NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE - OCM DEPARTMENT

CH:1 PRINCIPLES OF MANAGEMENT

SCIENTIFIC MANAGEMENT THEORY

BY FREDRICK WINSLOW TAYLOR.

INTRODUCTION:

Frederick Taylor's life (1856-1915)

- Frederick Winslow Taylor, was born on March 20, 1865, into an upper class liberal Philadelphia family.
- His father a lawyer and his mother a feminist both believed in high thinking and plain living.
- Taylor was always counting and measuring things to figure a better way of doing something.
- At age twenty-five, Taylor earned an engineering degree at the Stevens Institute of Technology in New Jersey.



INTRODUCTION:

- F. W. TAYLOR STARTED HIS CAREER AS A MACHINIST IN MIDVALE STEEL WORKS, PHILADELPHIA. DUE TO HIS HARD WORK HE BECAME CHIEF ENGINEER.
- TAYLORS APPROACH TOWARDS MANAGEMENT IS TERMED AS SCIENTIFIC MANAGEMENT.
- THEREFORE HE IS KNOWN AS "FATHER OF SCIENTIFIC MANAGEMENT".
- HIS THEORY INVOLVES THE APPLICATION OF SCIENTIFIC APPROACH TO DECISION MAKING AND SOLVING THEM AT THE SAME TIME.

PRINCIPLES OF SCIENTIFIC MANAGEMENT 1) science, not rule of thumb:

- In order to increase efficiency, The rule of thumb method substituted with the method developed through scientific analysis of work.
- The principle is concerned with selecting a best way of performing a job after scientific analysis of that job and not by trial and error method.
- Standard time and standard output should be defined by the manager.
- According to Taylor, even a small production activity like loading iron sheets into box cars can be scientifically planned.



PRINCIPLES OF SCIENTIFIC MANAGEMENT

4. COOPERATION, NOT INDIVIDUALISM:

- This principle focuses on cooperation between management and employees.
- Management should consider the suggestions given by employees.
- Employees should be treated as an integral part of organization in all respects.
- At the same time employees should behave equally responsible and avoid going on strikes and making unnecessary demands from management.



PRINCIPLES OF SCIENTIFIC MANAGEMENT

2.HARMONY, NOT DISCORD:

- This principle emphasizes on harmony between the employees and management.
- Understanding between employees and management will lead to creating healthy work environment and reducing conflict.
- Management in the organization should think about maximum prosperity of employees also.



PRINCIPLES OF SCIENTIFIC MANAGEMENT

- Mental revolution refers to the change in the attitude of management and employees towards each other.
- Both should realize their equal importance in organization.
- They should cooperate each other.
- This will increase productivity and profit.



PRINCIPLES OF SCIENTIFIC MANAGEMENT 5.DIVISION OF RESPONSIBILITY:

- There has to be proper division of responsibility along with division of work.
- Planning is done by top and middle level management.
 whereas employees do execution.
- Reporting of the same should be done as per the instructions of the superiors.
- This leads to best performance of manager and employees both.



PRINCIPLES OF SCIENTIFIC MANAGEMENT 6.Development of employer and employees for greater efficiency and maximum prosperity:

- Employees should be provided training and development programs, which leads to best performance.
- Each employee should be given proper opportunity to attain greater efficiency.
- All these ultimately affects the profitability of the organization.



Thank you



2. SOURCES OF CORPORATE FINANCE

TOPIC: EQUITY SHARE & PREFERENCE SHARE

TYPES OF SHARES



FEATURES OF PREFERENCE SHARE

1) MEANING:

PREFERENCES SHARES ARE THOSE SHARES THAT CARRY PREFERENTIAL RIGHT IN CASE OF –

- A) PAYMENT OF DIVIDEND
- B) **REPAYMENT OF CAPITAL**.



2) RATE OF DIVIDEND:

PREFERENCE SHAREHOLDERS GET DIVIDEND AT **FIXED** RATE.



