

# **ECONOMICS**

STANDARD TWELVE

# MICRO & MACRO

Consumer

# UTILITY GST SUPPLY

MONOPOLY PRICE INDEX





Sr. No.	Name of the Chapter	Page No.	Tentative number of periods
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	<ul><li>GLOSSARY OF ECONOMIC TERMS</li><li>LIST OF ABBREVIATIONS</li><li>REFERENCES, IMPORTANT WEBSITES/LINKS</li></ul>	99 - 104	Total : 130

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**Front Page :** Students of Std. XI have now come to Std. XII. They are going to study Economics as an independent subject. The front cover is a visual presentation of different economic concepts discussed in the textbook.

Back Page: It shows various economic activities and symbolic representation of different financial institutions.

Std: XII PAPER PATTERN Time :-3Hrs

Subject:-ECONOMICS Marks: 80

Note: -

- ALL QUESTIONS ARE COMPULSORY.
- FIGURES TO THE RIGHT INDICATE FULLMARKS.
- GIVE TABLES AND DIAGRAMS WHEREVER NECESSARY.
- EACH NEW QUESTION MUST BE STARTED ON A NEW PAGE.

Q	1	Α	Choose the correct options	05
		В	Find the odd word out	05
		С	Complete the correlation	05
		D	Give Economic term	05
Q	2	Α	Identify and Explain the concepts from the given illustrations:(Any3)	06
Q	2	В	Distinguish between the following:-(Any 3)	06
Q	3		Answer the following questions:- (Any3)	12
Q	4		State with reasons whether you agree or disagree with the following statements.(Any3)	12
Q	5		Study the following table/figure/passage and answer the questions. (Any2)	08
Q	6		Answer the following in detail:-(Any 2)	16



# Maharashtra State Board of Secondary and Higher Secondary School

Sub.: Economics Std. XI & XII

# Structure of Proposed Question Paper Pattern Std. XI & XII

M	Marks - 80			Time: 3 Hrs	
Q. No.	Nature of question	Marks per Que.	Total Marks	Marks without option	
1.	From the following types of sub questions				
	any 4 will be asked.				
	1. Choose the correct option	1	5		
	2. Complete the correlation	1	5		
	3. Give economic term	1	5		
	4. Find the odd word out	1	5		
	5. Complete the following statements	1	5		
	6. Choose the wrong pair	1	5		
	7. Assertion and reasoning questions	1	5		
	8. Identify the right group of pairs from the given	1	5	20	20
	option				
2.	A. Identify and explain the concept from the given	2	6	6	10
	illustrations. (any 3 out of 5)				
	B. Distinguish between. (any 3 out of 5)	2	6	6	10
3.	Answer the following questions (any 3 out of 5)	4	12	12	20
4.	State with reasons whether you agree or disagree	4	12	12	20
	with the following statements. (any 3 out of 5)				
5.	Study the following table, figure, passage and	4	8	8	12
	answer the questions. (any 2 out of 3)				
6.	Answer in detail (any 2 out of 3)	8	16	16	24
	Total Marks			80	116

# Std. XI/XII Sub.: Economics (English Medium) Structure of Internal Question Paper

# Application based Test

- 1. An application based test should be conducted for Internal assessment for 20 Marks
- 2. Application based test should be based on the entire syllabus.
- 3. Time allotted for Application based test is one hour.

	Application Based Test Pattern				
Marks	Marks - 20 Time - 1 Hrs				
Que. No.	Units	Marks			
1	Choose the correct option	4			
2	Find the odd Word	4			
3	Complete the correlation	4			
4	Give Economic term	4			
5	Study the following situations & express you opinion	4 (2 marks for			
	Situation - 1	each situation)			
	Situation - 2				
	Total Marks	20			

Use any four parameters for objective questions from Text book.

# INTRODUCTION TO MICRO ECONOMICS AND MACRO ECONOMICS

**MODERN ECONOMICS MICRO MACRO ECONOMICS ECONOMICS** Greek word Greek word Mikros - small Makros - large

These two terms were coined by Norwegian Economist Ragnar Frisch of Oslo University in 1933.

# HISTORICAL REVIEW

- Micro Economic analysis was developed first.
- It is a traditional approach and can be traced to the era of classical Economist- Adam Smith, David Ricardo and J.S.Mill.
- It was popularized by Neo- classical Economist, Prof. Alfred Marshall in his book, 'Principles of Economics', published in 1890.
- Macro Economics did exist before the evolution of Micro Economics.
- Classical Economists like Adam Smith, Ricardo, J.S.Mill discussed the determination of national income and wealth.
- Keynes used Macro economic approach to analyse economic problems, published a book, 'General Theory of Employment, Interest and Money' in 1936.

# Meaning of Micro Economics:

Micro economics is a small part of thing.

It deals with a small part of the national economy. It studies the economic actions and behaviour of individual units such as an individual consumer, individual producer or a firm, the price of a particular commodity or a factor etc.

