Padasalai’s Telegram Groups!

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

Lesson Plan - Group
https://t.me/joinchat/NIfCqVWwo5iL-21gpzrXLw

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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

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1st to 5th Standard - Group
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TET - Group
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COMMON FIRST REVISION TEST - 2020
STANDARD - XII

Time : 3.00 hrs COMMERCE Marks: 90

Instruction: i) Check the question paper for fairness of printing. If there is any lack of fairness, inform the hall supervisor immediately.
ii) Use blue or black ink to write and underline and pencil to draw diagrams.

Part - A

1. Answer all the questions. ii) Choose the most appropriate answer from the given four alternatives and write the option code and the corresponding answer. 20 x 1 = 20

1. Dividing the work into small tasks is known as ...........
a) discipline b) unity c) division of work d) equity

2. Delegation of Authority is Easily Done with the help of ...........
a) MBM b) MBE c) MBO d) MBA

3. 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

4. Treasury bills commands .......... a) High liquidity b) low liquidity c) medium liquidity d) limited liquidity

5. There are ........ stock exchange in the country.
   a) 21 b) 24 c) 20 d) 25

6. Registering and controlling the functioning of collective investment schemes as ........
   a) Mutual funds b) listing c) Rematerialisation d) Dematerialization

7. e recruitment is possible only through ........ facility.
   a) computer b) internet c) broadband d) 4G

8. Identify the test that acts as an instrument to discover the inherent ability of a candidate.
   a) aptitude test b) attitude test c) proficiency test d) physical test

9. Training methods can be classified into training ........ training.
   a) job rotation and job enrichment b) on the job and off the job
   c) job analysis and job design d) physical and mental

10. Stock Exchange market is also called ........
    a) spot market b) local market

11. Social marketing deals with:
    a) society b) social class c) social charge d) social evil

12. Who is the father of consumer movement?
    a) Mahatma Gandhi b) Mr. John F. Kennedy c) Ralph Nader d) Jawaharlal Nehru

13. 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 consumer
    d) Right to be informed

14. 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

15. .......... is the result of New industrial policy which abolished the 'License system'.
    a) Globalisation b) Privatisation c) Liberalisation d) None of these

16. Which of the below is not a good?
    a) stocks b) dividend due c) crops d) water
17. A cheque will become stale after .......... months of its date.
   a) 3   b) 4   c) 5   d) 1

18. Choose the type of Entrepreneur that is not based on motivation.
   a) pure   b) corporate   c) spontaneous   d) induced

19. 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

20. From the date of its incorporation the First Annual General Meeting is to be conducted within .......... months.
   a) twelve   b) fifteen   c) eighteen   d) twenty one

II. Answer any Seven questions. Q.No. 30 is compulsory:
   7 x 2 = 14

21. Write a short note about planning.
22. What is mutual fund?
23. What are the types of speculator?
24. What is human resource management?
25. What is E business?
26. What are the rights of consumer according to John F Kennedy?
27. Define business environment.
28. What is a contract of sale of goods?
29. Give a note on 'Digital India'.
30. What is debentures?

Part - C

III. Answer any seven questions. Q.No. 40 is compulsory:
   7 x 3 = 21

31. Differentiate management from Administration.
32. Explain the types of Treasury bills?
33. Give two points of differences between HR and HRM.
34. Name the types of selection test.
35. What do you mean by marketing mix? Describe any two elements.
36. Define 'consumer rights'.
37. State any three impacts on globalisation.
38. Explain the nature of a negotiable instrument.
39. Distinguish between entrepreneur and manager.
40. What do you understand by issue of securities at premium?

IV. Answer all the questions:
   7 x 5 = 35

41. Explain two principles of modern management (OR)
   Distinguish between new issue market and secondary market.

42. Briefly explain the functions of caital market. (OR)
   Explain the powers of SEBI.

43. What are difference between on the job training and off the job training? (OR)
   Explain the principles of placement.

44. How the market can be classified? (OR)
   What are the functions of the National Commission.

45. Explain the advantages and disadvantages of liberalisation. (OR)
   Explain the different kinds of endorsements.

46. Distinguish between an Entrepreneur and an intrapreneur. (OR)
   Write the difference between share certificate and share warrant.

