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LEARN TO LEAD

P.G. ASSISTANT COMMERCE
(HIGHER SECONDARY INCHARGE)

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1. **PRINCIPLES OF MANAGEMENT**

**CHOOSE THE BEST ANSWER:**

1) Management is what a_________ does?
   (a) Manager (b) Subordinate (c) Supervisor (d) Superior

2) Management is an __________
   (a) Art (b) Science (c) Art and Science (d) Art or Science

3) Scientific management is developed by
   (a) Fayol (b) Taylor (c) Mayo (d) Jacob

4) Dividing the work into small tasks is known as
   (a) Discipline (b) Unity (c) Division of work (d) Equity

5) With a wider span, there will be ________ hierarchical levels.
   (a) More (b) Less (c) Multiple (d) Additional

2. **FUNCTIONS OF MANAGEMENT**

**CHOOSE THE BEST ANSWER:**

1) Which is the primary function of management?
   (b) Innovating (b) Controlling (c) Planning (d) Decision-making

2) Which of the following is not a main function?
   a. Decision-making (b) Planning (c) Organizing (d) Staffing

3) Distribution of work in group wise or section wise is called as ________
   a. Co-ordinating (b) Controlling (c) Staffing (d) Organizing

4) Which of the following is verification function?
   a. Planning (b) Organizing (c) Staffing (d) Controlling

3. **MBO AND MBE**

**CHOOSE THE BEST ANSWER:**

1) ________ System gives full Scope to the Individual Strength and Responsibility.
   b. MBO (b) MBE (c) MBM (d) MBA

2) Keeps Management Alert to Opportunities and Threats by Identifying Critical Problems.
   a. MBA (b) MBE (c) MBM (d) MBO

3) Delegation of Authority is Easily Done with the Help of ________
   a. MBM (b) MBE (c) MBO (d) MBO

4) Which is the First step in Process of MBO?
   Area Activities Activities Organizational Objectives
4. **INTRODUCTION TO FINANCIAL MARKETS.**

**CHOOSE THE BEST ANSWER:**

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 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 a secondary market?
   a. Only one time (b) Two times (c) Three times (d) Multiple times

**5. CAPITAL MARKET**

**CHOOSE THE BEST ANSWER:**

1) Capital market do not provide
   b. Short Term Funds (b) Debenture Funds (c) Equity Funds (d) Long Term Funds

2) When the NSEI was established (a) 1990 (b) 1992 (c) 1998 (d) 1997

3) Primary market is a market where securities are traded in the
   a. First Time (b) Second Time (c) Three Time (d) Several Times

4) Participants in the capital market includes
   a. Individuals (b) Corporate (c) Financial Institutions (d) All of the above

5) How many times a security can be sold in a secondary market?
   a. Only One Time (b) Two Time (c) Three Times (d) Multiple Times

**6. MONEY MARKET**

**CHOOSE THE BEST ANSWER:**

1) The money invested in the call money market provides high liquidity with ______
   b. Low Profitability (b) High Profitability (c) Limited Profitability (d) Medium Profitability

2) A major player in the money market is the ______
   a. Commercial Bank (b) Reserve Bank of India (c) State Bank of India (d) Central Bank.

3) Money Market provides ______
   a. Medium-term Funds (b) Short-term Funds (c) Long-term Funds (d) Shares

4) Money Market Institutions are ______
   a. Investment Houses (b) Mortgage Banks (c) Reserve Bank of India (d) Commercial Banks and Discount Houses

5) Risk in the Money Market is ______ (a) High (b) Market Risk (c) Low Credit and Market Risk (d) Medium Risk

6) Debt Instruments are issued by Corporate Houses are raising short-term financial resources from the money market are called
   a. Treasury Bills (b) Commercial Paper (c) Certificate of Deposit (d) Government Securities

7) The market for buying and selling of Commercial Bills of Exchange is known as a ______

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7. STOCK EXCHANGE

1. Is the oldest stock exchange in the world?
   a. London Stock Exchange  
   b. Bombay Stock Exchange  
   c. National Stock Exchange  
   d. Amsterdam Stock Exchange