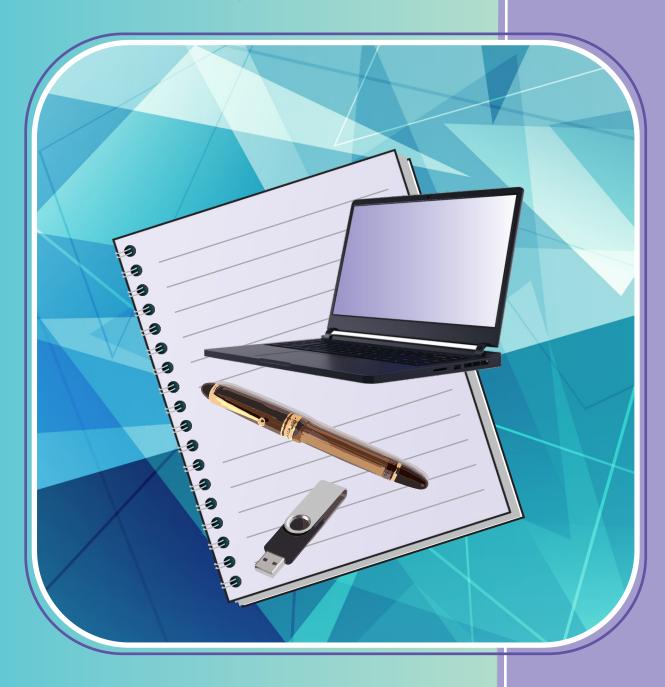
# **Definitions:**

- Prof A.P. Lerner "Micro economics consists of looking at the economy through a microscope, as it were, to see how the millions of cells in the body of economy – the individuals or households as consumers and individuals or firms as producers play their part in the working of the whole economic organism."
- Maurice Dobb "Micro economics is in fact a microscopic study of the economy."



# BOOK-KEEPING & ACCOUNTANCY

STANDARD XII



# **INDEX**

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9.	Analysis of Financial Statements	344
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SUB: B.K.

Std: XII TENTETIVE BOARD QUESTION PAPER PATTERN Time: 3 hrs

Q.1. From the following types of sub questions any 4 will be asked. (4 x 5 = 20 Marks)

1. Select the correct option and rewrite the sentence. (It is there in AB Test.)

2. Give one word/Phrase term. (It is there in AB Test.)

3. State true or false with reasons.

4. Find the odd one.

5. Complete the sentences.

6. Answer in one sentence only.

7. Do you agree or disagree with the following statements? (It is there in AB Test.)

8. Calculate the following.

9. Give Specimen of Source Documents. (It is there in AB Test.)

10. Complete the following table.

# Q.2. Solve any one from the following: (Marks = 08)Practical Problems on any 2 chapters\ topics to be asked. Q.3. Solve any one from the following: (Marks = 08)Practical Problems on any 2 chapters\ topics to be asked. Q.4. Solve any one from the following: (Marks = 10)Practical Problems on any 2 chapters\ topics to be asked. Q.5. Solve any one from the following: (Marks = 10)Practical Problems on any 2 chapters\ topics to be asked. Q.6. Solve the following (Marks = 12)Practical Problems on one chapter \ topic to be asked.(No Option) Q.7. Solve the following (Marks = 12)Practical Problems on one chapter \ topic to be asked. (No Option)

1

# **Introduction to Partnership and Partnership Final Accounts**

# Content

- 1.1 Meaning and Definition of Partnership
- 1.2 The Indian Partnership act 1932.
- 1.3 Methods of Capital Account

# **Competency Statements**

- ☐ The students will be able to:
- Understand meaning of Partnership
- Know the important features of Partnership
- Understand the meaning of "The Indian Partnership Act, 1932."
- Know the importance of Partnership Deed.
- Understand the provisions applicable in absence of Partnership Deed.
- Know how to maintain Capital Accounts of Partner.

### **Introduction:**

The sole proprietorship has its limitations such as limited capital, limited managerial ability, unlimited liability, no stability, absence of specialization etc. Hence when a business is to be set up on a scale which needs more capital and involves more risk, two or more persons come together to run it. They agree to share the capital, the management, the risk & profits of business, such mutual relationship based on an agreement amongst these persons is termed as "Partnership". The persons who have entered into the partnership are individually known as "Partners" and collectively as a "Firm".

### 1.1 Meaning and Definition of Partnership:

Partnership is an organization where there is an association of two or more persons coming together to carry on a business with a view to share Profit or Losses of a firm.

### **Definition:**

Indian Partnership Act 1932 Section 4 defines the partnership as, "It is the relation between persons



who have agreed to share the profits of a business carried on by all or anyone of them acting for all."

According to **Prof. Handy**, "Partnership is the relation existing between persons competent to make contract, who agree to carry on a lawful business in common with a view to earn private gain.

# **Various Steps in Accounting:**

Preparation of Journal/Subsidiary Books.

Preparation of Ledger.

Preparation of Trial Balance considering adjustments.

Preparation of Final Accounts which consist of



a) Trading A/c b) Profit and Loss A/c c) Balance Sheet

As per Income Tax Act, 1961 financial year starts on 1st April and ends on 31st March every year.