47. Elaborate the functions of the company secretary. (OR)
   Define money market and capital market. Explain the difference between the money market and capital market.
I. Choose the most suitable from the given four alternatives and write the option code and the corresponding answer  

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>Division of Work</td>
<td>11</td>
<td>C Social Charges</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>MBO</td>
<td>12</td>
<td>C Ralph Nadar</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>Long Term Finance</td>
<td>13</td>
<td>C Right to consumer</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>High Liquidity</td>
<td>14</td>
<td>A Serving or Retired Judge of the Supreme Court of India</td>
</tr>
<tr>
<td>5</td>
<td>A</td>
<td>21</td>
<td>15</td>
<td>C Liberalisation</td>
</tr>
<tr>
<td>6</td>
<td>A</td>
<td>Mutual Funds</td>
<td>16</td>
<td>B Dividend due</td>
</tr>
<tr>
<td>7</td>
<td>B</td>
<td>Internet</td>
<td>17</td>
<td>A 3</td>
</tr>
<tr>
<td>8</td>
<td>A</td>
<td>Aptitude Test</td>
<td>18</td>
<td>B Corporate</td>
</tr>
<tr>
<td>9</td>
<td>B</td>
<td>On the Job and Off the Job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>C</td>
<td>Security Market</td>
<td>20</td>
<td>C Eighteen</td>
</tr>
</tbody>
</table>

II. Answer any seven questions. Question No.30 is compulsory.  

21. Planning:
1. Planning is the primary function of management.
2. Nothing can be performed without planning.
3. Planning should take place before doing.
4. In short, planning refers to deciding in advance.

22. Mutual Funds:
* Financial institutions that provide facilities for channeling savings of small investors into avenues of productive investments are called ‘Mutual Funds’.
  * A mutual fund company invests the fund spooled from shareholders and gives them the benefit of diversified investment portfolio and a reasonable return.

23. Types of speculator:
* Bull
* Bear
* Stage
* Lame Duck

24. Human Resources Management:
* Human resource management is a function of management concerned with hiring, motivating and maintaining people in an organisation.

25. **E-Business:**

* If all the business transaction carried out through internet and other online tools is called E-business

26. **Rights of consumer according to John F. Kennedy:**

* The former president of U.S.A Mr. John F. Kennedy defined the basic consumer rights as “The Right of Safety, the Right to be informed, the Right to choose and the Right to be heard.”

27. **Business Environment – Definition:**

* According to Bayard O Wheeler Business Environment is : the total of all things external to firms and industries which affect their organization and operations”

28. **Contract of sale of goods:**

* Contract of sale of goods is a contract whereby the seller transfers or agrees to transfer the property (ownership) of the goods to the buyer for a price.

29. **‘Digital India’:**

* The Digital India initiative has been launched to modernize the Indian economy to make all government services available electronically.

* The initiative aims at transforming India into a digitally-empowered society and knowledge economy with universal access to goods and services.

30. **Debentures:**

* When a company needs funds for extension and development purpose without increasing its share capital, it can borrow from the general public by issuing certificates for a fixed period of time and at a fixed rate of interest.

* Such a loan certificate is called a debenture.

### III. Answer any seven questions. Question No.40 is compulsory. 7 x 3 = 21

31. **Difference between Management and Administration:**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Basis</th>
<th>Management</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authority</td>
<td>Middle and lower level</td>
<td>Top level</td>
</tr>
<tr>
<td>2</td>
<td>Concerned with</td>
<td>Policy implementation</td>
<td>Policy formulation</td>
</tr>
<tr>
<td>3</td>
<td>Area of operation</td>
<td>It works under administration</td>
<td>It has full control over the activities of the organization.</td>
</tr>
</tbody>
</table>

32. **Types of Treasury Bills:**

It may be classified into three. There are:

**91 days Treasury Bills:**

* Its issued at a fixed discount rate of 4% as well as through auctions.

**182 days Treasury bills:**

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The RBI holds 91 days and 182 days Treasury Bills and they are issued on tap basis throughout the week.

364 days Treasury bills:

- It do not carry any fixed rate. The discount rate on these bills are quoted in auction by the participants and accepted by the authorities.
- Such a rate is called cut off rate.