2. There are _______ stock exchanges in the country.
   a. 21  
   b. 24  
   c. 20  
   d. 21

3. Stock exchanges deal in
   a. Goods  
   b. Services  
   c. Financial Securities  
   d. Country's Currency

4. Stock exchange allow trading in
   a. All types of Shares of any Company  
   b. Bonds issued by the Govt  
   c. Listed Securities  
   d. Unlisted Securities

5. Jobbers transact in a stock exchange
   a. For their Clients  
   b. For their Own Transactions  
   c. For other Brokers  
   d. For other Members

6. A pessimistic speculator is____
   a) Stag  
   b) Bear  
   c) Bull  
   d) LameDuck

7. An optimistic speculator is____
   a) Bull  
   b) Bear  
   c) Stag  
   d) Lameduck

8. A bull operator believes in
   a. Increase in Prices  
   b. Decrease in Prices  
   c. Stability in Prices  
   d. No change in Prices

9. _______Means the price at which securities are bought and sold are recorded and made public.
   a. Market Quotations  
   b. Trade Quotations  
   c. Business Quotations  
   d. Buyers Quotations

10. The rules and regulations of Stock exchange is framed by____ guide lines.
    a. RBI  
    b. Central Government  
    c. SEBI  
    d. BSE

8. SEBI

1. Securities Exchange Board of India was first established in the year ______
   (a) 1988  
   (b) 1992  
   (c) 1995  
   (d) 1998

2. The headquarters of SEBI is____
   a) Calcutta  
   b) Bombay  
   c) Chennai  
   d) Delhi

3. In which year SEBI was constituted as the regulator of capital markets in India?
   (a) 1988  
   (b) 1992  
   (c) 2014  
   (d) 2013

4. Registering and controlling the functioning of collective investment schemes as____
   a. Mutual Funds  
   b. Listing  
   c. Rematerialisation  
   d. Dematerialization

5. SEBI is empowered by the Finance ministry to nominate____members on the Governing body of every stock exchange.
   (a) 5  
   (b) 3  
   (c) 6  
   (d) 7

6. The process of converting physical shares into electronic form is called____
   a. Dematerialization  
   b. Delisting  
   c. Materialization  
   d. Debarring

7. Trading is dematerialized shares commenced on the NSE is____
   a. January 1996  
   b. June 1998  
   c. December 1996  
   d. December 1998

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9. **FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

**CHOOSE THE BEST ANSWER:**

1. Human resource is a ____ asset.  
   a) Tangible  
   b) Intangible  
   (c) Fixed  
   (d) Current

2. Human Resource management is both ____ and ______ 
   a. Science and art  
   (b) Theory and practice  
   (c) History and Geography  
   (d) None of the above

3. Planning is a ____ function. 
   a) selective  
   (b) pervasive  
   (c) both a and b  
   (d) none of the above

4. Labour turnover is the rate at which employees ____ the organization. 
   a. enter  
   (b) leave  
   (c) Salary  
   (d) None of the above

10. **RECRUITMENT METHODS**

**CHOOSE THE BEST ANSWER:**

1. Recruitment is the process of identifying ____  
   b. right man for right job  
   (b) good performer  
   (c) Right job  
   (d) All of the above

2. Recruitment bridges gap between ____ and ______  
   a. job seeker and job provider  
   (b) job seeker and agent  
   (c) job provider and owner  
   (d) owner and servant

3. Advertisement is a ____ source of recruitment  
   a. internal  
   (b) external  
   (c) agent  
   (d) outsourcing

4. Transfer is an ____ source of recruitment.  
   a. internal  
   (b) external  
   (c) outsourcing  
   (d) None of the above

5. E-recruitment is possible only through ____ facility.  
   a. Computer  
   (b) Internet  
   (c) Broadband  
   (d) 4G

11. **EMPLOYEE SELECTION PROCESS**

**CHOOSE THE BEST ANSWER:**

1. The recruitment and selection process aimed at right kind of people.  
   a. At right people  
   (b) At right time  
   (c) To do right things  
   (d) All of the above

