



# Padalsalai's Telegram Groups!

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## PLUS TWO COMMERCE BOOK INSIDE QUESTIONS 2019-2020

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### 1. Principles of Management

1. Concept of Management
2. Definition of Management
3. Henry Fayol definition of Management
4. Peter F Sticker Definition of Management
5. Management is an art or Science
6. Management process or steps
7. Management and administration Difference
8. Principles of scientific management
9. Principles of modern management
10. Henry Fayol 14 principles of management
11. What is span of management

### 2. Functions of Management

1. Functions of Management

### 3. MBO and MBE

1. Meaning and definition of MBO
2. Objectives of MBO
3. Features of MBO
4. Process of MBO

5. Advantages and Disadvantages of MBO
6. Meaning of MBE
7. Process of MBE
8. Advantages and Disadvantages of MBE

#### 4. Financial Markets

1. Meaning of FM
2. Definition of FM
3. Scope of Indian FM
4. Types of FM
5. Role of FM
6. Indian Financial System
7. Functions of FM
8. New issue Market vs Secondary Mkt

#### 5. CAPITAL MARKET

1. MEANING OF CAPITAL MARKET
2. DEFN OF CM
3. CHARACTERISTICS OF CM
4. KINDS OF CM
5. FUNCTIONS AND IMPORTANCE OF CM
6. INDIAN CAPITAL MARKET EVOLUTION AND GROWTH
7. NEW FINANCIAL INSTITUTIONS
8. OTCEI
9. NSEI
10. FOREIGN EXCHANGE MARKET
11. COMMODITY MKT

#### 6. MONEY MARKET

1. MEANING OF MM
2. DEFN OF MM

3. OBJECTIVES OF MM
4. CHARACTERISTICS OF MM
5. DIFF MONEY MKT VS CAPITAL MKT
6. PARTICIPANTS IN MM
7. MM INSTRUMENTS
8. Treasury bills
9. General Features of TB
10. Types of TB
11. Certificate of Deposits meaning
12. Features of certificate of Deposit
13. Commercial bills
14. Features of Commercial bills
15. Types of CB
16. What is Gilt-edged securities mkt
17. Characteristics of market

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## 7. Stock Exchange

1. Stock exchange - origin, meaning, definition

2. Functions of SE

3. Features of SE

4. Benefits and Limitations of SE

5. SE's in India

6. Names of SE's of India

7. Top 10's SE in the world?

8. Types of speculators

9. Bull

10. Bear

11. Stag

12. Lame Duck

13. SE Vs Commodity exchange- diff.

14. Recent development in SE

15. National stock mkt system (NSMS)

16. National stock exchange NSE

17. Nifty

18. Sensex

19. Stock Trading timings in India.

20. Future market

21. Options mkt

22. Leverage and Holding

23. Dalal street

24. Lombard street

25. Wall street

## 8. SEBI

1. What is mean by SEBI
2. Organisation structure of SEBI
3. Mutual funds
4. Objectives of SEBI
5. Functions of SEBI
6. Powers of SEBI
7. Dematerialisation DEMAT
8. Benefits of DEMAT
9. What is DEMAT Account
10. How to open DEMAT Account

## 9. HRM

1. Meaning of HR
2. Defn of HR
3. Characteristics of HR
4. Significance of HR
5. Meaning and Defn of HRM
6. Features of HRM
7. Significance of HRM
8. Functions of HRM

## 10. Recruitment

1. Meaning and Defn of a Recruitment
2. Recruitment process
3. What are the sources of Recruitment
4. Recruitment trends in Recruitment
5. Recruitment process outsourcing

## 11. Selection

1. Meaning, Defn of Selection
3. Steps in Employee selection process
4. Selection Test
5. Formula IQ
6. What is mean by interview
7. Difference Recruitment and selection
8. Factors influencing selection process
10. Importance of selection
11. Placement meaning and Defn
12. Significance of placement
13. Principles of placement

## 12. Training

1. What is mean by Training
2. Defn of Training
3. Purpose of training or need for training
4. Steps in designing a training programme
5. Training methods/ types