33. Difference between HR and HRM:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>HR</th>
<th>HRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In order to accomplish personal and organizational objectives the unique asset called HR.</td>
<td>The branch of management that deals with managing human resources is known as HRM.</td>
</tr>
<tr>
<td>2</td>
<td>In an organisation the human resources who the employees who are inevitable for the survival and success of the enterprise.</td>
<td>It focuses on people in an organisation.</td>
</tr>
</tbody>
</table>

34. Types of selection test:

Selection Test

- Several tests are conducted in the selection process to ensure whether the candidate possesses the necessary qualification to fit into various positions in the organization.

Selection Test

- **Ability Tests**
  1. Aptitude Test
  2. Achievement Test
  3. Intelligence Test
  4. Judgment Test

- **Personality Tests**
  1. Interest Test
  2. Personality Test
  3. Projective Test
  4. Attitude Test

35. Marketing Mix:

Marketing mix refers to two things.

- A list of important elements or ingredients that make up the marketing programme and
- The list of forces having bearing on marketing operations.

Elements of Marketing Mix

1. **Product:**
   - Product is the main elements of marketing.
   - Without a product, there can be no marketing.

2. **Price**
* Price is the value of a product expressed in monetary terms.
* It is the amount charged for the product.

36. ‘Consumer rights’ - Definition:
* The former president of U.S.A Mr. John F. Kennedy defined the basic consumer rights as “The Right of Safety, the Right to be informed, the Right to choose and the Right to be heard.”

37. Three impacts on Globalisation:
1. Multinational corporations (MNCs) can manufacture, buy and sell goods worldwide.
2. Globalisation has led to a boom in consumer products market.
3. The advent of foreign companies and growth in economy has led to job creation.

38. Nature of a negotiable instrument:
1. Transferability
   * A negotiable instrument is transferable from one person to another without any formality, such as affixing stamp, registration etc.,

2. Title of the holder free from all defects
   * A person taking the instrument in good faith and for value is known as holder in due course.
   * When the instrument is held by holder in due course in the process of negotiation, it is cured of all defects in the instrument with respect to ownership.

3. Right of the transforee to sue
   * Though a bill, a promissory note or a cheque represents a debt, the transforee is entitled to sue on the instrument in his own name in case of dishonour, without giving notice to the debtor that he has become its holder.

39. Distinguish between ‘Entrepreneur’ and ‘Manager’

<table>
<thead>
<tr>
<th>Basis</th>
<th>Entrepreneur</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motive</td>
<td>The very motive of an entrepreneur is to start a venture by setting of an entity.</td>
<td>The very motive of manager is to render service in an entity setup for execution of venture.</td>
</tr>
<tr>
<td>Status</td>
<td>Entrepreneur is owner of the entity</td>
<td>Manager is a salaried employee in the entity set up for carrying on the venture.</td>
</tr>
<tr>
<td>Risk Bearing</td>
<td>Entrepreneur bears the eventual risk and uncertainty in operating the enterprise.</td>
<td>Manager doesn’t bear any risk in the venture where the venture is unsuccessful he/she simply quits the enterprise.</td>
</tr>
</tbody>
</table>

40. Issue of Securities at premium:

When shares are issued at a price above the face or nominal value, they are said to be issued at a premium.

For example, a share having the face value of Rs.10 is issued at Rs.12. Here, Rs.2 is the premium. The amount of share premium has to be transferred to an account called the ‘Securities Premium Account’.

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This account is capital in nature and can only be utilized for the purposes specified by the Act under Section 78 viz; Issue of fully paid bonus shares to members of the company.

- To write off preliminary expenses.
- To write off the expenses of issue, or commission paid, or discount allowed, on issue of shares or debentures of the company.
- To provide for the payment of premium on the redemption of any redeemable preference shares or debentures of the company.

Thus, the Securities Premium Account cannot be treated as a revenue reserve for distributing dividends.

IV. Answer any seven questions. Question No.30 is compulsory. 7 x 5 = 35

41.a. Modern Principles of Management (Five):

1. Division of Work
- According to the principle the whole work is divided into small tasks.
- The specialization of the workforce according to the skills of a person, creating specific personal and professional development within the labour force and therefore increasing productivity.

2. Authority and Responsibility
- Authority means the right of a superior to give the order to his subordinates whereas responsibility means obligation for performance.

3. Unity of Command
- This principle states that each subordinate should receive orders and be accountable to one and only one superior.