### **Necessity of Preparation of Final Accounts:**

Final account is prepared for the following various purposes.

- 1. To find out the Gross Profit or Gross Loss incurred during the year.
- 2. To find out the Net Profit or Net Loss of the business.
- 3. To know the financial position of the business at the end of every year.
- 4. To find out the amount of debtors and creditors.
- 5. To prepare various accounts for future planning.
- 6. To find the sources and application of fund.
- 7. To find out the value of goodwill for the purpose of reconstruction of firm.
- 8. To calculate various taxes of firm like income tax, etc.

## **2.2** Preparation of Partnership Final Accounts:

Trial Balance and adjustments are important in preparation of Final Account. The list of debit and credit balances of all ledger account is called as "Trial Balance". The Final Account is prepared at the end of every financial year.

Trading Account shows the Gross Profit or Gross Loss and Profit and Loss Account shows the Net Profit or Net Loss of the firm. The Balance Sheet shows the financial position of the business in the form of assets and liabilities at the end of year.

### **Trading Account:**

Trading Account is a Nominal Account. Trading Account is opened in the trading organization for the purpose to find out the Gross Profit or Gross Loss incurred during the year. In the debit side of this account all direct expenses are recorded and in the credit side of account all direct incomes of the firm's are recorded. If the trading account's credit side is more than debit side then account shows the Gross Profit and vice versa. The Gross Profit or Loss is transferred to Profit and Loss Account.

### J. R. Batliboi:

"The Trading Account indicates the results of buying and selling of goods while preparing this account, the general establishment charges are ignored and only the transactions related to goods are included."

# H.S.C. BOARD SYLLABUS

# Part – I (Section- I)

- 1) Mathematical Logic
- 2) Matrices
- 3) Differentiation
- 4) Application of Derivatives
- 5) Integration
- 6) Definite Integration
- 7) Application of Definite Integration
- 8) Differential Equation and Applications

# Part – II (Section- II)

- 1) Commission, Brokerage and Discount
- 2) Insurance and Annuity
- 3) Linear Regression
- 4) Time series
- 5) Index Numbers
- 6) Linear Programming
- 7) Assignment problem & Sequencing
- 8) Probability Distribution

# **Paper Pattern**

STD: XII COMMERCE MARKS: 80
SUB: MATHEMATICS TIME: 3 HRS.

NOTE: 1) All Questions Are Compulsory.

- 2) There Are 6 Questions Divided Into Two Section.
- 3) Write Answers Of Section I & Section Ii In The Same Answer Book.
- 4) Use Of Logarithmic Table Is Allowed. Use Of Calculator Is Not Allowed.

# SECTION - I

Q 1	A) Select and write the most appropriate answer from the given alternatives for each question.	
	(1 Mark each)	(06)
	B) State whether the following statements are true or false. (1 Mark each)	(03)
	C) Fill in the following blanks with appropriate words. (1 Mark each)	(03)
Q 2	A) Attempt any TWO of the following. (3 Marks each)	(06)
	B) Attempt any TWO of the following. (4 Marks each)	(08)
Q 3	A) Attempt any TWO of the following. (3 Marks each)	(06)
	B) Attempt any ONE of the following. (4 Marks each)	(04)
	C) Attempt any ONE of the following. (4 Marks each)	(04)

# **SECTION - II**

Q 4 A) Select and write the most appropriate answer from the given alternatives for each		
	(1 Mark each)	(06)
	B) State whether the following statements are true or false. (1 Mark each)	(03)
	C) Fill in the following blanks with appropriate words. (1 Mark each)	(03)
Q 5	A) Attempt any TWO of the following. (3 Marks each)	(06)
	B) Attempt any TWO of the following. (4 Marks each)	(08)
Q 6	A) Attempt any TWO of the following. (3 Marks each)	(06)
	B) Attempt any ONE of the following. (4 Marks each)	(04)
	C) Attempt any ONE of the following. (4 Marks each)	(04)

# **Mathematical Logic**

- MATHEMATICS is logical subject and Tries to be exact.
- For exactness, it requires proofs, which depend upon proper reasoning.
- Reasoning requires logic.
- The word logic is derived from the Greek word "LOGOS" which means reason.
- Therefore, logic deals with the method of Reasoning.
- Language is the medium of communication of our thoughts.
- For communication, we use sentences.
- In our day life, following sentences are used.

# **Types of Sentences**

- **Declarative or Assertive sentence**: A sentence, which declare any truth, called declarative sentence. E.g., Delhi is capital of India., zero is complex number
- **IMPERATIVE SENTENCE:** A sentence, which gives either command or a request, called imperative sentence.
  - E.g., shut the door, please get me a pen
- **EXCLAMATORY SENTENCE:** A sentence, which end with, and exclamatory mark (!), called exclamatory sentence.
  - E.g., Oh! What a horrible site it is !, what a heavy down pour!
- **INTERROGATIVE SENTENCE**: A sentence, which ask any question or "Wh Type", called Interrogative sentence.
  - e.g. what is your name, what are you doing, can you speak French.

