

12TH COMMERCE

REDUCED SYLLABUS - 2021

CHAPTER – 1 PRINCIPLES OF MANAGEMENT

II. Very short answer questions:

1. What is Management?
2. List out the management tools.
3. Who is a manager?
4. State the meaning of Authority.
5. What do you mean by Span of management?

III. Short answers questions:

1. Define the term management.
2. Is management an Art or Science?
3. Differentiate management from Administration.
4. What are the principles of Taylor?
5. What determines the span of management?

IV. Long answer questions:

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

CHAPTER – 2 FUNCTIONS OF MANAGEMENT

II. Very Short Answer Questions:

1. Write a short note about Planning.
2. What is meant by Motivation?
3. What is meant by Controlling?
4. List the subsidiary functions of management?
5. What is the traditional proverb used in Planning?

III. Short Answer Questions:

1. List out the main functions of management?
2. State the importance of staffing.
3. What is meant by Innovation?
4. What is meant by Co-ordination?
5. How the employees are informed about important matters in a company?

IV. Long Answer Questions:

1. Explain the various functions of management.

CHAPTER – 4 INTRODUCTION TO FINANCIAL MARKETS

II. Very Short Answer Questions:

1. What are the components of organized sectors?
2. Write a note on financial market.
3. What is Spot market?
4. What is debt market?
5. How is price decided in a secondary market?

III. Short Answer Questions:

1. Give the meaning and definition of financial market.
2. Differentiate spot market from future market.
3. Write a note on Secondary Market.
4. Bring out the scope of financial market in India.

IV. Long Answer Questions:

1. Distinguish between new issue market and secondary market.
2. Enumerate the different kinds of financial markets.
3. Discuss the role of financial market.
4. What are the functions of Financial Markets?

CHAPTER – 5 CAPITAL MARKET

II. Very Short Answer Questions:

1. What is Capital Market?
2. Who are the participants in a Capital Market?
3. How is price determined in a Capital Market?

III. Short Answer Questions:

1. What are the various kinds of Capital Market? Explain.

IV. Long Answer Questions:

1. Discuss the characters of a Capital Market.

CHAPTER – 6 MONEY MARKET

II. Very Short Answer Questions:

1. Define the term “Money Market”.
2. What is a CD market?
3. What is Government Securities Market?
4. What do you mean by Auctioning?
5. What do you mean by Switching?

III. Short Answer Questions:

1. What are the features of Treasury Bills?
2. Who are the participants of Money Market?
3. Explain the types of Treasury Bills?
4. What are the features of Certificate of Deposit?
5. What are the types of Commercial Bill?

IV. Long Answer Questions:

1. Differentiate between the Money Market and Capital market?
2. Explain the characteristics of Money Market?
3. Explain the Instruments of Money Market?
4. Explain the features and types of Commercial Bills?
5. What are the Characteristics of Government Securities?

CHAPTER – 7 STOCK EXCHANGE

II. Very Short Answer Questions:

1. What is meant Stock Exchange?
2. Define Stock Exchange.
3. Write any 5 Stock Exchanges in India.
4. What is meant by Remisier?
5. Who is called a Broker?
6. What are the types of Speculator?

III. Short Answer Questions:

1. What are the limitations of Stock exchange?
2. Explain Bull and Bear.
3. Explain Stag and Lame Duck.

IV. Long Answer Questions:

1. Explain the functions of Stock Exchange.
2. Explain the features of Stock Exchange.
3. Explain the Benefits of Stock Exchange.

CHAPTER – 9

FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

II. Very Short Answer Questions:

1. Give the meaning of Human Resource.
2. What is Human Resource Management?
3. State two features of HRM.
4. Mention two characteristics of Human Resource.
5. What are the Managerial functions of HRM.

III. Short Answer Questions:

1. Define the term Human Resource Management.
2. What are the Characteristics of Human resources?
3. What is the Significance of Human resource?
4. State the functions of Human Resource Management.

IV. Long Answer Questions:

1. Explain the Characteristics of Human Resource.
2. Describe the significance of Human Resource Management.
3. Elaborate on the Managerial functions of Human Resource Management.
4. Discuss the Operating functions HRM.

CHAPTER - 10 RECRUITMENT METHODS

II. Very Short Answer Questions:

1. Give the meaning of Recruitment.
2. What is promotion?
3. Write any two internal source of recruitment.
4. Mention any two features of campus recruitment.
5. What is meant by Poaching?