2. The poor quality of selection will mean extra cost on ____ and supervision  
   a. Training  
   (b) Recruitment  
   (c) work quality  
   (d) None of these

3. ____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.  
   a. Selection  
   (b) Training  
   (c) Recruitment  
   (d) Induction

4. Selection is usually considered as a ____ process  

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1) Which of the following is useful to prevent skill obsolescence of employees?
   a. Positive  (b) Negative  (c) Natural  (d) None of these

2) Which of the following is used to measure the various characteristics of the candidate?
   a. Physical Test  (b) Psychological Test  (c) Attitude Test  (d) Proficiency tests

3) Which of the following is called?
   a. Selection  (b) Recruitment  (c) Interview  (d) Induction

4) Probation/Trial period signifies?
   a. one year to two years  (b) one year to three years  (c) Two years to Four years  (d) None of the above

5) Which of the following is one of the principles of training?
   a. Training  (b) Placement  (c) Promotion  (d) Transfer

6) Employee Training Method

12. EMPLOYEE TRAINING METHOD

1) Off the Job training is given
   a. In the class room  (b) On off days  (c) Outside the factory  (d) In the playground

2) Vestibule training is provided
   a. On the job  (b) In the class room  (c) In a situation similar to actual working environment  (d) By the committee

3) Improves Skill Levels of employees to ensure better job performance
   a. Training  (b) Selection  (c) Recruitment  (d) Performance appraisal

4) When trainees are trained by supervisor or by superior at the job is called
   a. Vestibule training  (b) Refresher training  (c) Role play  (d) Apprenticeship training

5) _____ is useful to prevent skill obsolescence of employees
   a. Training  (b) Job analysis  (c) Selection  (d) Recruitment

6) Training methods can be classified into training _____ training
   a. Job rotation & Job enrichment  (b) On the Job and Off the Job  (c) Job analysis & Job design  (d) Physical and mental

7) Case study method is _____ type of trainee
   a. Only theoretical training  (b) Both theory and practical training  (c) Hands on training  (d) Observations Training

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8) Elaborate discussion on specific topic comes under_____method of training.
   a. Under study  (b) Coaching (c) Conferences (d) Counseling

13. CONCEPT OF MARKETING AND MARKETER

CHOOSE THE BEST ANSWER:
1) One who promotes (or) Exchange of goods or services for money is called as____
   a. Seller  (b) Marketer (c) Customer (d) Manager

2) The marketer initially wants to know in the marketing is____
   a. Qualification of the customer (b) Quality of the product (c) Background of the customers (d) Needs of the customers

3) The Spot market is classified on the basis of____
   a. Commodity (b) Transaction (c) Regulation (d) Time

4) Which one of the market deals in the purchase and sale of shares and debentures?
   a. Stock Exchange Market (b) Manufactured Goods Market (c) Local Market (d) Family Market

5) Stock Exchange Market is also called____
   a. Spot Market (b) Local Market (c) Security Market (d) National Market

14. MARKETING AND MARKETING MIX

CHOOSE THE BEST ANSWER:
1) The initial stage of Marketing system is,____
   a. Monopoly system (b) Exchange to Money (c) Barter system (d) Selfproducing

2) Who is supreme in the Market? (a) Customer (b) Seller (c) Wholesaler (d) Retailer

3) In the following variables which one is not the variable of marketing mix?
   a. Place Variable (b) Product Variable (c) Program Variable (d) Price Variable

4) Marketing mix means a marketing program that is offered by a firm to its target_______to earn profits through satisfaction of their wants
   (a) Wholesaler (b) Retailer (c) Consumer (d) Seller

5) Which one is the example of Intangible product?
   a. Education (b) Mobiles (c) Garments (d) Vehicles

15. RECENT TRENDS IN MARKETING

CHOOSE THE BEST ANSWER:
1) Selling goods/services through internet is
   a. Green marketing (b) E-business (c) Social marketing (d) Metamarketing

