

Assignment

Standard - XII

Subject: Commerce

Unit - 1

Chapter-2

Functions of Management.

Part - A

I. Multiple choice questions

1. Functions of management are mainly classified into _____
a) Two b) Three c) Four d) Five
2. "Think before you act "its related to _____
a) Organising b) Staffing
c) Planning d) Directing
3. Pick out the correct pair?
a) Newsletter- directing
b) Selection of competent person -directing
c) Favorable climate conditions to work- controlling
d) To evaluate the performance of employees- Co-ordinating
4. Which is the main functions of management?
a) Innovating b) Controlling
c) Planning d) Decision making
5. Which of the following is not a main function?
a) Co-ordinating b) Controlling
c) Directing d) Innovating
6. _____ is included in every managerial function.
a) Co-ordinating b) Controlling
c) Staffing d) Organising
7. Which of the following is not a subsidiary function of management?
a) Representation b) Decision-making
c) Communication d) Planning
8. Which is a primary function of management?
a) Innovating b) Controlling
c) Planning d) Decision-making
9. Which of the following is verification function?
a) Planning b) Organising
c) Staffing d) Controlling
10. _____ is the transmission of human thoughts, views are opinions from one person to another person.
a) Decision-making b) Communication
c) Planning d) Innovation

Part – B

II. Very Short Answer.

11. Write a short note about planning.
12. What is meant by motivation?
13. What is meant by controlling?

14. List out the subsidiary functions of management.

15. What is the traditional proverb used in planning?

Part – C

III. Short Answer.

16. List out the main functions of management. 17. What is meant by stopping?

17. What is meant by Staffing?

18. What is meant by innovating?

19. What is meant by Coordinating?

20. How are the employees informed about important matters in a company?

Part – D

IV. Write in detail.

21. Explain the main functions of management.

22. Explain the subsidiary functions of management

Part – C

III. Short Answer.

16. Write the features of MBO.
17. What are the process of MBE?
18. What are the advantages of MBE?
19. Define MBO.
20. What are the disadvantages of MBO?

Part – D

IV. Write in detail.

21. What are the process of MBO?
22. What are the advantages of MBO?

Unit - 2

Chapter - 4 Introduction to Financial Markets

Part - A

I. One Mark Questions

1. Financial market facilitates business firms -----
 - a) To rise funds
 - b) To recruit workers
 - c) To make more sales
 - d) To minimize fund requirement
2. 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
3. Primary market is also called as-----
 - a) Secondary market
 - b) Money market
 - c) New Issue Market
 - d) Indirect Market
4. 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
5. How many times a security can be sold in the secondary market-----
 - a) Only one time
 - b) Two time
 - c) Three times
 - d) Multiple times
6. Short term financial market is called-----
 - a) Money market
 - b) capital market
 - c) Debt market
 - d) Equity Market
7. Which market is called NIM Market -----
 - a) Secondary Market
 - b) Primary Market
 - c) Capital market
 - d) Money Market
8. A Market where the delivery of the financial instrument and payment of cash occurs immediately -----
 - a) Forward Market
 - b) Spot market
 - c) Primary Market
 - d) secondary market
9. A Market for securities that are already sold -----
 - a) Primary Market
 - b) Secondary Market
 - c) capital market
 - d) Money Market
10. A Market for trading in Debt Instrument-----
 - a) Equity market
 - b) Debt Market
 - c) Primary Market
 - d) Secondary Market

Part – B

II. Very Short Answer.

11. What are the components of organized sectors?
12. Write a note on Financial Market.
13. What is Spot Market?
14. What is Debt Market?
15. Give the meaning for the term Marketable Assets.

Part – C

III. Short Answer.

16. Give the meaning and definition of Financial Market.
17. Differentiate Spot Market from Future Market.
18. Write a note on Secondary Market.
19. Bring out the scope of Financial Market in India.
20. Write any 3 functions of Financial Market.

Part – D

IV. Write in detail.

21. Distinguish between New Issue market and Secondary Market.
22. Enumerate the different kinds of Financial Markets.

Chapter- 5 Capital Market

Part - A

I.One Mark Questions

1. When the NSEI was established

- a) 1990 b) 1992 c) 1998 d) 1997

2. Capital market do not provide

- a) Short term funds b) Debenture funds c) long term funds d) Equity funds

3. Assertion (A): Financial institutions that provide facilities for channeling savings of small investors into avenues of productive investments are called “Mutual funds”.

Reason (R): “Small drops of water makes a Big Ocean”.