III. Short Answer Questions:

1. Define the term Recruitment.

2. What is meant by unsolicited application?
3. What is meant by job portals?
4. State the steps in Recruitment process Outsourcing?

IV. Long Answer Questions:

1. Explain the internal source of recruitment.
2. Explain the external source of recruitment.
3. What is the Recent trend in Recruitment?

CHAPTER - 11 EMPLOYEE SELECTION PROCESS

II. Very Short Answer Questions:

1. What is selection?
2. What is an interview?
3. What is intelligence test?
4. What do you understand about bio data?

III. Short Answer Questions:

1. What is stress interview?
2. What is structured interview?
3. Name the types of selection test?
4. What do you mean by achievement test?
5. What is aptitude test?
6. How is panel interview conducted?

IV. Long answer questions:

1. Briefly explain the various types of tests.
2. Explain the important methods of interview.

CHAPTER -13

CONCEPT OF MARKETING AND MARKETER

II. Very Short Answer Questions:

1. What is Market?
2. Define Marketer.
3. What is mean by Regulated Market?
4. What is meant by Spot Market?
5. What is meant by Commodity Market?

III. Short Answer Questions:

1. What can be marketed in the Market?
2. Explain the types of market on the basis of time.

IV. Long Answer Questions:

1. How the market can be classified?

CHAPTER -14 MARKETING AND MARKETING MIX

II. Very Short Answer Questions:

1. What is Marketing?
2. Define Marketing Mix.
3. What is meant by Grading?
4. Define Product.

III. Short Answer Questions:

1. What are the objectives of marketing?

2. What is need for market and explain the concept of marketing?

IV. Long Answer Questions:

1. Discuss about the Evolution of marketing.
2. Why the marketing is important to the society and individual firm? Explain.

CHAPTER -15 RECENT TRENDS IN MARKETING

II. Very Short Answer Questions:

1. What is E business?
2. Define E-Marketing.

III. Short Answer Questions:

1. What are the advantages of E-marketing?
2. Discuss the objectives E-Marketing
3. Explain in detail about Niche marketing.

IV. Long Answer Questions:

1. Explain in detail how traditional marketing differ from E-marketing
2. Explain advantages and disadvantages of E-tailing.
3. Discuss any two new methods of marketing .

CHAPTER - 16 CONSUMERISM

II. Very Short Answer Questions:

1. Who is a consumer?
2. Define Consumerism.
3. Give two examples of adulteration.
4. What is Caveat Emptor?
5. What is Caveat Venditor?
6. Write short notes on Consumer Protection Act, 1986.

III. Short Answer Questions:

1. What are the important legislations related to consumerism in India?
2. What is meant by artificial scarcity?
3. Write the importance of consumerism.

IV. Long Answer Questions:

1. How consumers are exploited?
2. Explain the role of business in consumer protection.
3. What are the needs for consumer protection?
4. Explain the role of consumers in Consumer Protection.
5. What are the objectives of Consumer Protection Act, 1986?
6. Write about five important consumer legislations.

CHAPTER - 17 CONSUMER PROTECTION

II. Very Short Answer Questions:

1. Write short notes on: "Right to be informed."
 2. What do you understand about "Right to Safety"?
 3. What are the rights of consumer according to John F. Kennedy?
 4. Which is the supreme objective of business?
5. What are the important aspects to be kept in mind by consumer while purchasing

goods related to the quality of goods?

III. Short Answer Questions:

1. What do you understand by “Right to redressal”.
2. What do you understand about “Right to protection of health and safety”.

IV. Long Answer Questions:

1. What are the rights of consumers?
2. Explain the duties of consumers.
3. What are the responsibilities of consumers?

CHAPTER - 18 GRIEVANCE REDRESSAL MECHANISM

II. Very Short Answer Questions:

1. What do you mean by Redressal Mechanism?

III. Short Answer Questions:

1. Is Consumer Protection necessary?

CHAPTER - 20 LIBERALIZATION, PRIVATIZATION AND GLOBALIZATION

II. Very Short Answer Questions:

1. State the branches of New Economic Policy.
2. What is Privatization?
3. Mention any Two disadvantages of Liberalization.
4. Name the industries which are reserved for public sector.
5. Give any Two advantages of Globalization.

III. Short Answer Questions:

1. What do you mean by Liberalization?
2. What is meant by public sector units?
3. State any three impacts on Globalization.
4. Write a short note on New Economic Policy.

