down the commercial functions of Entrepreneur and explain them shortly.

- (i) Production or Manufacturing
- (ii) Marketing
- (iii) Accounting
- (iv) Finance
- (v) Human Resource Management

111. Explain the promotional functions of entrepreneur.

- (1) Discovery of Idea
- (2) Determining the business objectives
- (3) Detailed Investigation
- (4) Choice of form of enterprise
- (5) Fulfilment of the formalities
- (6) Preparation of Business Plan
- (7) Mobilisation of funds
- (8) Procurement of Machines and Materials

112. Who is a private entrepreneur?

Ventures started by individual either singly or collectively at their own risk after mobilising various resources in order to earn profit are called private entrepreneurship.

113. What is political environment?

- Government actions which affects the operations of a company or business.
- Business owners and managers pay close attention to the political environment to know how government actions will affect their company.

114. List down few examples of pure entrepreneurship

- Pure entrepreneurs are individuals who are pushed to enter into venture by psychological and economic motives.
- Example Dhirubhai Ambani, Jamshadji Tata, T.V. Sundaram Iyengar, Seshadriji, Birla, Narayanamurthi, Aziz Premji and so on.

115. How does a professional entrepreneur operate?

- Professional entrepreneur is one who is having a rich expertise in starting a venture but lack interest in continuing the venture as a manager or as a owner.
- He/she simply sells out the venture started by him to someone else after its successful take-off.

116. Explain about the agricultural entrepreneur.

- Agricultural entrepreneurs are those entrepreneurs who raise farm products and market them.
- Those who raise products like poultry, meat, fish, honey, skin, agricultural implements, flower, silk, fruits, prawn etc., are called agricultural entrepreneur.

117. What is 'Startup India'?

- ❖ Through the Startup India initiative, Government of India promotes entrepreneurship by mentoring, nurturing and facilitating startups throughout their life cycle.

118. Expand the following: STEP, JAM, TREAD, M-SIPS, SEED and New Gen IEDC

STEP	:	Support to Training and Employment Programme for Women
JAM	:	Jan Dhan-Aadhaar – Mobile
TREAD	:	Trade related Entrepreneurship Assistance and Development
M-SIPS	:	Modified Special Incentive Package Scheme
SEED	:	Science for Equity Empowerment and Development
New Gen IEDC : New Gen Innovation and Entrepreneurship Development Centre		

119. Write a short note on the following**a) Dairy Entrepreneurship development scheme.**

- ❖ Dairy Entrepreneurship Development Scheme aims at helping entrepreneurs in the field of Agriculture, pets and animals, to set up small dairy farms

b) Project report.

- ❖ Project reports needs to be prepared according to the format prescribed in the loan application form of term lending institutions.

120. What is the procedure for getting power connection for an Entrepreneurial venture.

Entrepreneur has to make application to Assistant Divisional Engineer of State Electricity Board for power connection after paying Security Deposit and fulfilling the official formalities prescribed.

121. Distinguish between shares and stocks.

SL.NO	BASIS	STOCKS	SHARES
1	Meaning	Stocks are the ownership of the company and companies	Shares are the owner of one particular company.
2	Denomination	Two different stocks of a company may or may not be having equal value.	Two different shares of a company can have the equal or same value.
3	Nominal Value	no nominal value associated	some nominal value associated

122. What do you understand by Issue of Securities at Premium?

- ❖ When shares are issued at a price above the face or nominal value, they are said to be issued at a premium.
- ❖ For example, a share having the face value of Rs.10 is issued at Rs.12. Here, Rs.2 is the premium.

123. What is issue of shares at discount? What conditions should be fulfilled?

- ❖ When the shares are issued at a price below the face value they are said to be issued at a discount.
- ❖ For example, a share having the face value of Rs 10 is issued at Rs 8.

Conditions should be fulfilled:

- ❖ The issue at a discount is authorized by a resolution passed by the company.
- ❖ The maximum rate of discount must not exceed 10% .

124. State condition stipulated for capital subscription at the time of promotion.

- a. The fulfilling formalities to raise necessary capital
- b. Adhering to SEBI guidelines in this regard
- c. Observing guidelines for Disclosure and investor protection issued by SEBI
- d. Issuing prospectus
- e. Appointing official banker of the company for receiving application from the investors
- f. Fulfilling the condition for valid allotment by director
- g. Passing resolution for making allotment by director
- h. Despatch allotment letters to allottees
- i. Filing allotment return with the Registrar
- j. Issuing share certificates in exchange for their allotment letter
- k. Ensuring collection of minimum subscription

125. Explain different Kinds of Preference shares.**Redeemable Preference shares:**

- ❖ Such preference shares can be claimed after a fixed period.

Non-Redeemable Preference shares:

- ❖ Such shares cannot be redeemed during the lifetime of the company.

Convertible Preference shares:

- ❖ The shares can be converted into equity shares.

Non-convertible Preference shares:

- ❖ Non-convertible preference shares cannot be converted into equity shares.

Cumulative Preference shares:

- ❖ All dividends are carried forward paid out only at the end of the specified period.

126. Differentiate Executive and Non-Executive Directors.

- An Executive Director can be either a whole-time Director of the Company or a Managing Director. He will involve in day to day business activities.
- But a Non- Executive Director is a Director who is neither a Whole-time Director nor a Managing Director. He won't involve in day to day business activities.

127. When are alternative directors appointed?

- Alternate director is appointed by the Board of Directors, as a substitute to a director who may be absent from India, for a period which is not less than three months.

128. Who is a shadow director?

A person who is not the member of Board but has some power to run it can be appointed as the director but according to his/her wish.

129. What is casual Vacancy?

- ✓ It means a vacancy caused due to death, disqualification and resignation of an auditor.
- ✓ Act gives power to the board of directors to appoint during a case of casual vacancy of a public company.

130. State the minimum number of Directors for a Private company.

- a) **Public Company:** Every Public company shall have a minimum number of 3 directors and
- b) **Private company:**
 - ✓ In case of One Person Company: The requirement of directors is one.
 - ✓ Other Private Companies: The minimum requirement of Directors is two.

131. What is Special Resolution?

- A special resolution is the one which is passed by a not less than 75% of majority.
- The intention of proposing a resolution as a special resolution must be specifically mentioned in the notice of the general meeting.

132. What do you mean by Statutory Meeting?

- Every public company, should hold a meeting of the shareholders within 6 months but not earlier than one month from the date of commencement of business of the company.
- This is the first general meeting of the public company is called the Statutory Meeting.
- This meeting is conducted only once in the lifetime of the company.
- The company gives the circular to shareholders before 21 days of the meeting.

133. What do you understand by 'Poll'?

- Poll means tendering or offering vote by ballot to a specially appointed officer, called the polling officer.

- Under the Companies Act, poll means exercising voting right in proportion to shareholder's contribution to the paid-up capital of a limited company having a share capital.

134. Give any three cases in which an ordinary resolution need to be passed.

- ✓ To change or rectify the name of the company
- ✓ To alter the share capital of the company
- ✓ To declare the dividends
- ✓ To appoint the directors

135. What resolution is requires special notice?

The following matters require special notice before they are discussed in the meeting:-

- a. To appoint an auditor, a person other than a retiring auditor
- b. To provide expressly that a retiring Auditor shall not be reappointed
- c. To remove a director before the expiry of his period of office
- d. To appoint a director in the place of a director so removed

Padasalai