2) Which is gateway to internet?
   a. Portal (b) CPU (c) Modem (d) Webnaire

3) Which one represents a duster of manufacturers, content providers and online retailers organized around an activity?
   a. Virtual mall (b) Association (c) Metomediary (d) Portal

4) Effective use of Social media marketing increase conversion rates of
   a. Customer to buyers (b) Retailer to customers (c) One buyer to another buyer’s (d) Direct contact of marketer

5) A company's products and prices is visually represented by
   a. Shopping cart (b) Web portal (c) Electronic catalogue (d) Revenue model

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6) Social marketing deals with (a) Society (b) Social Class (c) Social change (d) Social evil
7) Green Shelter concept was introduced by group (a) ACME (b) Tata (c) Reliance (d) ICI
8) Pure play retailers are called (a) Market creators (b) Transaction brokers (c) Merchants (d) Agents

16. CONSUMERISM

CHOOSE THE BEST ANSWER:

1. The term ‘consumerism’ came into existence in the year _____. a) 1960 b) 1957 c) 1954 d) 1958
2. Who is the father of Consumer Movement?
   a) Mahatma Gandhi b) Mr. John F. Kennedy c) Ralph Nader d) Jawaharlal Nehru
4. The main objective of all business enterprises is ______
   a) Providing service b) Providing better standard of life c) Providing necessities to the society d) Earn profit
5. The Consumer Protection Act came into force with effect from (a) 1.1.1986 (b) 1.4.1986 (c) 15.4.1987 (d) 15.4.1990
6. ______ of every year is declared as a Consumer Protection Day to educate the public about their rights and responsibilities. (a) August 15 (b) April 15 (c) March 15 (d) September 15

17. CONSUMER PROTECTION

CHOOSE THE BEST ANSWER:

1. The final aim of modern marketing is ______
   (a) Maximum profit (b) Minimum profit (c) Consumer satisfaction (d) Service to the society
2. _______ is the king of modern marketing. (a) Consumer (b) Wholesaler (c) Producer (d) Retailer
3. As the consumer is having the rights, they are also having. (a) Measures (b) Promotion (c) Responsibilities (d) Duties
4. Which of the following is not a consumer right summed up by John F. Kennedy
   (a) Right to safety (b) Right to choose (c) Right to consume (d) Right to be informed
5. It is the responsibility of a consumer they must obtain________ as a proof for the purchase of goods.
   (a) Cash receipt (b) Warranty card (c) Invoice (d) All of these

18. GRIEVANCE REDRESSAL MECHANISM

CHOOSE THE BEST ANSWER:

1) The Chairman of the National Consumer Disputes Redressal Council is _______.
   a. Serving or Retired judge of the Supreme Court of India (b) Prime Minister (c) President of India (d) None of the above
2) The Chairman of the State Consumer Protection Council is _______.
   a. Judge of a High Court (b) Chief Minister (c) Finance Minister (d) None of the above
3) The Chairman of the District Forum is _______.
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1. The District Forum can entertain complaints where the value of the goods or services and the compensation, if any, claimed does not exceed Rs. 21 lakhs but does not exceed Rs. 1 crore.
2. The National Consumer Disputes Redressal Commission has jurisdiction to entertain complaints where the value of goods/services complained against exceeds Rs. 1 crore.
3. The State Commission can entertain complaints where the value of the goods or services and the compensation, if any, claimed does not exceed Rs. 5 lakhs.
4. The National Consumer Disputes Redressal Commission has jurisdiction to entertain complaints where the value of goods/services complained against exceeds Rs. 5 lakhs.
5. The International Organisation of Consumers Unions (IOCU) was first established in 1960.
6. Consumer awareness covers the following:
   a. Consumer awareness about price, quality, and expiry date of the product.
   b. Consumer awareness about Fair Price Shop.
   c. Consumer awareness about price, quality, and expiry date of the product, and the above.
7. A consumer has to be protected against:
   a. Defects of product.
   b. Deficiencies of product.
   c. Unfair and restrictive trade practices.
   d. All of the above.
8. The two major types of business environment are __________ and __________.
9. The two major types of business environment are __________ and __________.
10. __________ environment includes weather and climatic conditions.
11. __________ environment includes weather and climatic conditions.
12. __________ environment includes weather and climatic conditions.