3) FACE VALUE

THE FACE VALUE OF PREFERENCE SHARES IS **100.**



4) APPRECIATION OF CAPITAL

PREFERENCE SHARES USUALLY DO NOT HAVE CAPITAL APPRECIATION AS THE MARKET VALUE DOES NOT CHANGE – REASON : FIXED DIVIDEND



5) TYPES

- PARTICIPATING AND NON PARTICIPATING
- CUMULATIVE AND NON CUMULATIVE
- CONVERTIBLE AND NON CONVERTIBLE
- REDEEMABLE AND IRREDEEMABLE



6) CONTROL ON MANAGEMENT

PREFERENCE SHARE HOLDERS DO NOT HAVE CONTROL ON THE AFFAIRS OF THE COMPANY. THEY HAVE VOTING RIGHTS ONLY ON MATTERS AFFECTING THEM.



7) ATTITUDE (NATURE) OF INVESTOR

PREFERENCE SHAREHOLDERS ARE 'CAUTIOUS INVESTORS'



8) NATURE OF CAPITAL

PREFERENCE CAPITAL IS **'SAFE CAPITAL'** WITH STABLE RETURN. PREFERENCE SHARE DO NOT PROVIDE PERMANENT CAPITAL AS THEY ARE REDEEMED (REPAID) AFTER A CERTAIN PERIOD OF TIME.



9) BONUS AND RIGHTS ISSUE PREFERENCE SHARE HOLDERS ARE NOT ELIGIBLE FOR BONUS SHARE AND RIGHTS ISSUE OF SHARE



10) VOTING RIGHTS PREFERENCE SHAREHOLDER DO NOT ENJOY NORMAL VOTING RIGHT. THEY CAN VOTE ONLY ON MATTERS AFFECTING THEIR INTEREST.





11) PRIORITY

THE PREFERENCE SHARE HOLDERS HAVE PRIORITY OVER THE EQUITY SHARE HOLDERS IN CASE OF PAYMENT OF DIVIDEND & REPAYMENT OF CAPITAL. THE DIVIDEND IS PAID TO THEM FIRST. SIMILARLY AT THE TIME OF LIQUIDATION THEIR CAPITAL IS REPAID BEFORE EQUITY SHARE HOLDERS

12) RISK PREFERENCE SHAREHOLDERS ARE SUBJECT TO **LESS RISK**



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FEATURES OF EQUITY SHARE

1)MEANING

EQUITY SHARES ARE THOSE SHARES WHICH ARE NOT PREFERENCE SHARES. THEY ARE ORDINARY SHARES.

2) RATE OF DIVIDEND

EQUITY SHARES ARE GIVEN DIVIDEND AT

FLUCTUATING RATE DEPENDING UPON THE PROFITS OF THE COMPANY.

3) FACE VALUE

THE FACE VALUE OF EQUITY SHARES IS

GENERALLY LOW 1/- OR RS. 10/-





- **EQUITY SHARES WITH DIFFERENTIAL VOTING RIGHT.** •
- **EQUITY SHARES WITH NORMAL VOTING RIGHT.**

EQUITY SHARES ARE CLASSIFIED INTO :

4) APPRECIATION OF CAPITAL

5) TYPES



WHICH **INCREASES** THEIR **DEMAND** AND **PRICE** OF SHARE IN THE MARKET

REASON : DUE TO PROFITABILITY OF THE COMPANY, THEY GET **MORE DIVIDEND**

EQUITY SHARES USUALLY HAVE CAPITAL APPRECIATION AS THE MARKET VALUE INCREASES

6) CONTROL ON MANAGEMENT REAL MASTERS OF THE COMPANY HAVE VOTING RIGHTS IN PROPORTION TO THEIR SHARE HOLDING

CAN ELECT DIRECTORS AS REPRESENTATIVES ALLOWED TO VOTE ON ALL MATTERS <section-header>

7) ATTITUDE (NATURE) OF INVESTOR

EQUITY SHAREHOLDERS ARE 'RISK BEARER'.

8) NATURE OF CAPITAL

EQUITY CAPITAL IS KNOWN AS '**RISK CAPITAL.'** THE CAPITAL RECEIVED FROM EQUITY SHARES IS NEVER REFUNDED BY THE COMPANY DURING ITS LIFE TIME. THE CAPITAL IS REPAID ONLY AT THE TIME OF WINDING UP.