### Statement and its Truth Value

- In logic, we use the statement, which are special sentences.
- STATEMENT: A statement is a declarative (assertive) sentence, which is either TRUE or False, but not both simultaneously. Statements are denoted by lowercase letter p, q, r etc.
- TRUTH VALUE OF STATEMENT: Each statement is either True or False.
- If statement is true then its truth-value is "T".
- If statement is False then its truth value is "F"
- OPEN SENTENCE: an open sentence is a statement whose truth-value is vary (Change) according to the some conditions which are not stated in the sentence.
- Note: open sentence is not a Statement in Logic.
- Open sentence usually start with He, She, They, It and Mathematical expression when conditions not given.

# Q.1 State which of the following sentences are statements. Justify your answer, if it is a statement. Write down its truth value.

i) A triangle has 'n' sides

Ans: It is a statement which is False, hence its truth value is F.

- ii) The sum of interior angles of a triangle is 180°. Ans: It is a statement which is True, hence its truth value is T.
- iii) You are amazing!

Ans: It is an Exclamatory sentence, hence its not a statement.

iv) Please grant me a loan

Ans: It is an Imperative sentence, hence its not a statement.

v)  $\sqrt{-4}$  is an irrational number.

Ans: It is a statement which is False, hence its truth value is F.

vi)  $x^2 - 6x + 8 = 0$  implies x = -4 or x = -2.

Ans: It is a statement which is false, hence its truth value is F.

vii) He is an actor.

Ans: It is an open sentence, hence its not a statement.

viii) Did you eat lunch yet?

Ans: It is an Interrogative sentence, hence its not a statement.

ix) Have a cup of cappuccino.

Ans: It is an open sentence, hence its not a statement.

x)  $(x + y)^2 = x^2 + 2xy + y^2$  for all  $x, y \in R$ .

Ans: It is a statement which is true, hence its truth value is T

- xi) Every real numbers is a complex numbers Ans: It is a statement which is True, hence its truth value is T.
- xii) 1 is prime number

Ans: It is a statement which is False, hence its truth value is F.

xiii) With the sun set the day end.

Ans: It is a statement which is True, hence its truth value is T.

xiv) 1! = 0

Ans: It is a statement which is False, hence its truth value is F.

xv) 3 + 5 > 11

Ans: It is a statement which is False, hence its truth value is F.

xvi) The number  $\pi$  is an irrational number.

Ans: It is a statement which is True, hence its truth value is T.

xvii)  $x^2 - y^2 = (x + y)(x - y)$  for all  $x, y \in R$ 

Ans: It is a statement which is True, hence its truth value is T.

xviii) The number 2 is the only even prime number

Ans: It is a statement which is True, hence its truth value is T.

xix) Two co-planar lines are either parallel or intersecting.

Ans: It is a statement which is True, hence its truth value is T.

xx) The number of arrangements of 7 girls in a row for a photograph is 7!

Ans: It is a statement which is True, hence its truth value is T.

xxi) Give me a compass box.

Ans: : It is an Imperative sentence, hence its not a statement.

xxii) Bring the motor car here.

Ans: It is an Imperative sentence, hence its not a statement.

xxiii) It may rain today.

Ans: It is an open sentence, hence its not a statement.

xxiv) If a + b < 7, where  $a \ge 0$  and  $b \ge 0$  then a < 7 and b < 7.

Ans: It is a statement which is True, hence its truth value is T.

xxv) Can you speak in English.

Ans: It is an Interrogative sentence, hence its not a statement.

# Logical connective, Simple Statement, Compound Statement

• **Logical connectives:** the words or the groups of words (phrase) which are used to connect two statements are called as logical connectives.

e.g.: and, or, if....then ...., ...as soon as..., ...therefore ...., etc

• **Simple statement**: A statement, which cannot split further into two or more statements, is called simple statement.

e.g. Ram and Shyam are brothers

here we can't break the statement into further.

• **Compound statement**: If a statement is the combination of two or more simple statement then it, is called a compound statement.

E.g. Milk is white and grass is green

here we can break the statement into further as

1) Milk is white

2) Grass is green

### LOGICAL CONNECTIVES

Sr. No.	Type of Compound Statement	Connective	Symbol	Example
1	Conjunction	and	۸	$p \text{ and } q$ $p \land q$
2	Disjunction	Or	V	$\begin{array}{c} p \land q \\ p \text{ or } q \\ p \lor q \end{array}$
3	Negation	Not	~	not p ∼ p
4	Conditional or Implicational	If Then	$\rightarrow$	If p then q $p \to q$
5	Bi-conditional or Double Implicational	If and only if Or iff	$\leftrightarrow$	$p \text{ if and only if } q$ $p \leftrightarrow q$

## Conjunction (A)

**Conjunction:** If two statements are combined by using 'and' then it is called as a conjunction. In other words, if p, q are two statements then 'p and q' is called as conjunction. It is denoted by  $p \land q$  and it is read as 'p conjunction q'.

# **Truth table for Conjunction:**

p	q	$p \wedge q$
T	T	T
T	F	F
F	T	F
F	F	F

**Note:** (i) Other English words such as "but", "yet", "through", "still", "more ever" are also used to join two simple statements instead of "and".