IV. Long Answer Questions:

1. Explain the advantages and disadvantages of liberalization.
2. Explain the impact of LPG on Indian Economy.

CHAPTER - 21 THE SALE OF GOODS ACT 1930

II. Very Short Answer Questions:

1. What is a contract of sale of goods?
2. List down the essential elements of a contract of sale.
3. What is meant by goods?
4. What is a Contingent Goods?
5. What do you understand by warranty?

III. Short Answer Questions:

1. Explain the meaning of Agreement to sell.
2. Discuss in detail about existing goods.
3. Discuss the implied conditions and warranties in sale of goods contract.

IV. Long Answer Questions:

1. Explain in detail the elements of Contract of sale.
2. Distinguish between sale and agreement to sell

3. Classify goods under the Sale of Goods Act.
4. Distinguish between Conditions and Warranty.

CHAPTER - 22 THE NEGOTIABLE INSTRUMENTS ACT 1881

II. Very Short Answer Questions:

1. What is meant by Negotiable Instrument?

III. Short Answer Questions:

1. Explain the characteristics of a Negotiable Instrument.
2. Distinguish between Negotiability and Assignability.

IV. Long Answer Questions:

1. Mention the presumptions of Negotiable Instruments.

CHAPTER - 23 ELEMENTS OF ENTREPRENEURSHIP

II. Very Short Answer Questions:

1. Mention any two characteristics of entrepreneurs.
2. List down the managerial functions of entrepreneurs.
3. List down the promotional functions of entrepreneurs.
4. Define Intrapreneur
5. List the challenges faced by the women entrepreneurs

III. Short Answer Questions:

1. Define Entrepreneur.
2. Distinguish between entrepreneur and Manager.
3. List down the commercial functions of Entrepreneur and explain them shortly.
4. Explain the promotional functions of entrepreneur.

IV. Long Answer Questions:

1. How do you Classify entrepreneurs.
2. What are the characteristics of an entrepreneur?
3. Distinguish between an Entrepreneur and an Intrapreneur.
4. Discuss the problems faced by Women Entrepreneurs.
5. Explain in detail the various functions of an entrepreneur.

CHAPTER - 25 GOVERNMENT SCHEMES FOR ENTREPRENEURIAL DEVELOPMENT

II. Very Short Answer Questions:

1. Name any four Governmental Entrepreneurial schemes.
2. Give a note on 'Digital India'.
3. List down the two types of finance.

III. Short Answer Questions:

1. What is 'Startup India'?
2. Expand the following: STEP, JAM, TREAD, M-SIPS, SEED and New Gen IEDC.
3. Write a short note on the following
 - a) Dairy Entrepreneurship development scheme.
 - b) Project report.

IV. Long Answer Questions:

1. Explain any five Government Entrepreneurial schemes.
2. Describe the steps promoting Entrepreneurial venture.

CHAPTER - 26 COMPANIES ACT 2013

II. Very Short Answer Questions:

1. What are four stages of formation of a company?
2. What is Share?
- 3 What is Bonus Shares?
3. What is Right Shares?
4. What is Debentures?

III. Short Answer Questions:

1. What do you understand by Issue of Securities at Premium?
2. Explain different Kinds of Preference shares.

IV. Long Answer Questions:

1. Write the difference between Debentures and Shares
2. Brief different stages in Formation of a Company.
3. What are the various kinds of Debentures?

CHAPTER - 27 COMPANY MANAGEMENT

II. Very Short Answer Questions:

1. Define Director.
2. Name the companies required to appoint KMP.
3. Who is whole time Director?
4. Who is called as Managing Director?
5. Who can be Executive Director?

III. Short Answer Questions:

1. When are alternative directors appointed?
2. Who is a shadow director?
3. State the minimum number of Directors for a Private company.

IV. Long Answer Questions:

1. Who are the KMP?
2. Brief different types of Directors.
3. State the qualification of Directors.
4. State the Criminal liabilities of Directors.

CHAPTER - 28 COMPANY SECRETARY

II. Very Short Answer Questions:

1. Who is a Secretary?
2. What is meant by Meeting?
3. What is Resolution?
4. Write short note on 'Proxy'?
5. What is Voting?

III. Short Answer Questions:

1. What is Special Resolution?
2. What do you mean by Statutory Meeting?
3. Give any three cases in which an ordinary resolution need to be passed.
4. What resolution is requires special notice?

IV. Long Answer Questions:

1. Briefly state different types of company meetings.
2. Explain different types of open and secret types of voting.