



# Padalsalai's Telegram Groups!

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**ST.MARK'S MHSS, KATPADI-VELLORE-07****12 TH COMMERCE ONE MARKS & IMPORTANT QUESTION KEY WORDS**

1. The practice of Management **Peter-F Drucker**
2. The Management Principles 4M's **MEN ,MONEY ,MACHINE AND MATERIALS**
3. The Organization efficiency the **"Rule of Thumb"** method should be substituted
4. MBO is popularized in the **USA by George odior**
5. KRA (**KEY RESULT AREA (Organizational Objectives)**)
6. MBO objective measure, Judge, Performance, Motivation, Increasing growth, Job to be done
7. Financial Market Financial claims, Assets, Claims
8. Debt Market **Debt instruments, Government bonds or securities, Corporate debenture, Bonds**
9. Equity market (**equity shares of companies**)
10. Money Market **short term financial claim, period (one year) Ex: Treasury Bills, Commercial Paper, Certificate of deposit**
11. Capital Market ( **Financial claim more than a year ) Ex: shares, Debentures**
12. Primary market **sale securities for the first time by the issues (companies)**
13. Secondary Market **Already issued securities (stock exchange)**
14. Financial assets one which is used for **production or consumption or further creation of assets**
15. Marketable assets shares of **listed companies, bonds of public sector, Government securities**
16. Non Marketable assets **Bank deposits, provident fund, pension funds, National saving Certificates, Insurance policies**
17. Mutual funds ( **A mutual fund company invests the funds pooled from shareholders**)
18. OTCEI= Over The Counter Exchange of India ( Trading of securities across the electronic counters )
19. NSEI = **National Stock Exchange of India Limited ( Established 1992, Electronic screen based " scripless and floorless " Trading system**
20. NCDS =National Clearance and Depository system **scrip less Trading system, settlement of Transactions**

21. SHCI= Stock Holding Corporation of India Limited ( **Central Securities depository in respect transactions** )

22. Gilt edged Market also known as **Government securities market**

23. Foreign Exchange Market (**Foreign Exchange trading like Liquid Market , in the world trade value of more than \$5 trillion per day** )

24. Commodity Market the trading in Primary products

**Hard Commodities:** Mined (coal) ,Gold , Oil ,Rubber,iron,ore (metal)

**Soft Commodities:** Agricultural Products, wheat,cotton,coffee, and sugar

25. Maturity Period financial assets **having a Maturity period up to One year only.**

26. Treasury bill Market (Purchase and sale of Treasury Bills )

❖ **Types of Treasury bills i) 91 days ii) 182 days iii) 364 days**

27. Certificate of deposit (**short term deposit instruments issued by bank**)

28. Commercial bills issued by commercial Organization

❖ **3 Types of Bills i) 30days ii) 60days iii) 90days**

29. **London Money Market Oldest Money market in the world**

30. Stock exchange (Buyer and Sellers of stocks and Bonds)

31. Ready and Continuous market he can convertible shares into cash

32. The regional 21 stock exchange 4 stock exchange

- ❖ Bombay stock exchange
- ❖ Bangalore stock exchange ,
- ❖ Calcutta stock exchange ,
- ❖ Cochin stock exchange,
- ❖ Coimbatore stock exchange)

33. Brokers ( **Commission Agents, Buying ,and selling making deal**)

34. Jobbers called "**Taravaniwalas**" Dealing shares debentures as independent operators

35. Speculation Trading a financial **instrument involving high risk**

36. Gambling (**Unethical and Illegal**)

37. Types of speculators

- i) **Bull or Tejiwala Price High ↑ he is an optimistic speculators**
- ii) **Bear or Mandiwala Price to Fall ↓ Pessimistic speculators**
- iii) **Stag (more Demand ) Premium demand**
- iv) **Lame Duck Difficult to Fulfill**

### 38. National Stock Exchange (NSE) November 1992

- ❖ Buying and selling shares through On-line
- ❖ Screen based Trading
- ❖ It uses satellite link to spread trading throughout the country
- ❖ Debt segment and Capital segment

### 39. Stock Holding Corporation Of India Limited (SHCIL)

- ❖ Speed Up Trading ,Clearance and settlement

### 40. National Clearance and Depository System (NCDS)

- ❖ Help Overcome the problem of settlement and clearance of transactions.

### 41. Securities Trading Corporation Of India (STCI)

- ❖ Faster Development Of an active Secondary Market for Government Securities

### 42. NIFTY Word Originates from two Words “ National “ and “Fifty “ 50” Most actively Stocks across all sectors.

# NIFTY50

### 43. SENSEX ( sensitive Index ) Determined According to demand and supply



Sensex is an index of the stocks in BSE (Bombay Stock Exchange). Sensex has a list of 30 stocks

### 44. Stock Trading Timings In India

- ❖ **The Normal Time 9.15 Am to 3.30 Pm**
- ❖ **Holiday : Saturday and Sunday ( Including Government Holidays)**

45.Future Market :Buy and sell Commodity and Futures contracts for delivery on **specified future date**.

46.Options Market : **Specified Price with in specified period of time**.