(ii) Conjunction of two statements corresponds to the "intersection of two sets" in Set Theory.

# **Disjunction** (V)

**Disjunction**: If two statements are combined by using 'or' then it is called as a Disjunction. In other words, if p, q are two statements then 'p or q' is called as Disjunction. It is denoted by  $p \lor q$  and it is read as "p disjunction q".

# Truth table for Disjunction:

p	q	$p \lor q$
T	T	T
T	F	T
F	T	T
F	F	F

**Note:** (i) Disjunction of two statements corresponds to the "Union of two sets" in Set Theory.

# Exercise 1.2

# Q.1.Express the following statements in symbolic form.

i)e is a vowel or 2 + 3 = 5

Ans: let p = e is vowel and q = 2 + 3 = 5

Symbolic form :  $p \lor q$ 

ii) Mango is a fruit but potato is a vegetable.

Ans : let p = Mango is a fruit and q = Potato is a vegetable.

Symbolic form :  $p \land q$ 

iii) Milk is white or grass is green

Ans : let p = Milk is white and q = grass is green

Symbolic form :  $p \lor q$ 

iv) I like playing but not singing.

Ans : let p = I like playing and q = I like singing

Symbolic form:  $p \land \sim q$ 

v) Even through, it is cloudy, it is still raining.

Ans: let p = it is cloudy and q = it is still raining

Symbolic form:  $p \land q$ 

# Q2. write the truth value of following statements.

i) Earth is planet and Moon is star

**Ans:** let p = Earth is planet and q = Moon is star

:Truth value of p and q are T and F respectively.

Symbolic Form :  $p \land q$ 

 $= T \wedge F = F$ 

 $\therefore$ The truth value of given statement is F.

ii) 16 is an even number and 8 is a perfect square **Ans:** let p = 16 is an even number and q = 8 is a perfect square

:Truth value of p and q are T and F respectively. Symbolic Form :  $p \land q$ 

 $= T \wedge F = F$ 

 $\therefore$ The truth value of given statement is F.

iii) A quadratic equation has two distinct roots or 6 has three prime factors.

**Ans:** let p = A quadratic equation has two distinct roots and q = 6 has three prime factors

Truth value of p and q are F and F respectively. Symbolic Form :  $p \lor q$ 

 $= F \vee F = F$ 

 $\therefore$ The truth value of given statement is F.

iv) The Himalayas are the highest mountains but they are part of India in the North East

**Ans:** let p = The Himalayas are the highest mountains and

q = Himalayas are part of India in the North East

:Truth value of p and q are T and T respectively.

Symbolic Form :  $p \land q$ 

 $= T \wedge T = T$ 

 $\therefore$ The truth value of given statement is T.

# Organisation of commerce and management

Nirmala memorial foundation college of commerce and science.

- Ocm department

Chapter:-1

principles of management

# Definition of management

MARY PARKER FOLLET DEFINED MANAGEMENT AS
 "THE ART OF GETTING THINGS DONE THROUGH OTHERS."



# PRINCIPLES OF MANAGEMENT

# MEANING:

• THE PRINCIPLES ARE BROAD STATEMENT OF FUNDAMENTAL TRUTH WHICH PROVIDES GUIDELINES FOR MANAGEMENT DECISION AND ACTION. THESE GUIDELINES ARE DERIVED THROUGH EXPERIMENTATION AND OBSERVATION.



# 1. UNIVERSAL APPLICATION:

They can be applied to all type of organisations, irrespective of their size and nature.

# 2. GENERAL GUIDELINES:

It provides general guidelines in tackling situation and solving problems. they are not rigid but flexible.



3.PRINCIPLES ARE FORMED BY PRACTICE AND EXPERIMENTS: principles are developed by research work, systematic observations and experiments.

# 4.flexibility:

Principles can be modified according to the situation and need of the organisation



# 5. behavioral in nature:

Management is group activity. It aims to achieve certain goal through group Of human beings.it influences behavior of human being.

6. cause and effect relation ship:

Principles determine cause for a particular effect for eg.

- a. Payment of good wages inreases the output of workers.
- b. Effective advertisement increases sales output.



7.All PRINCIPLES ARE OF EQUAL IMPORTANCE:
All the principles are of same importance.
All are practiced with the same focus.
If one principle is focused and others are not followed with same focus, then it affects the working of the organisation.