9) BONUS SHARE

EQUITY SHAREHOLDER IS **ENTITLED TO GET BONUS SHARE** A SHARE THAT IS ISSUED FREE OF COST. THEY ARE ALSO ENTITLED FOR RIGHTS ISSUE OF SHARES



10) VOTING RIGHTS

EQUITY SHAREHOLDERS **ENJOY NORMAL VOTING RIGHT.** THEY PARTICIPATE IN THE MANAGEMENT OF THEIR COMPANY



11) PRIORITY

EQUITY SHARE HOLDERS DO NOT HAVE ANY PRIORITY IN PAYMENT OF DIVIDEND AND REPAYMENT OF CAPITAL THEY ARE RESIDUAL CLAIMANTS WHICH MEANS, LAST CLAIM ON THE EARNINGS OF THE COMPANY AFTER PAYMENT OF ALL EXPENSES AND TAXES.

9) RISK

EQUITY SHARES ARE SUBJECT TO HIGH RISK



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- 1) **M M**EANING
- 2) **R R**ATE OF DIVIDEND
- 3) **F F**ACE VALUE
- 4) **A A**PPRECIATION
- 5) **T T**YPES
- 6) **C** CONTROL
- 7) **A A**TTITUDE OF INVESTOR
- 8) N NATURE OF CAPITAL
- 9) **B** BONUS & **R**IGHTS
- 10)**V V**OTING RIGHTS
- 11) **P P**RIORITY
- 12) **R R**ISK

Points	Equity Shares	Preference Shares
1) Meaning	Equity shares are those shares which are not preference share.	Preferences shares are Shares that carry preferential right in case of :a) Dividend andb) Repayment of capital.
2) Rate of Dividend	Equity shares are given dividend at fluctuating rate depending upon the profits of the company.	Preference shareholders get dividend at fixed rate.
3) Face value	The face value of equity shares is 10.	The face value of preference shares is 100
4) Appreciation	Appreciation in capital of equity shares is takes place with profitability of the company	Appreciation in capital of preference shares does not take place with profitability of the company
5) Types	Equity shares are classified into a) equity shares with normal voting right. b) equity shares with differential voting right.	 a) Participating and non participating b) Cumulative and non cumulative c) Convertible and non convertible d) Redeemable and irredeemable
6) Control	Equity share holders have control over the management of the company	Preference share holders do not have control over the management of the company

Points	Equity Shares	Preference Shares
7)Attitude of investor	Equity shareholders are 'Risk bearer'.	Preference shareholders are 'Cautious investors'.
8) Nature of capital	Equity share capital is permanent capital	Preference share capital is temporary capital
9) Bonus & Right issue	Equity shareholders are eligible for bonus & right issue.	Preference shareholders are not eligible for bonus & right issue.
10) Voting rights	Equity share holders have normal voting rights. They can vote in all the matters related to the company	Preference share holders do not have normal voting rights. They can vote only in the matters related to their interest
11) Priority	Equity share holders are residual claimants at the time of winding up of the company	Preference share holders enjoy priority for repayment of capital at the time of winding up
12) Risk	Equity capital is known as 'Risk Capital.'	Preference capital is 'Safe Capital' with stable return.

Mathematical Logic Quantifiers & Quantified Statement

- Words "there exits" and "for all" are called quantifiers
- "There exists" is called Existential quantifier and it is denoted by symbol "∃"
- "For all" is called Universal quantifier and it is denoted by "∀"
- Statements involving quantifiers are called **Quantified statement**.
- Every quantified statement corresponds to a collection and a condition.
- A statement quantified by universal quantifier(∀) is true if all objects in the collection satisfy the condition, and it is false if at least one object in the collection does not satisfy the condition.
- A statement quantified by Existential quantifier(\exists) is true if at least one object in the collection satisfy the condition, and it is false if No objects in the collection does not satisfy the condition.

Exercise 1.5

Q1. Use quantifiers to convert each of the following open sentences defined on N, into a true statement.

i) $x^2 + 3x - 10 = 0$ Ans: $\exists x \in N$, such that $x^2 + 3x - 10 = 0$ It is true statement, since $x = 2 \in N$ satisfies $x^2 + 3x - 10 = 0$. ii) 3x - 4 < 9Ans: $\exists x \in N$, such that 3x - 4 < 9It is true statement, since $x = 1, 2, 3, 4 \in N$ satisfies 3x - 4 < 9. iii) $n^2 \geq 1$ **Ans**: $\forall x \in N$, such that $n^2 \ge 1$ It is true statement, since all $n \in N$ satisfies $n^2 \ge 1$ iv) 2n - 1 = 5Ans: $\exists n \in N$, such that 2n - 1 = 5It is true statement, since $n = 3 \in N$ satisfies 2n - 1 = 5. v) y + 4 > 6Ans: $\exists n \in N$, such that y + 4 > 6It is true statement, since $y = 3, 4, 5, \dots \in N$ satisfies y + 4 > 6. vi) $3y - 2 \le 9$ Ans: $\exists y \in N$, such that $3y - 2 \leq 9$ It is true statement, since $y = 1, 2, 3 \in N$ satisfies $3y - 2 \le 9$.