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20. LIBERALIZATION, PRIVATIZATION AND GLOBALIZATION

CHOOSE THE BEST ANSWER:

1) ______ is the result of New Industrial Policy which abolished the 'License System'.
   a. Globalisation  (b) Privatisation  (c) Liberalisation  (d) None of these
2) ______ means permitting the private sector to setup industries which were previously reserved for public sector.
   a. Liberalisation  (b) Privatisation  (c) Globalisation  (d) Public Enterprise
3) ______ ownership makes bold management decisions due to their strong foundation in the international level.
   a. Private  (b) Public  (c) Corporate  (d) MNC's
4) ______ results from the removal of barriers between national economies to encourage the flow of goods, services, capital and labour.
   a. Privatisation  (b) Liberalisation  (c) Globalisation  (d) Foreign Trade
5) New Economic Policy was introduced in the year ________.
   (a) 1980  (b) 1991  (c) 2013  (d) 2015

21. THE SALE OF GOODS ACT 1930

CHOOSE THE BEST ANSWER:

1) Sale of Goods Act was passed in the year
   (a) 1940  (b) 1997  (c) 1930  (d) 1960
2) Which of the below constitutes the essential element of contract of sale?
   a. Two parties  (b) Transfer of property  (c) Price  (d) All of the above
3) Which of the below is not a good?
   a. Stocks  (b) Dividend due  (c) Crops  (d) Water
4) In case of the sale, the ______ has the right to sell
   a. Buyer  (b) Seller  (c) Hirer  (d) Consignee
5) The property in the goods means the
   a. Possession of goods  (b) Custody of goods  (c) Ownership of goods  (d) Both (a) and (b)
6) Specific goods denote goods identified upon the time of ______ of sale:
   a. Agreement  (b) Contract  (c) Order  (d) Obligation
7) In which of the following types, the ownership is immediately transferred to buyer?
   a. When goods are ascertained  (b) When goods are appropriate  (c) Delivery to the carrier  (d) Sale or return basis
8) ______ is a stipulation which is collateral to main purpose of contract:
   a. Warranty  (b) Condition  (c) Right  (d) Agreement
9) Unpaid seller can exercise his right of lien over the goods, where he is in possession of the goods as
   a. Owner of goods  (b) Agent of buyer  (c) Bailee for buyer  (d) All of these
10) The unpaid seller can exercise his right of stoppage of goods in transit where the buyer.
    b) Becomes insolvent  (b) Refuses to pay price  (c) Payment of price  (d) Both (b) and (c)
22. THE NEGOTIABLE INSTRUMENTS ACT 1881

CHOOSE THE BEST ANSWER:

1) Negotiable Instrument Act was passed in the year __________
   (a) 1981 (b) 1881 (c) 1994 (d) 1818
2) Negotiable Instrument is freely transferable by delivery if it is an instrument.
   a. Order (b) Bearer (c) Both a & b (d) None of the above
3) The transferee of a Negotiable Instrument is the one ________________
   a. Who transfers the instrument (b) On whose name it is transferred (c) Who enforces it (d) None of the above
4) Number of parties in a bill of exchange are
   (a) 2 (b) 6 (c) 3 (d) 4
5) Section 6 of Negotiable Instruments Act 1881 deals with
   a. Promissory Note (b) Bills of exchange (c) Cheque (d) None of the above
6) ________ cannot be a bearer instrument.
   a. Cheque (b) Promissory Note (c) Bills of exchange (d) None of the above
7) When crossing restricts further negotiation
   a. Not negotiable crossing (b) General Crossing (c) A/c payee crossing (d) Special crossing
8) Which endorsement relieves the endorser from incurring liability in the event of dishonour
   a. Restrictive (b) Facultative (c) Sans ressource (d) Conditional
9) A cheque will become stale after _______ months of its date:
   (a) 3 (b) 4 (c) 5 (d) 1
10) Document of title to the goods exclude
    a. Lorry receipt (b) Railway receipt (c) Airway bill (d) Invoice