# THANK YOU

# Nirmala memorial foundation college of commerce and science Lesson plan for **organisation of commerce and management**

Lecture no.	Topic to be taught	Remark
1.	Orientation: syllabus and briefing of all chapters.	
2.	chp:1 principles of management: Introduction, Meaning, Definition and nature of principles of management.	
3.	Significance of principles of management.	
4.	Henry fayol's Administrative Theory and principles of management. (principle 1 to 7)	
5.	Henry fayol's principles of management. (principle 8 to 14)	
6.	Fredrick Winslow Taylor's scientific Management Theory and principles.	
7.	Techniques of scientific management (technique 1 to 3)	
8.	Techniques of scientific management (technique 4 to 6)	

# Organisation of Commerce and Management

Standard XII





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# NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE

# PAPER PATTERN FOR HSC BOARD EXAM 2020-21

SUB: ORGANISATION OF COMMERCE AND MANAGEMENT MARKS: 80	
Q.1: (Any four objectives will be asked)	
A) Select the correct option and rewrite the sentence.	(05)
B) Match the pairs.	(05)
C) Give one word/ phrase/ term.	(05)
D) State true or false.	(05)
E) Find the odd ones.	(05)
F) Complete the sentences.	(05)
G) Select the correct option from the bracket.	(05)
H) Answer in one sentence.	(05)
I) Correct the underlined word and rewrite the following sentence.	(05)
J) Answer in proper order.	(05)
Q.2 Explain the following terms/ concepts (4 out of 6)	(08)
Q.3Study the following case/ situation and express your opinion (2 out of 3)	(06)
Q.4 Distinguish between (3 out of 4)	(12)
Q.5 Answer in brief (2out of 3)	(08)
	` ′
Q.6 Justify the following statements (2 out of 4)	(08)
Q.7 Attempt the following (2 out of 3)	(10)
Q.8 Answer the following (1 out of 2)	(08)
,	( )

# **Principles of Management**

1

- 1.1 Introduction
- 1.2 Meaning and Definition
- 1.3 Nature of Principles of Management
- 1.4 Significance of Management Principles
- 1.5 Theories of Management
- 1.6 Henry Fayol's Administrative Theory of Management
- 1.7 Fredrick Winslow Taylor's Scientific Management Theory Summary
  - **Exercise**

### 1.1 INTRODUCTION

Dear friends, in XI standard, we have studied that management is everywhere. In every type of business organisation, non-business organization and even in social life; management is required. Management is the key to success in achievement of goal. Management is considered as one of the required sources of business organization like machines, materials and money. For establishing coordination between all other sources of organization, one needs to know about management. Therefore, it is observed that the importance of management is growing rapidly. Various management thinkers have introduced different management theories as per their field observation and systematic study. There are various principles, theories and techniques of management which give results in same direction. But its use is varying from organization to organization, situation to situation and person to person.

In brief, management sets the strategic goals in accordance with the vision-mission of the organization and makes decisions on how the overall organization will operate. Management is often included as a factor of production. It harmonizes all functions of business organization such as planning, organizing, staffing, coordinating and controlling, which are termed as functions of management.

### 1.2 MEANING AND DEFINITION

While achieving goal of an individual or an organization, it is always important to use different systems or techniques. Some of these techniques are accepted universally, hence, they are called as principles. It provides guideline to manager to conduct all organizational activities on specific bases. It helps the manager to take effective decisions and to achieve organizational goal.

"Principle is defined as a fundamental truth or proposition that serves as the foundation for a system of belief or behaviour or for a chain of reasoning."

In simple words, techniques or systems which give one directional result are called as principles. These principles are universal and applicable everywhere. Due to the basis of principles, managers need not to work on trial and error basis. For Example, in cricket or in any other game, total play is designed and divided between the players according to their qualities and capabilities. In terms of management, it is called as division of work which is one of the principles of management.

### 1.3 NATURE OF PRINCIPLES OF MANAGEMENT

Management principles are formed to guide and influence the behavior of employees. These principles insist on improving efficiency of organizational resources in terms of profit. These principles also focus on best coordination between superior, subordinates and all the members of organization.

# The nature of management principles is given below:

## 1) Universal application:

The principles of management are universal in nature. That means they can be applied to all types of organizations, irrespective of their size and nature. Their results may vary and application may be modified but these are suitable for all kinds of organizations. Similarly, they are applicable to all levels of management.

### 2) General guidelines:

Management principles provide general guidelines in tackling the organizational situations wisely as well as in solving the problems. They are not rigid. Which management principles are to be applied depends upon the situation, size and nature of organisation. For example, when we say fair remuneration, then the term 'fair' can vary as per the nature, size and financial condition of the organisation.

### 3) Principles are formed by practice and experiments:

The management principles are developed gradually with thorough research work. Systematic observations and experiments are conducted before developing them. The results of such experiments have been developed as a principle after its practice in organizations.

### 4) Flexibility:

Management principles are flexible in nature. It means they can be changed or modified according to the situation. Managers can be flexible while implementing principles to suit the requirement. The business situations keep on changing. Management principles can be adjusted or modified and can be used in the organisation according to its need.

# 5) Behavioral in nature:

Management is group activity. Management aims at achieving certain goal through a group of human being. Management principles are designed to influence human beings. These principles control a group of persons and direct them to achieve the objectives.

### 6) Cause and effect relationship:

Principles of management are the base for taking decisions. They determine the cause or reason for particular effect. For example, payment of good wages and incentives helps in increasing the output of workers or making effective advertisement increases the sale of a product.