Q2. If $B = \{2, 3, 5, 6, 7\}$ determine the truth value of each of the following.

i) $\forall x \in B$ such that x is prime number. Ans: Here, $x = 6 \in B$, which is not a prime number. \therefore The given statement is false , hence its truth value is F. ii) $\exists n \in B$ such that n + 6 > 12Ans: Here, $x = 7 \in B$, which satisfy n + 6 > 12 \therefore The given statement is True , hence its truth value is T. iii) $\exists n \in B$ such that 2n + 2 < 4Ans: Here, no value in set B, satisfy 2n + 2 < 4 \therefore The given statement is False , hence its truth value is F. iv) $\forall y \in B$ such that y^2 is negative Ans: Here, no value in set B, satisfy y^2 is negative.

Mathematical Logic

:. The given statement is false , hence its truth value is F. v) $\forall y \in B$ such that $(y - 5) \in N$

Ans: Here, y = 2, 3, $5 \in B$, does not satisfy $(y - 5)\in N$.

 \div The given statement is false , hence its truth value is F.

Duality

Duality : Two compound statements S_1 and S_2 are said to be dual of each other, if one can be obtained from the other by replacing \land by \lor and \lor by \land and t by c and c by t, where t denotes tautology and c denotes contradiction.

Note :

- i. Dual of statement is unique
- ii. The symbol \sim is not changed, while finding dual.
- iii. Dual of the dual is the original statement itself.
- iv. T is changed by F and vice-versa.
- v. and is changed by or and vice-versa

Exercise 1.7

Q.1. write the dual of each of the following:

i) $(p \lor q) \lor r$ Ans: The dual of given statement is $(p \land q) \land r$ ii) $\sim (p \lor q) \land [p \lor \sim (q \land \sim r)]$ Ans: The dual of given statement is $\sim (p \land q) \lor [p \land \sim (q \lor \sim r)]$ iii) $p \lor (q \lor r) \equiv (p \lor q) \lor r$ Ans: The dual of given statement is $p \land (q \land r) \equiv (p \land q) \land r$ iv) $\sim (p \land q) \equiv \sim p \lor \sim q$ Ans: The dual of given statement is $\sim (p \lor q) \equiv \sim p \land \sim q$

Q.2. write the dual statement of each of the following compound statements.

i) 13 is prime number and India is a democratic country.

Ans: 13 is prime number or India is a democratic country.

ii) Karina is very good or every body likes her.

Ans: Karina is very good and every body likes her.

iii) Radha and Sushmita can not read Urdu.

Ans: Radha or Sushmita can not read Urdu.

iv) A number is real number and the square of the number is non negative.

Ans: A number is real number or the square of the number is non negative.

IMPORTANCE OF MICRO ECONOMICS

Micro economics is important in making various economic decisions to the businessmen, government and other agencies.

1Price Determination : Micro economics explains how the relative prices of various products and factors are determined.



2 Free Market Economy

Micro economics helps to understand the working of free market economy where the economic decisions are taken at the individual level. There is no intervention by the government or any other agency.

For whom to produce

How to produce ?





What to pro

3 Foreign Trade

Micro economics helps in explaining various aspects of foreign trade like effects of tariff, determination of currency exchange rates of any two countries etc.









4 Economic Model Building

Micro economics helps in understanding various complex economic situations with the help of economic models like terms, terminologies, tools etc.



5 Business Decisions

Micro economic theories are helpful to businessmen for taking crucial business decisions like determination of cost of production, prices of goods, maximization of output and profit, etc.



6 Useful To Government

Micro economics is useful to government in framing economic policies such as taxation policy, price policy, public expenditure policy etc.




7 Basis Of welfare Economics

Micro economics explains how best results can be obtained through optimum utilization of resources and its best allocation.