23. ELEMENTS OF ENTREPRENEURSHIP

CHOOSE THE BEST ANSWER:

1) Which of the below is a factor of production?
   a. Land (b) Labour (c) Entrepreneurship (d) All of the above
2) Entrepreneur is not classified as
   a. Risk Bearer (b) Innovator (c) Employee (d) Organizer
3) What are the characteristics of an entrepreneur?
   a. Spirit of enterprice (b) Flexibility (c) Self Confidence (d) All of the above
4) Which of the below is not classified into managerial functions?
   a. Planning (b) Marketing (c) Organizing (d) Controlling
5) Which of the below is a commercial function?
   a) Accounting (b) Coordination (c) Discovery of idea (d) Planning

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24. TYPES OF ENTREPRENEURSHIP

CHOOSE THE BEST ANSWER:

1) Choose the type of entrepreneur that isn't based on function:
   a. Innovative  (b) Classical  (c) Fabian  (d) Drone

2) Choose the type of Entrepreneur that is not based on Motivation:
   a. Pure  (b) Corporate  (c) Spontaneous  (d) Induced

3) Which of the following is the Activity of a Business Entrepreneur?
   a. Production  (b) Marketing  (c) Operation  (d) All of the above

4) Find the odd one out in context of Trading Entrepreneur.
   a. Selling  (b) Commission  (c) Buying  (d) Manufacturing

5) Corporate Entrepreneur is also called as __________
   a. Intrapreneur  (b) Promoter  (c) Manager  (d) Shareholder

6) Poultry, Flowers, Fruits, etc are called allied Products of __________ entrepreneur.
   a. Corporate  (b) Retail  (c) Trading  (d) Agricultural

7) __________ Entrepreneur Supply Services Unlike.
   a. Hoteliers  (b) Banking  (c) Airlines  (d) Livestock

8) Motive of a Pure Entrepreneur is
   a. Rendering service  (b) Earning profit  (c) Attaining status  (d) Both b & c

9) Which of these is based on Technology?
   a. Modern  (b) Professional  (c) Corporate  (d) Industrial

10) Which of the below is not a Characteristic of a Fabian Entrepreneur?
    a. Conservative  (b) Risk averse  (c) Sceptical  (d) Adaptive

25. GOVERNMENT SCHEMES FOR ENTREPRENEURIAL DEVELOPMENT

CHOOSE THE BEST ANSWER:

1) The _______ initiative was launched to modernize the Indian economy to make all governments services available electronically.
   a. Standup India  (b) Startup India  (c) Digital India  (d) Make in India

2) __________ is designed to transform India to a global design and manufacturing hub.
   a. Digital India  (b) Make in India  (c) Startup India  (d) DesignIndia

3) _____ is the Government of India's endeavour to promote culture of innovation and entrepreneurship.
   a. AIM  (b) STEP  (c) SEED  (d) AIC

4) _______ Should cover aspects like sources of finance, technical know-how, source of labour and raw material, market potential and profitability.

5) _______ Has to include the mechanism for managing venture in the project report.
   a. Banker  (b) Government  (c) Lending Institutions  (d) Entrepreneur

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26. COMPANIES ACT 2013

CHOOSE THE BEST ANSWER:

1. The Company will have to issue the notice of situation of Registered Office to the Registrar of Companies within ______ days from the date of incorporation.  
   (a) 14 days (b) 21 days (c) 30 days (d) 60 days

2. How does a person who envisages the idea to form a company called?
   (a) Director (b) Company Secretary (c) Registrar (d) Promoter

3. For which type of capital a company pays the prescribed fees at the time of registration?
   (a) Subscribed Capital (b) Authorised Capital (c) Paid-up Capital (d) Issued Capital

4. Which of the following types of shares are issued by a company to raise capital from the existing shareholders?
   (a) Equity Shares (b) Right Shares (c) Preference Shares (d) Bonus Shares

5. Specify the type of resolution to be passed to choose the location of Registered Office of the company within the town or village or city.
   (a) Ordinary (b) Special (c) Either Ordinary or Special (d) Board