# 7) All principles are of equal importance:

All principles of management are of equal importance. Those are to be practiced simultaneously to get best results in the form of achievement of predefined goals. If any specific principle is focused more and others are not followed with same focus, then it affects the working of organization. Management principles are the principles of social science. The nature of principles of management is not absolute like pure sciences i.e. Chemistry, Mathematics etc. With some modifications according to requirement, organization needs to apply the principles of management.

# 1.4 SIGNIFICANCE OF MANAGEMENT PRINCIPLES

As we have discussed the nature of principles of management, it can be said that management principles are applicable everywhere. They are in the form of pre-determined solutions for the problems which are recurring. They are guiding the manager so it is important for every manager to know them. In every type of organization or in group activity, one needs to apply principles according to nature, size and requirement of the organization. These principles are tested and practiced worldwide from many years. Therefore, it is important to study the significance or importance of management principles with the help of the following facts:

# 1) Provides useful insight to managers:

The principles of management help the manager to understand the organisation. The study of the principles helps to improve the understanding of the situations and problems. It further helps the manager to find out the solutions to the problems and handle situations. Management principles are an outcome of the experience of various professional people. The use of these principles is helping managers about the manner in which he should act in different situations. This type of timely guidance reduces the wastage of resources and the goals can be achieved in appropriate manner.

# 2) Helpful in efficient utilization of resources:

In every organization two types of resources are used i.e. physical resources (material, machines, money etc.) and human resources (manpower). The basic function of management is to make proper balance between these resources by putting them to optimum use and control on wastage of resources. While maintaining discipline and healthy working environment, management always uses techniques and principles. It helps in establishing cordial relationship between management and employees which increases the efficiency level of employees and also affects the effective administration. For example, Use of standard tools and machinery helps in increasing quality or productivity as well as in increasing level of efficiency of human resources.

## 3) Scientific decisions:

In business organization, a scientific decision means systematic or balanced decision. Principles train the managers to handle critical situations tactfully otherwise the managers have to work always with trial and error method. With the use of various management principles, one can get an idea about how to analyze the situations, to search alternative options and their results.

### 4) Understanding social responsibility:

Management principles are based on every aspect of organization. They are not developed only from view point of handling the resources effectively but they guide management in understanding social responsibility of organization. So that they can focus on providing

quality products at reasonable prices, avoiding artificial monopolistic situations in market, fair competition, fair remuneration, change in environment, healthy working place, standard tools and machinery etc.

# 5) Encourages Research and Development (R and D):

Principles of management are dynamic. Their nature goes on changing along with the changes in the business world. Over the years they have developed to suit the current need. It enables the managers to bring consistent improvement in them. Management adopts new trends at working place automatically. These guidelines help management to make comparison of used principles with its expected outcome. If needed, management can modify the principles according to situation as the management is having liberty to take the decisions at their own. This training helps in developing scientific approach towards research and development and growth and development of organisation. For example, Rand D department always works on finding new techniques in the field of production, finance, marketing, human resources etc.

### 6) Helps to coordinate and control:

Management principles are the guidelines for better coordination and control. It is very challenging to create coordination and cooperation among different employees working in different departments. It is also difficult task for manager to keep control on the performances of employees. Management principles offer suitable systems while establishing coordination and control.

### 7) Develops objective approach:

With the help of various principles of management, one can develop an objective approach. Managers can identify the business opportunities, root causes of the problems in correct manner and can provide appropriate solutions on it. It builds confidence in the minds of the managers.

# 1.5 THEORIES OF MANAGEMENT

Management theories are the set of general rules that guide the managers to manage an organization. Theories are an explanation to assist employees to effectively relate to the business goals and implement effective means to achieve the same.

Various management thinkers have introduced theories which are based on different approaches. Management thinkers such as Fredrick Winslow Taylor, Elton Mayo, Henry Fayol etc. have introduced the theories which are based on different approaches. These theories are applicable in all type of organizations. With appropriate modifications, every manager can use these theories by adding some innovative techniques and strategies. It means these old theories are the basis of modern management theories.

Organizations, workforce and society are facing some common problems such as centralization of authority, stress, low motivation, environmental issues, behavioral problems, health problem, work-life balance, accountability etc. Theories of management definitely provide solution in such issues to the management people.

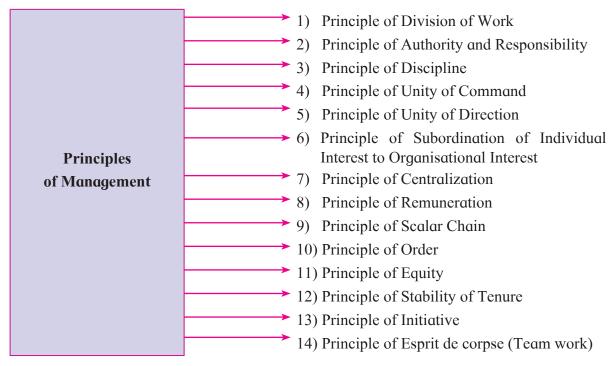
### 1.6 HENRY FAYOL'S ADMINISTRATIVE THEORY OF MANAGEMENT



Henry Fayol (1841-1925) was a French mining engineer who turned a leading industrialist and a successful manager. He started his career as a mining engineer in a French mining company and rose to the position of the Chief Managing Director.