Assignment

Explain the importance of Micro economics



Balance Sheet :

Balance Sheet is a statement showing financial position of the firm on a particular day. All liabilities are recorded to its left hand side where as all Assets are recorded to its right hand side. The Balance Sheet is not an account but a statement showing the financial position of a firms, as on a given date in the form of Assets and liabilities.

A. Palmer defines Balance Sheet as :

"The Balance Sheet is, a statement on a particular date showing on one side the traders property and possessions and on the other side the liabilities".

Proforma of Balance Sheet is given below

Liabilities	Amt.₹	Amt.₹	Assets	Amt.₹	Amt.₹
Capital Accounts :			Goodwill	XXX	
A	XXX		Land and Building	XXX	
В	XXX		Less : Depreciation	XXX	XXX
С	XXX	xxx	Plant & Machinery	XXX	
Partners Current A/c			Less : Depreciation	XXX	XXX
(Credit Balance)	XXX	XXX	Furniture & Fixtures	XXX	
General Reserve		XXX	Less : Depreciation	XXX	XXX
Profit & Loss A/c		XXX	Equipment	XXX	
Loan on Mortgage		XXX	Less : Depreciation	XXX	XXX
Bank Loan		XXX	Delivery/Motor Van	XXX	
Loan from Partners		XXX	Less : Depreciation	XXX	XXX
Bills Payable		XXX	Leasehold / Freehold	XXX	
Bank Overdraft		XXX	Premises		
Sundry Creditors	XXX		Less : Depreciation	XXX	XXX
Add/Less : Any other			Patents	XXX	
adjustment			Less : Depreciation	XXX	XXX
Less : Provision for	XXX	XXX	Loose Tools	XXX	
Discount on Creditors		N N N N	Less : Depreciation Investments	XXX	XXX
Outstanding Expenses Income received in		XXX		XXX	
Advance		XXX	Stores & Spare Parts Less : Depreciation	XXX	N N N N
Provision for Taxes		XXX	Prepaid Expenses	XXX	XXX
FIOVISION IOI TUXES		XXX	Outstanding Incomes		XXX XXX
			Loans and Advances		XXX
			Closing Stock		XXX
			Sundry Debtors	XXX	
			+ Any adjustments		
			Less : Bad Debts(New) Less : Provision for Discount	XXX	
				XXX	XXX
			on Debtors		N.V.Y
			Insurance Claim Receivable		XXX
			Bills Receivable Cash in Hand		XXX
			Cash at Bank		XXX
			Partners Current A/c		XXX
					WWW
			(Credit Balance)		XXX

Balance Sheet as on

Notes :

- 1) Every item in the Trial Balance must be shown only one time and in just one part of the Final Accounts, excluding silent/ hidden adjustments.
- 2) Every adjustment must have two effects in Final Accounts i.e. debit and credit.
- 3) We have already studied this topic in XI standard as "Final Account of Proprietary Concern." Most of the theory part, explanation of journal entries, and effects of journal entries are similar. To avoid repetition common explanation is not given in the XII standard. But explanation and Journal Entries of new adjustments are given. For common references / explanation teachers and students can refer textbook of standard XI. First topic in this book i.e Introduction to Partnership is also correlated with Partnership Final Account. Students can refer topic no.1.

Adjustments :

	Adjustment	1 st Effect	2 nd Effect
1.	Closing Stock	Balance Sheet Asset side	Trading A/c credit side
2.	Outstanding Expenses	Add to the particular Expenses on the debit side of Trading/Profit and Loss A/c	Balance Sheet Liability Side
3.	Prepaid Expenses	Deduct from the particular expenses on the debit side of Trading/Profit and Loss A/c	Balance Sheet Asset Side
4.	Income received in advance (Pre-received Income)	income on the credit side of Profit and Loss A/c	Balance Sheet Liability Side
5.	Income receivable	Add to the particular income on the credit side of Profit and Loss A/c	
6.	Bad debts (Additional or New Bad debts)	Show to the debit side of Profit and Loss A/c (add to old bad debts if any)	Deduct from Sundry Debtors in Balance Sheet Asset Side
7.	Provision for Doubtful Debts (Reserve for Doubtful debts, new R.D.D.)	Show to the debit side of Profit and Loss A/c	Deduct from Sundry Debtors in Balance Sheet Asset Side
8.	Reserve for discount on Debtors	Show to the debit side of Profit and Loss A/c (Add to discount allowed)	Deduct from Sundry Debtors Balance Sheet Asset Side
9.	Depreciation	Show on the debit side of the Profit and Loss A/c	Less from the particular asset in Balance Sheet Asset Side
10.	i) Interest on capital	Show to the Debit Side of Profit and Loss A/c	Partners Capital/Current A/c Credit Side or add to Capitals/ Current Account

WRITING SKILL

Note Making

Different Styles Of Writing Notes

Tables

Charts

(Bar charts, Pie charts, flowchart) Line graph Tree diagrams Pictographs Maps and plans.