6. Diff. between on the job training and off the job training

7. Benefits of training

8. PMKVY

### 13. Marketing and Marketer

1. Meaning and Defn of mkt

2. Need for mkt

3. Classification of mkts

4. Meaning and Defn of mktr

5. What can be mkted

6. Role of mktr

7. Functions of mktr

### 14. Mkting and Mkting mix

1. What is mean by Mkting

2. Evolution of Mkting

3. Mkting concepts

4. Defn of Mkting

5. Objectives of Mkting

6. Importance of Mkting

7. Functions of Mkting

8. Defn and Meaning of Mkting mix

9. Elements of Mkting mix

10. Kinds of Advertising

11. Mkting mix matrix

12. Modern Mkting mix



## 15. Recent trends in Mkting

1. Recent trends in Mkting
2. E-commerce
3. E business
4. E-commerce Vs E business
5. E-Marketing
6. E Marketing Defn
7. Objectives of E marketing
8. Adv and Dis adv of E Marketing
- 9 Diff. E Market Vs Traditional mkt
10. E Tailing
11. Green Mkting
12. Social Mkting
13. Rural Mkting
14. Service Mkting
15. Commodity exchange
16. Niche Mkting
17. Viral marketing
18. Ambush Mkting
19. Guerrilla marketing
20. Multilevel marketing
21. Referral Mkting
22. Content Mkting
23. Major Etailers in India

## 16 Consumerism

1. Who is consumer
2. Indian consumer protection act 1986
3. Consumer exploitation
4. Consumerism and need for consumerism
5. Concept of Consumerism
6. Significance of Consumerism
7. Importance of Consumerism
8. Origin, Evolution and Growth of Consumerism
9. What is consumer protection
10. Need for consumer protection
11. Role of business of consumer protection
12. Consumer Exploitation
13. The consumer protection act 1986 COPRA
14. Salient features of COPRA
15. Importance of consumer protection act 1986.
16. What is caveat emptor
19. What are the functions of the consumers clubs in schools?

## 17. Consumer protection

1. Rights of consumer
2. John Kennedy's view on consumer rights
3. Duties of consumers
4. Responsibilities of consumer

## 18. Grievance redressal mechanism

1. Mahatma Gandhi said about the customer
2. Grievance redressal mechanism
3. Consumer councils
4. Three tier counts or Quasi Judiciary
5. District Forum
6. NCDRC- Do u know
7. State consumer disputes redressal commission or state commission

Members

Powers

8. NCRDC or National commission members
9. Voluntary organisations for consumer awareness
10. Objectives of consumer awareness
11. Steps involved in filling complaint in consumer court
12. Who can make complaint
13. When the complaints can be made
14. Relief to the consumers
15. What is the appeal provision
16. How to register the complaints
17. Students consumer club - For future learning
18. Do u know - IOCU

## 19 Environment

1. Meaning and Defn of business environment
2. Types of BE
3. Micro Environment factors
4. Macro environment factors
5. Future environment of VUCA
6. What is corporate governance
7. P.no.177 EM Kumara mangalam committee
8. What is GST and services tax

## 20. Liberalisation, Privatisation and Globalization LPG

1. Dimensions of New Economic policy
2. Meaning and Forms of Liberalisation
3. Adv and Disadv of Liberalisation
4. Impact of Liberalisation
5. Reforms taken during liberalisation
6. Meaning and Forms of privatisation
7. Adv and Disadv of Privatisation
8. Impact of privatisation
9. Meaning and forms of globalization
10. What is privatisation
11. What is liberalisation
12. What is globalization
13. Adv and Disadv of globalization
14. Impact of globalization
15. Highlights of the LPG policy

16. Do u know pno. 187

## 21 Sale of Goods Act 1936

1. Formation of contract of sale
2. Essentials Elements of a contract of sale
3. Diff between sale and agreement to sell.
4. Types of Goods
5. Transfer of ownership
6. Passing of property
7. Time of transfer of ownership
8. Condition and warranties
9. Diff condition and warranties
10. Implied condition and warranties
11. Rights of unpaid seller
12. Unpaid seller- meaning
13. Circumstances under which the right of lien is lost
14. Right to stoppage in transit
15. Termination of right of stoppage

## 22. Negotiable instruments Act 1881

1. What is meant by Negotiable
2. What is meant by Negotiable instrument
3. What is mean by Negotiable instruments
4. Characteristics of Negotiable instrument
5. Presumptions of Negotiable instrument
6. Negotiability and assignability

7. Meaning of Negotiability
8. Meaning of Assignability
9. Bills of exchange - Defn
10. Characteristics of BOE
11. Cheque Defn
12. Features of cheque
13. Diff BOE and cheque
14. Promissory note meaning and Defn
15. Characteristicd of a promissory note
16. Diff. Cheque and promissory note
17. Diff BOE and promissory note
18. Types of cheque
19. Crossing of cheque
20. Types of crossing cheque
21. Endorsements meaning and Defn.
22. Requisites of a valid endorsement
23. Kinds of endorsement
24. Types of Negotiable instruments
- 25 What is IFSC
26. What is MICR
27. RBI Act 1934
28. NI Act