4. Remuneration
- Workers must be paid sufficiently as this is a chief motivation of employees and therefore greatly influence productivity.

5. The degree of centralization
- The amount of power wielded with the central management depends on company size.

[OR]

41.b. Distinguish between new issue market and secondary market (any 5)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Basic of</th>
<th>New Issue Market</th>
<th>Secondary Market</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Functions of Capital Market: (Any 5)

1. **Savings and Capital Formation**
   - In capital market, various types of securities help to mobilize savings from various sectors of population (Individuals, Corporate, Govt., etc.).
   - The twin features of reasonable return and liquidity in stock exchange are definite incentives to the people to invest in securities. This accelerates the capital formation in the country.

2. **Permanent Capital**
   - The existence of a capital market/stock exchange enables companies to raise permanent capital.
   - The investors cannot commit their funds for a permanent period but companies require funds permanently.
   - The stock exchange resolves this dash of interests by offering an opportunity to investors to buy or sell their securities, while permanent capital with the company remains unaffected.

3. **Ready and Continuous Market**
   - The stock exchange provides a central convenient place where buyers and sellers can easily purchase and sell securities.
   - Easy marketability makes investment in securities more liquid as compared to other assets.

4. **Reliable Guide to Performance**
   - The capital market serves as a reliable guide to the performance and financial position of corporate, and thereby promotes efficiency.

5. **Proper Channelization of Funds**
   - The prevailing market price of a security and relative yield are the guiding factors for the people to channelize their funds in a particular company.
   - This ensures effective utilisation of funds in the public interest.

[OR]

### Powers of SEBI:

1. **Powers Relating to Stock Exchanges & Intermediaries:**
   - SEBI has wide powers regarding the stock exchanges and intermediaries dealing in securities.
   - It can ask information from the stock exchanges and intermediaries regarding their business transactions for inspection or scrutiny and other purpose.
2. Power to Impose Monetary Penalties
   * SEBI has been empowered to impose monetary penalties on capital market intermediaries and other participants for a range of violations.
   * It can even impose suspension of their registration for a short period.

3. Power to Initiate Actions in Functions Assigned
   * SEBI has a power to initiate actions in regard to functions assigned.
   * For example, it can issue guidelines to different intermediaries or can introduce specific rules for the protection of interests of investors.

4. Power to Regulate Insider Trading
   * SEBI has power to regulate insider trading or can regulate the functions of merchant bankers.

5. Power to Regulate Business of Stock Exchanges
   * SEBI is also empowered to regulate the business of stock exchanges, intermediaries associated with the securities market as well as mutual funds, fraudulent and unfair trade practices relating to securities and regulation of acquisition of shares and takeovers of companies.

43.a. Difference between on the job training and off the job training (Any 5):

<table>
<thead>
<tr>
<th>Basic of comparison</th>
<th>On the Job Training</th>
<th>Off the Job Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meaning</td>
<td>The employee learns the job in the actual work environment.</td>
<td>Off the job training involves the training of employees outside the actual work location.</td>
</tr>
<tr>
<td>Location</td>
<td>At the work place</td>
<td>Away from the work place</td>
</tr>
<tr>
<td>Approach</td>
<td>Practical approach</td>
<td>Theoretical approach</td>
</tr>
<tr>
<td>Principle</td>
<td>Learning by performing</td>
<td>Learning by acquiring knowledge</td>
</tr>
<tr>
<td>Carried out</td>
<td>It is carried out by the experienced employee</td>
<td>Training which is provided by the experts.</td>
</tr>
</tbody>
</table>

[OR]

43.b. Principles of Placement (any 5)
   1. Job First, Man Next
   2. Job Offer
   3. Terms and Conditions
   4. Aware about the Penalties
   5. Loyalty and Co-operation

1. Job First, Man Next
   * Man should be placed on the job according to the requirements of the job.
   * There is no compromise on the requirements or qualifications of the man with respect to job.
   * “Job First, Man Next” should be principles of Placement.

2. Job Offer
* The job should be offered to the man based on his qualification.

3. Terms and Conditions
   * The employee should be made conversant with the conditions and culture prevailing in the organization and all those things relating to the job.

4. Aware about the Penalties
   * The employee should also be made aware of the penalties if he/she commits a wrong or lapse.