6. Who can issue stock?  
   (a) Public  (b) Private (c) One Person  (d) Small

7. Specify the document which comes under the Negotiable Instrument Act.
   (a) Share Certificate (b) Share (c) Share Warrant (d) Stock

8. The shares which are offered to the existing shareholder at free of cost is known as _______.
   (a) Bonus Share (b) Equity Share (c) Right Share (d) Preference Share

9. The shares which are offered first to the existing shareholder at reduced price is known as _______.
   (a) Bonus Share  (b) Equity Share  (c) Right Share  (d) Preference Share

10. The Companies Act 2013 prohibits the issue of shares at ________ to the public.
       (a) Premium  (b) Par  (c) Discount  (d) Both at par and Premium

CHOOSE THE BEST ANSWER:

27. COMPANY MANAGEMENT

1. A person Shall hold office as a director in _______ companies as per the Companies Act, 2013.
   (a) 5 companies  (b) 10 companies  (c) 20 companies  (d) 15 companies

2. Which ________ Director is appointed by a Financial institution
   (a) Nominee  (b) Additional  (c) Women  (d) Shadow

3. A Private Company shall have a minimum of ________
   (a) Seven directors  (b) Five directors  (c) Three directors  (d) Two directors

4. A Public Company shall have a minimum of ________ Directors.
   (a) Twelve  (b) Seven  (c) Three  (d) Two

5. A Public Company having a paid up Share Capital of Rs. ________ or more may have a Director, elected by such small shareholders.
   (a) One  (b) Three  (c) Five  (d) Seven

6. Under the Companies Act, which one of the following powers can be exercised by the Board of Directors?
   (a) Power to sell the company’s undertakings  
   (b) Power to make call 
   (c) Power to reappoint an auditor 
   (d) Power to borrow money in excess of the paid up capital

7. Which director need not hold qualifying shares?
   (a) Directors appointed to  
   (b) Directors appointed to  
   (c) Directors appointed to  
   (d) Directors appointed to Central Government Shareholders Managing Director Board of Directors

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8) What is the statue of Directors will regulate money of the company.
   a. Banker  (b) Holder  (c) Agent  (d) Trustees

9) According to Companies Act, the Directors must be appointed by the.
   a. Central Government  (b) Company Law Tribunal  (c) Company in General Meeting  (d) Board of Directors

10) The Board of Directors can exercise the power to appoint directors in the case of.
   a. Additional Directors  (b) Filling up the Casual vacancy  (c) Alternate Directors  (d) All the above

28. COMPANY SECRETARY

CHOOSE THE BEST ANSWER:

1) Mention the status of a Company Secretary in a company.
   a. A member  (b) A director  (c) An independent  (d) An employee contractor

2) Who can become a secretary for a company?
   a. Individual person  (b) Partnership firm  (c) Co-operative societies  (d) Trade unions

3) Which meeting will be held only once in the life time of the company?
   a. Statutory  (b) Annual General  (c) Extra - ordinary  (d) Class General

4) Board Meetings to be conducted minimum _______ times in a year.
   (a) 2  (b) 3  (c) 4  (d) 5

5) Who is not entitled to speak at the annual general meeting of the company?
   a. Auditor  (b) Shareholder  (c) Proxy  (d) Director

6) Mention the company which need not convene the Statutory Meeting.
   a. Widely held public  (b) Private Limited  (c) Public Limited  (d) Guarantee having a share capital

7) From the date of its incorporation, the First Annual General Meeting is to be conducted within _______ months.
   a. Twelve  (b) Fifteen  (c) Eighteen  (d) Twentyone

8) What percentage of shareholders is needed to pass special resolution?
   a. It must be unanimous  (b) Not less than 90%  (c) Not less than 75%  (d) More than 50%

9) A special resolution must be filed with the Registrar within
   a. 7 days  (b) 14 days  (c) 30 days  (d) 60days

10) A special resolution is required to
   a. redeem the debentures  (b) declare dividend  (c) appoint directors  (d) appoint auditor

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