- a) A is correct but R is incorrect
b) A is incorrect but R is correct
c) A and R Correct and R is the correct explanation of A
d) A and R Correct and R is not the correct explanation of A

4. Participants in the capital market includes

- a) Individuals b) Corporate
c) Financial institutions d) All of the above

5. Match the following

- | | |
|------------------------|-------------------------|
| 1) securities market | - a) companies |
| 2) Price of securities | - b) long term funds |
| 3) participants | - c) company securities |
| 4) capital market | - d) demand and supply |

- a) 1-d, 2- c, 3 -a, 4 -b
b) 1 -c, 2- a, 3 -d, 4 -b
c) 1 -c, 2 -d, 3 -b, 4 -a
d) 1 -c, 2 -d, 3 -a, 4 -b

6. Primary market is a market where securities are traded in the

- a) First time b) Second time
c) Several times d) Three times

7. Which one is incorrect pair

- a) Hard commodities market - Gold
b) Commodity market - Securities
c) Soft commodities market - Cotton
d) Derivatives market - Financial instruments

8. The was setup by a premier financial institution to allow the trading of securities across the electronic counters throughout the country

- a) Factoring b) OTCEI
c) Mutual funds d) Venture fund institution

9. Capital Market deals _____

- a) Securities
- b) Shares
- c) A and B
- d) None of these

10. Find the right one

- a) Mutual funds greatly change the savings of large investors
- b) Canara bank caring out Mutual Fund business
- c) The company cannot get an exemption through Mutual Fund
- d) Mutual funds provide less return to investors

Part – B

II. Very Short Answer.

- 11. Give some companies carry out Mutual Fund business?
- 12. What is capital market?
- 13. Who are the participants in a capital market)
- 14. Write a note on OTCEI?
- 15. How is price determined in a capital market?

Part – C

III. Short Answer

- 16. What are the various kinds of capital market? Explain
- 17. What is commodity market?
- 18. Explain any two functions of capital market?
- 19. Write a note on foreign exchange market?
- 20. Explain about Factoring and Venture Capital institutions

Part – D

IV. Write in detail.

- 21. Briefly explain the functions of Capital market (any five).
- 22. Discuss the characteristics of a Capital market?

Chapter- 6 Money Market

Part – A

I. One Mark Questions

- Government Securities can be bought and sold in ----- market and sold.
a) Commercial paper market b) Treasury Bill market
c) Gilt- edged securities d) Capital market.
- Money market provides -----.
a) Medium term funds b) Short term funds
c) Long term funds d) Shares
- Money market institutions are -----.
a) Investment houses b) Mortgage banks
c) Reserve Bank of India d) Commercial banks and discount houses
- Risk in the money market is -----.
a) High b) Market risk
c) Low credit and market risk d) Medium risk
- Treasury bills commands -----
a) High liquidity b) Low liquidity
c) Medium liquidity d) Limited liquidity
- Government securities are issued by agencies such as -----
a) Central Government b) State Government
c) Semi- government authorities d) All of the above
- money market is the oldest highly developed and leading money market in the world.
a) London b) Mumbai
c) New York d) Delhi
- Select the correct pair
a) Treasury bills - Liquidity
b) Certificate of deposits - Self fluidity
c) Commercial bills - Bill of exchange
d) Money market - short- term financial market.

9. Match the following .

List-I

List -II

- | | |
|-----------------------------|-------------------------------|
| I. Treasury bills | - (a) 90 days. |
| II. Commercial bills | - (b) 364 days. |
| III. Certificate of deposit | - (c) Gilt - edged securities |
| IV. Government securities | - (d) Usance promissory notes |
- a) 1(b) 2(a) 3(d) 4(c)
b) 1(d) 2(c) 3(b) 4(a)
c) 1(c) 2(d) 3(a) 4(b)

d) 1(b) 2(d) 3(c) 4(a)

10. Money market participants are -----.

- a) Commercial banks
- b) State Governments
- c) Public
- d) All of the above

Part – B

II. Very Short Answer.

- 11. Define the term Money Market.
- 12. What is Government securities market?
- 13. What do you mean by Switching?
- 14. State any two Money market instruments.
- 15. Write any two oldest Money markets in the world.

Part – C

III. Short Answer.

- 16. What are the features of Treasury bill?
- 17. Explain the types of Treasury bills.
- 18. What are the types of Commercial bill?
- 19. What are the participants of Money market?
- 20. What are the features of Commercial bills?

Part – D

IV. Write in detail.

- 21. Differentiate between the money Market and Capital market.
- 22. Explain the characteristics of Money market.