47.Dalal street :

**Dalal Street is an area in downtown Mumbai, India, that houses the Bombay Stock Exchange (BSE) – the largest stock exchange in India**



48. Lombard Street,

**London, is a street notable for its connections with the City of London's merchant, banking and insurance industries,**



**Lombard Street, London**

49. Wall street :

**Wall street located in USA NEWYORK Collective Name for the Financial and Investment Community**

**50. SEBI : Securities Exchange Board of India act 1992 Head Office in Mumbai**

- ❖ Regulation of stock
- ❖ Protection to the Investors
- ❖ Checking the Inside trading
- ❖ Control Brokers

**51. DEMAT ( Dematerialization) Physical Share Certificates**

- Investors have to open to an account.
- Credited to his account and sells are debited
- Reliance Industries was first company to trade its 100 shares in demat account form.
- Requires Document ( Pass port size photo, PAN Card all are Original Documents for verified)

**52. Various ID Proof :**

- ❖ PAN card, voter's ID, passport, driver's license,
- ❖ Bank attestation, IT returns, electricity bill,
- ❖ Telephone bill, ID cards

**53. PAN : PERMANENT ACCOUNT NUMBER,**

- ❖ Is a unique 10-digit alphanumeric identity allotted to each taxpayer
- ❖ The Income Tax Department under the supervision of the Central Board of Direct Taxes.

**54. HUMAN RESOURCE :**

Total knowledge, skills, Creative abilities, Talents and aptitudes of an organization

**56. Recruitment :**

(Finding suitable Candidates" Right person to right Job)

**57. Employee selection Process:**

screening the application forms, test, interview, checking of references, physical examination, and approval by appropriate

**58. Mental age : Measurement of ability compare to the average Person's ability****59. Types of Tests:****Ability test****Personal Tests**

1. aptitude

1. Interest

2.Achivement

2.Personality

3.Intelligence

3.Projective

4.Judgement

4.Attitude

60.:**VUCA**: volatility, uncertainty, complexity and ambiguity developed in the 80's by us military

61.New Economic Policy : (LPG)

### **Liberalization, Privatization, Globalization**

❖ **Liberalization**: Refers to laws or Rules

❖ **Privatization**: Transferring ownership of a business enterprise.

**Globalization** : Globalization means the interaction and integration of the domestic economy with rest of the world.

### **62. Negotiable Instruments Act =1881**

The word negotiable Means Transferable from one person to another person , Instrument means written document .

“cheque “ Promissory Note (**Negotiable Instruments**)

### **63.PLACEMENT :**

He/She should be placed on a particular job “Right person to Right job”

64. Training : The Better Activities in a systematic Way”

➤ Goal ,skill, Education, Learning ,knowledge , Coach, Teaching , development , Motivation

65. **On the Job Training** :”Training in work place “

**Off the Job Training** : “ Job Role away form actual work”

66.**PMKVY** : “ Pradhan Mantra Kaushal Vikas Yojana”

➤ “24” lakh Indian Youth Meaningful industry

➤ Training for skill based

➤ Training and assessment

67.**Marketing** : Means “Exchange to satisfaction of Human Wants”

68.**Marketing Mix** : Place , Product , Price , Promotion “4Ps”

**Modern Marketing** : performance –Programme- people- Process

69.**E-Commerce** – Electronic Commerce ,goods done by Internet and other online

**70.E-business-** Electronic business- web- internet-

**E-marketing** – Electronic Marketing – Internet and Telecommunication networks(24/7) Services

**E-Tailing** : Electronic relating to selling of goods and service through website

**Green Marketing** :Growing awareness “save Tree” “avoid Plastic “ “save water”

**Social Marketing** : “ Ensure social Good”

- ❖ Anti Tobacco
- ❖ Anti –Drug
- ❖ Road safety
- ❖ Protection of girl child

**71. Consumerism:** Act 1986 –Manufactured and sold others (Air ,Water ,Natural Resources)

**72. Adulteration** (Mixing or substituting Undesirable Material In food)

**73.Cavet Emptor** “ “let the Buyer beware”

**65. Rights of Consumer** = Information about quality ,quantity, Purity ,price and standard of goods and services .

**66.National Commission** = Exceeding 1 crore

State Commission = 20 lakhs not Exceed

District Forum = Below 20,00,000

**67.Startup India:** Government Promotes Entrepreneurship January 2016 its launch

**Make in India:** “Opportunities in India’s Manufacturing sector, Helped to Investments, faster Innovation, Develop skills

**AIM:** Atal Innovation Mission (Promote a Culture of Innovation)

**68.STEP:** Support to Training and Employment Programme for women ( Training child and Women Especially in rural India)

**69.JAM:** Jan Dhan-AAadhar-Mobile ( Technological Intervention of Indian citizens )

**70. Digital India** ( Cashless ( all Government Services available Electronically )

**71. Stand –Up-India** (SC-ST-Communities is granted loans Between Electronically)

**72. Make in India= September 2014**

**Stand up India= 2015**

**Start Up India= January 2016**

**73.SEED** : Science for Equity Empowerment and Development (motivated scientists )



74. Companies Act 2013

75. Promoter ( Means a person )

76. Private company Minimum 2 Directors

Public company Minimum 3 Three Directors

77. **Statutory Meeting** only conducted public company with in 6 month

**Annual General Meeting AGM**

- ❖ New Company Meeting = 18 months
- ❖ Old company Meeting = 15 months
- ❖ AGM Conducted by both private and public Company.

Extra-Ordinary General meeting :

General meeting and statutory and annual general meetings are extra ordinary general Meetings.

Board Meeting : Only Directors first meeting of directors with in 30 days From the date of incorporation.

Special Resolution: One which is passed by a not less than 75% Majority

78. Voting : The proposals passed company by the board of directors.

79. Power of Director

- i) Statutory Powers of Directors
- (ii) Managerial Powers of Directors
- (iii) Powers only with a resolution
- (iv) Other Powers

**“All the best “ “XII “ C STUDENTS**

**Yours**

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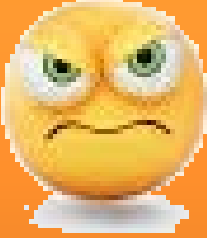


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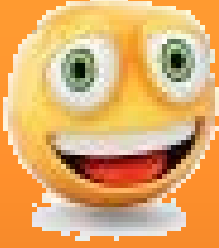


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