## 23. Entrepreneurship

1. Entrepreneurship meaning and Defn
- 2 Concept of Entrepreneur
3. Characteristics of Entrepreneur
4. Importance of Entrepreneur
5. What is innovation
6. What is GDP
7. Entrepreneur Vs Intreprenuer, comparison, diff.
8. Who is an Intreprenuer
9. Diff between Entrepreneur and Manager
10. Women Entrepreneurs meaning and Defn
11. Opportunities for women Entrepreneurs
12. Challenges of women entrepreneurs
13. Entrepreneurial functions or functions of Entrepreneur
14. Salaried Employment, Self Employment - for own thinking

## 24. Types of Entrepreneur

1. Types of Entrepreneur
2. How to start a business
3. What are the financial institutions offered by for company starts.
4. Urban and Rural Entrepreneur- Diff.

## 25. Government Schemes for ED

1. Start up India
2. Make in India
3. STEP
4. Stand up India
5. New programmes and opportunities announced by Government of India
6. India's efforts at promoting Entrepreneurship and innovations.
7. Reasons why women become Entrepreneurs
8. Steps in promoting an entrepreneurial venture.
9. Govt of TN - Entrepreneurial Schemes
10. Angel investors

## **26. Companies Act-Evolution and History of Company Law in India**

1. The companies act 2013 details
2. Some Important basic changes made in the New Companies Act 2013
3. Body Corporate
4. Formation/ Incorporation of a company
5. Who is promoter
6. Preliminary steps of promote company
7. Procedural aspects of company formation
8. Incorporation or Registration –
9. Certificate of Incorporation
10. Memorandum and Articles of Association
11. What is mean by Memorandum of Association
12. What is mean by AOA Articles of Association
13. Commencement of business
14. What is mean by Shares
15. What is mean by Stock
16. Shares VS Stock
17. What is mean by Share capital
18. Kinds of Share Capital
19. Meaning of Preference share capital



20. Meaning of Equity shares
21. Kinds of Preference shares
22. Types of issues of shares
23. Share certificate and share warrant
24. Debentures
25. Features of Debentures
26. Kinds of debentures
27. Navarathna companies – Do u know
28. Maharatnas companies- Do u know
29. How to propose the name for a company
30. Diff shares and debentures

## **27. Company Mgt**

1. Meaning and Defn of directors
2. Minimum and maximum numbers of directors in a company.
3. Duties of directors
4. Key managerial personnel of a company
5. Who are the key managerial personnel
6. KMP
7. BOD's
8. Composition of the BOD's
9. Types of Directors as per companies act 2013
10. Numbers of directors required
11. Legal position of director
12. Appointment of directors under companies act 2013-Sec 152
13. General provisions relating to appointment of directors
14. What is meant by first director
15. Appointment of additional director sec 161 (1)
16. Appointment of alternate director –Sec 161 (2)
17. Qualifications of director
18. Disqualifications of director
19. Removal of director
20. Remuneration of director
21. Maximum remuneration payable by a company to its managerial personnel
22. Powers of director
23. Rights of Director

24. Duties of director
25. Liabilities of director
26. Directorial register or register of directors and KPS (rule 17)
27. Diff Manager VS Director
28. Diff MD vs whole time director

## 28. Company Secretary

1. Company Secretary meaning
2. Company secretary defn
3. Qualifications of CS
4. Statutory appointment of CS
5. Functions/Duties of CS
6. Powers and Rights of CS
7. Removal/Dismissal of CS
8. Company meetings
9. Kinds of company meetings
10. Statutory meeting
11. AGM Annual General Meeting
12. Extra-ordinary General Meeting (EOGM)
13. Meeting of the BOD's
14. Special meeting
15. Resolution
16. Kinds of Resolution
17. Ordinary resolution is required for the following matters.
18. Special resolution
19. Special resolution is required for the following matters
20. Resolution requiring special notices
21. Voting
22. Procedures of voting
23. What is meant by poll
24. Who is proxy
25. Stakeholders – Do you know
26. Quorum
27. Agenda
28. Features of Company

1,2,3,5 MARKS BOOK BACK, BOOK INSIDE, GENERAL QUESTIONS MAY BE COME.