5. Loyalty and Co-operation
   * When placing new recruit on the job, an effort should be made to develop a sense of loyalty and co-operation in him, so, that he/she may realize his/her responsibilities better towards the job and the organization.

44.a. **Classification of Market:**

<table>
<thead>
<tr>
<th>CLASSIFICATION OF MARKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the basis of AREA</td>
</tr>
<tr>
<td>Family</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td>National</td>
</tr>
<tr>
<td>World</td>
</tr>
<tr>
<td>On the basis of GOODS</td>
</tr>
<tr>
<td>Commodity</td>
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<tr>
<td>Produce</td>
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<tr>
<td>Manufactured</td>
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<tr>
<td>Bullion</td>
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<tr>
<td>Capital</td>
</tr>
<tr>
<td>Money</td>
</tr>
<tr>
<td>Foreign</td>
</tr>
<tr>
<td>Stock</td>
</tr>
<tr>
<td>On the basis of Economics</td>
</tr>
<tr>
<td>Perfect</td>
</tr>
<tr>
<td>Imperfect</td>
</tr>
<tr>
<td>Spot</td>
</tr>
<tr>
<td>Future</td>
</tr>
<tr>
<td>On the basis of TRANSACTION</td>
</tr>
<tr>
<td>Regulated</td>
</tr>
<tr>
<td>Unregulated</td>
</tr>
<tr>
<td>Very short</td>
</tr>
<tr>
<td>Short</td>
</tr>
<tr>
<td>Long</td>
</tr>
<tr>
<td>Wholesale</td>
</tr>
<tr>
<td>Retail</td>
</tr>
<tr>
<td>Terminal</td>
</tr>
</tbody>
</table>

44.b. **Functions of the National Commission**

**National Commission**
- The National Consumer Disputes Redressal Commission (NCDRC), India is a quasi-judicial commission in India which was set up in 1988 under the Consumer Protection Act of 1986.
- The National Consumer Disputes Redressal Commission (NCDRC) is also called as National Commission.
Functions:
The national commission shall have the following functions:
1. To entertain a complaint valued more than 1 Crore.
2. Revisited the orders of State Commissions.
3. To call for the records and pass appropriate orders from the State Commission and District Forum.
4. Its head office is in New Delhi.
5. The Commission is headed by a serving or retired judge of the Supreme Court of India.

45. a. Advantages(3) and Disadvantages(2) of Liberalisation:

Advantages(3)
1. Increase the foreign exchange reserve
2. Increase in consumption
3. Control over price

1. Increase the foreign exchange reserve
* Relaxation in the regulations covering foreign investment and foreign exchange has paved way for easy access to foreign capital.

2. Increase in consumption
* Liberalization increases the no. of goods available for consumption within a country due to increase in population.

3. Control over price
* The removal of tariff barriers can lead to lower prices for consumers.
* This would be particularly a benefit for countries who are importers.

Disadvantages(2)
1. Increase in unemployment
2. Loss to domestic units

1. Increase in unemployment:
   • Trade liberalisation often leads to a shift in the balance of an economy.
   • Some industries grow, some decline.
   • Therefore, there may often be structural unemployment from certain industries closing.

2. Loss to domestic units:
   With fewer entry restrictions, it has been possible for many entrants to make inroads into the country, which poses a threat and competition to the existing domestic units.

45.b. Kinds of Endorsement (any 5)

1. Endorsement in Blank or General Endorsement
2. Endorsement in Full or Special Endorsement
3. Conditional or Qualified Endorsement
4. Restrictive Endorsement
5. Partial Endorsement

1. Endorsement in Blank or General Endorsement
* When the endorser puts his mere signature on the back of an instrument without mentioning the name of the person to whom the endorsement is made, it is called Blank Endorsement or General Endorsement.

2. **Endorsement in Full or Special Endorsement**

* Where the endorser, in addition to his signature, specifies the person to whom or to whose order the instrument is payable, the endorsement is called endorsement in full.

3. **Conditional or Qualified Endorsement**

* Where the endorser of a negotiable instrument makes his liability dependent upon the happening of an event which may or may not happen, it is called conditional endorsement.

4. **Restrictive Endorsement**

* When an endorsement restricts or prohibits further negotiability of the instrument, it is called Restrictive Endorsement.