Read the following passage carefully and complete the note given below (3marks)

Man is made up of a many qualities, both good and bad and among the latter is anger. The nature of every human being is such that anything that gives offence to his sentiments or goes against his principles, excites his anger. The evils which result from anger are many. Under its influence, a man loses his power of reasoning and judgement. Not being able to retain control over himself when angry, he does not know what he is doing or saying. Under its influence, a man puts off his balance to the extent that he forgets his duty towards his superiors and many even say things which are extremely insulting to them.

Disadvantage of Anger

- * Inbuilt qualities in man:
 - •_____ •latter is
- *Evils result from anger:
 - Not being able to retain _____

*Influence of anger:

• Insults superior

Disadvantage of Anger

- * Inbuilt qualities in man:
 - •Good
 - Bad
 - latter is anger
- *Evils result from anger:
 - Man loses his power of reasoning
 - Not being able to retain control
- *Influence of anger:
 - Forget duties
 - Insults superior

Example for practice :

Read the following passage and complete a tree diagram given below. Amla has many benefits. It is a rich source of Vitamin C. This is helps to improve the immunity of the body and gives physical strength. It has many benefits. It acts as a diuretic and laxative. It is used to treat constipation. It can even cure insomnia. It is an important component of Ayurvedic medicine and has been used traditionally for the treatment of scalp. It is very healthy for hair. people use amla as a cooling agent to reduce the effects of sunstrokes and sunburn.



THANK YOU



Input type="search"

 Defines a text field for entering a search string like
 a site search or Google search.

Eg:<input type="search" id="gsearch" name="gsearch">



Input type="tel"

- Used to define input fields that should contain a telephone number.
- I <input type="tel" placeholder="123-45-678"
 pattern="[0-9]{3}-[0-9]{2}-[0-9]{3}" required>



- Placeholder: : It specifies A Short hint thAt describes the expected vAlue
- Pattern: Specifies a regular expression to check the input values.
- **Required:** It specifies thAt box must be filled out.

Input type="url"

- Defines a field for entering a URL
- Eg: <input type="url" id="homepage" name="homepage">

:	Submit
	https://www.w3schools.com/html/tryit.asp?filename=tryhtml_input_url
	https://www.wsschools.com/htm/uyit.asp?filename=uyhtmi_input_uri

Input type="range"

- Define a range control. Default range is 0 to 100.
- Eg:<input type="range" id="vol" name="vol" min="0" max="50">

1:

Ξ

Input type="file"

- Defines a file-select field and a "Browse" button for
- file uploads.
- Eg:<input type="file" id="myfile" name="myfile" multiple >
- Multiple: Specifies that the user is allowed to enter more than one value in the<input> element. This works with input types like email and file and selec Choose File

Input type="image"

- Defines an image as a submit button.
- Eg: <input type="image" src="img_submit.gif" alt ="Submit" width="48" height="48">
- height and width: Specifies the height and width of an <input type="image">

First name:
Last name:
\bigcirc

some additional attributes

- <input type="text" id="fname" name="fname" autofocus>
- Autofocus: Specifies that the input field should automatically get focus when the page loads.
- <input type="text" id="fname" name="fname" value="John"
 readonly>
- Readonly: The readonly attribute specifies that an input field should be read-only (cannot be changed):

First name:	
John	
Last name:	
Doe	

<input type="text" id="fname" name="fname" value="John" disabled>

Disabled: The disabled attribute specifies that an input field should be disabled (unusable and unclickable):
First name:

Last name:

Doe

- <input type="email" id="email" name="email" autocomplete="on">
- autocomplete :The autocomplete attribute specifies whether or not an input field should have autocomplete enabled.



