Padasalai’s Telegram Groups!

(Padasalai’s NEWS - Group
https://t.me/joinchat/NlfCqVRBNj9hhV4wu6_NqA)

- Padasalai's NEWS - Group
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- Padasalai's Channel - Group
  https://t.me/padasalaichannel

- Lesson Plan - Group
  https://t.me/joinchat/NlfCqVWwo5iL-21gpzrXLw

- 12th Standard - Group
  https://t.me/Padasalai_12th

- 11th Standard - Group
  https://t.me/Padasalai_11th

- 10th Standard - Group
  https://t.me/Padasalai_10th

- 9th Standard - Group
  https://t.me/Padasalai_9th

- 6th to 8th Standard - Group
  https://t.me/Padasalai_6to8

- 1st to 5th Standard - Group
  https://t.me/Padasalai_1to5

- TET - Group
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- PGTRB - Group
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- TNPSC - Group
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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 odiorn

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)


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 Securites depositary in respect transactions)

22. Gilt edged Market also known as Government securities market

23. Foreign Exchange Market (Foreign Exchange trading like Liqued 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
- Coachin stock exchange
- Coimbatore stock exchange

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

34. Jobbers called “Taravaniwalas” Dealing shares debentures as in 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 Passimistic speculators
   iii) Stag (more Demand ) Premium demand
   iv) Lame Duck Difficult to Fulfill

- 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.

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. **Vairous 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:**
<table>
<thead>
<tr>
<th>Ability test</th>
<th>Personal Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>aptitude</td>
<td>1. Interest</td>
</tr>
</tbody>
</table>
2. Achievement
3. Intelligence
4. Judgement

2. Personality
3. Projective
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. **Caveat 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-AAdhar-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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12th Public Exam - Q&A

12th Half Yearly - Q&A

12th Quarterly - Q&A
12th – 3rd Mid Term - Q&A

12th – 2nd Mid Term - Q&A

12th – 1st Mid Term - Q&A
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12th English Medium & Tamil Medium – Easy Links!

12th – Toppers Answers Sheet

12th – Exam Time Tables

12th Join Telegram Group