5. **Partial Endorsement**

* Where the endorsement seeks to transfer only a part of the amount payable under the instrument, the endorsement is called Partial Endorsement.

### 46.a. Differences between Entrepreneur and Intrapreneur

<table>
<thead>
<tr>
<th>Basis</th>
<th>Entrepreneur</th>
<th>Intrapreneur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinking</td>
<td>Entrepreneur is a free thinker</td>
<td>Intrapreneur is forced to think independently but within scope of business activities undertaken in the enterprise.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependency</td>
<td>Entrepreneur is an independent person</td>
<td>Intrapreneur is dependent on the entrepreneur. He is an employee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Mobilization</td>
<td>Entrepreneur has to mobilize funds to finance the venture.</td>
<td>Intrapreneur does not engage in fund mobilization. But can access funds mobilized by the entrepreneur.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Entrepreneur is owner, and doesn’t report to anybody in the venture.</td>
<td>Intrapreneur is a salaried employee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td>Entrepreneur operates mostly outside the enterprise.</td>
<td>Intrapreneur operates within the enterprise.</td>
</tr>
</tbody>
</table>

### 46.b. Difference between Share Certificate and Share Warrant (Any 5):

[OR]

Send Your Questions & Answer Keys to our email id - padasalai.net@gmail.com
### Basis | Share Certificate | Share Warrant
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**Meaning** | A legal document that indicates the possession of the shareholder on the specified number of shares is known as share certificate. | A document which indicates that the bearer of the share warrant is entitled to the specified number of shares is share warrant. |
**Issued by** | All the companies limited by shares irrespective public or private. | Only public limited companies have the right to issue share warrant. |
**Transfer** | The transfer of share certificate can be done by executing a valid transfer deed. | The transfer of shares of share warrant can be done by mere hand delivery. |
**Amount Paid** | Issued against fully or partly paid up share. | Issued only against fully paid up shares. |
**Time Horizon issue** | Within 3 months of the allotment of shares | No time limit prescribed. |

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### 47.a Functions of Company Secretary (Any 5):

* Functions of Company Secretary:

  **Statutory Functions / Duties**

  According to Companies Act, 2013
  1. To sign document and proceedings requiring authentication by the company.
  2. To maintaining share registers and register of Directors and of Contracts.
  3. To give notice to register for increase in the share capital.
  4. To deliver share certificate of allotment within 2 months after transfer.
  5. To sign and send annual returns.
  6. To send notice of general meeting to every member of company.
  7. To make statutory books.
  8. To file a resolution with the registrar.
  9. To prepare minutes of every general meeting and board meeting within 30 days.
  10. To assist in preparing the statement of affairs in a winding up.

  **Non-Statutory Functions / Duties**

  1. Functions as agent of directors
  2. Functions towards shareholders
  3. Functions towards office and staff.

   [OR]
47. b. Definition of Money Market and Capital Market

**Money Market:**
According to Crowther, “the money market is the collective name given to the various firms and institutions that deal in the various grades of near money”.

**Capital Market:**
According to Arun K. Datta, capital market may be defined as “a complex of institutions investment and practices with established links between the demand for and supply of different types of capital gains”.

**Difference between Money Market and Capital Market**

<table>
<thead>
<tr>
<th>Basis</th>
<th>Money Market</th>
<th>Capital Market</th>
</tr>
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<tbody>
<tr>
<td>Risk</td>
<td>Low credit and market risk.</td>
<td>High credit and market risk</td>
</tr>
<tr>
<td>Liquidity</td>
<td>High liquidity in Money Market</td>
<td>Low liquidity in Capital Market</td>
</tr>
<tr>
<td>Price</td>
<td>No price discovery mechanism and exists in this Market.</td>
<td>Price discovery mechanism exists in Capital Market</td>
</tr>
<tr>
<td>Discovery</td>
<td></td>
<td></td>
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<tr>
<td>Regulator</td>
<td>Central Bank is the Regulator of Money Market.</td>
<td>Besides Central Bank, Special regulatory authority like SEBI, etc.,</td>
</tr>
<tr>
<td>Underwriting</td>
<td>Underwriting is not a primary function.</td>
<td>It is a primary function.</td>
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</tbody>
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************** All The Best **************