Advanced Web Designing

Let us learn

- Student can design the layout of web pages using CSS.
- Students can learn to design the website.
- Student can design the web form with validations.
- Students can learn concept of image map and Iframe (inline frame).
- The aim is to give the skills to create HTML WebPages, using HTML5 and CSS.

1.1 Advanced Web Designing

We have been introduced to basic terminologies related to creation of web pages. The Hypertext Mark-up Language (HTML) is an evolving language, with different versions supporting different features. HTML5 is currently used because it supports mobile technology. The major browsers are Google Chrome, MozillaFirefox, Microsoft Edge, Safari, Opera and Apple support the features of HTML5.

1.2 Forms in HTML5

In eleventh standard we have studied different controls related to form like text, radio, checkbox, submit, reset, select and textarea.

These controls are used to collect different kinds of user inputs, such as contact details like name, address, single or multiple options from group of options, as well as clearing and submitting data etc.

HTML5 has introduced additional form controls which can also be used for validation purpose.

HTML5 advanced <input> elements

Input type	Description
<input type="color"/>	Defines a color picker
<input type="number"/>	Defines a field for entering a number
<input type="url"/>	Defines a field for entering a URL.
<input type="image"/>	Defines an image as a submit button.
<input type="date"/>	Defines a date picker with the year, month and day
<input type="email"/>	Defines a field for an e-mail address

HTML5 introduces a number of new input types.

Input type	Description
<input type="month"/>	Defines a month and year control in format is "YYYY-MM"
<input type="range"/>	Define a range control. Default range is 0 to 100.
<input type="datetime-local"/>	Defines a date picker that includes the year, month, day and time.
<input type="time"/>	Defines a control for entering a time.
<input type="week"/>	Defines a week and year control.
<input type="search"/>	Defines a text field for entering a search string like a site search or Google search.
<input type="file"/>	Defines a file-select field and a "Browse" button for file uploads.
<input type="tel"/>	Used to define input fields that should contain a telephone number.

Input Restrictions

A list of some common input restrictions is given below, few of which can be used for validation purpose.

Attribute	Description
disabled	Specifies that an input field should be disabled.
max	Specifies the maximum value for an input field.
min	Specifies the minimum value for an input field.
pattern	Specifies a regular expression to check the input values.
read only	Specifies that an input field is read only (cannot be changed).
placeholder	This acts as a temporary label showing the purpose of a text field without requiring a label tag.
required	Specifies that an input field is required (must be filled out).
autocomplete	Specifies whether a form or input field should have autocomplete On or Off.
autofocus	Specifies that the input field should automatically get focus when the page loads.
height and width	Specifies the height and width of an <input type="image"/>
multiple	Specifies that the user is allowed to enter more than one value in the <input/> element. This works with input types like email and file.

Some other useful attributes used with <input> are-

- 1. id : This is used to identify the html element uniquely through the document object model.
- 2. class: It is used to apply CSS style to the individual input element.

Examples :

```
<!DOCTYPE html> <html>
<head>
<title>Forms in html 5 </title></head>
<body>
<form> Name: <input type="text"autocomplete><br><br>
E-mail:<input type="email" name="email"><br><br>
Date of Inception: <input type="date" name="bday"><br><br>
Office time: <input type="time" name="usr time"><br><br>
Number of years completed(between 1 and 100): <input type="number" min="1"
max="100"><br><br>>
Office phone number: <input type="tel" name="phone" pattern="[0-9]{2}-[0-9]
{10}" required><br><br>
Add your homepage:
<input type="url" name="homepage"><br><br>
<input type="image" src="E:/submitbutton.png" alt="click here to submit" >
</form>
</body>
```

</html>

The output is as follows

Name: E-mail:		
Date of Inception: Office time: Number of years completed(between 1 and 100): Office phone number: Add your homepage:	Name:	
Office time:	E-mail: _	
Number of years completed(between 1 and 100):	Date of Inception:	
Office phone number:	Office time:	
Add your homepage:	Number of years completed(between 1 and 100):	
	Office phone number:	
	Add your homepage:	
	SUBMIT >	



- *1. Use multiple attribute in < input>*
- 2. Use pattern attribute in <input> and see the Output.

1.3 < meta> tag

The meta tag is a tag in html that describes some aspects of contents of a webpage. The HTML <meta> tag is used by search engines to search information