After conducting many experiments and observations in organization, Fayol proposed 14 principles of management which are explained in his famous book 'General and Industrial Administration'. Due to his contribution in development of managerial thoughts he is called as 'Father of Modern Management'. Fayol suggested 14 principles of management. These statements serve as a guideline for decision-making and management actions.

14 principles are summarized as follows:



### 1) Principle of Division of Work:

According to this principle, the work is divided into different kinds such as technical, financial, commercial, security operations, accounting and managerial. It is assigned to employees as per their qualities and capabilities. It helps in improving efficiency and expertise of employees which ultimately turns into expected productivity level.

### 2) Principle of Authority and Responsibility:

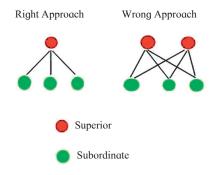
Authority is the right to take decisions. It is necessary to get the things done appropriately from subordinates. Authority always comes with the responsibility. If the manager is given the authority to complete a task within a given time, he should be held responsible if he does not complete the work in given time. Manager should have proper authorities to take managerial decision on his own in respect to the goal.

### 3) Principle of Discipline:

According to Fayol, discipline is the most essential thing in the organisation. Employees must obey and respect the rules that govern the organisation. Discipline helps to achieve the goals in the organisation. Good discipline is the result of effective leadership. There must be a clear understanding between the management and workers regarding the organisation's rules. Basic discipline should be observed at all levels of management.

### 4) Principle of Unity of Command:

Each member of organization should receive orders from only one superior. This principle helps in managing conflicts and solving disputes among people in organization. It also helps in avoiding confusion. If an employee receives commands from more than one authority, he will get confused and will not be able to take decision about whose orders should be followed. This is wrong approach. For this organizational hierarchy should be well defined. Each employee should know his immediate superior and should receive orders from him only.



#### 5) Principle of Unity of Direction:

This principle states that 'there should be one head and one plan' in every organization. Each group in the organization should have the same objective and the group should be directed by one manager using single plan.

### 6) Principle of Subordination of Individual Interest to Organisational Interest:

According to this principle the interest of an individual must be given less importance than the interest of the organisation. While taking decision in the organisation the manager should always consider the interest of the whole group rather than the interest of a single employee. Similarly the employee should protect the interest of the organisation first and his personal interest should be subordinated. For example, in every game, the players are always thinking about winning the match as a team rather than their individual records.

#### 7) Principle of Centralization:

Centralization refers to the concentration of powers and authorities. In some organisations this power is vested in one hand or few hands. This situation occurs in the small organisations. But, if the size of organisation is large then there is a decentralization of the power or authority.

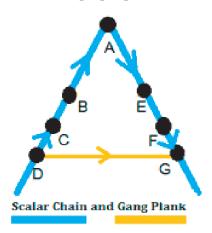
According to this principle there must be a proper balance between centralization and decentralization in the organisation. This is to be done according to the size of the organisation, nature of the activity etc.

### 8) Principle of Remuneration:

Appropriate remuneration to staff or employees is the principle to keep them satisfied financially as well as retain them for long span of time within the organization. The fair remuneration affects on the productivity and efficiency level in total. The remuneration should be fixed by taking into consideration the skill, expertise, knowledge, tenure, cost of living, market trend, profitability of organization etc.

### 9) Principle of Scalar Chain:

Scalar chain means the hierarchy of authority from the top level to the lower level for the purpose of communication. This helps to ensure the orderly flow of information and communication. Traditionally, organizations used to frame large scalar chain which is time consuming. For example, a General Manager informs the decision to respective Functional Manager, then Functional Manager will pass it to supervisor, the supervisor will inform it to Foreman and so on according to level of authority. For avoiding this longer chain and to take speedy decisions cross communication or direct communication is followed by various organizations which is known as Gang Plank. For direct communication, proper permission of the authorities is necessary.



In the above diagram, the communication between 'D' and 'P' should flow through proper hierarchy.

But to avoid delay or in emergency situation there will be direct communication. It is termed as Gang Plank.

### 10) Principle of Order:

This principle is based on 'A place for everything and everything in its place'. Human resources and materials should be in the right place at the right time for maximum efficiency. Human resources should be placed at right place and on right job. The principle focuses on the proper utilization of physical and human resources.

### 11) Principle of Equity:

Management should be fair as well as friendly to the subordinates. While dividing the work, delegating the authorities, deciding the monetary terms etc.. there should not be any discrimination between the employees. It is also suggested that the remuneration should not depend on the department but at the level on which subordinates are working. The employees

working on the same level but in different departments should be paid same wages. This equity will help in avoiding conflicts in the organisation.

### 12) Principle of Stability of Tenure:

At the time of recruitment of employees, the management should assure them about stability of tenure or job security. It plays very important role in creating sense of belongingness among the employees. Insecurity in job always affect the efficiency of employees adversely whereas job security minimizes employee turnover ratio.

### 13) Principle of Initiative:

Initiative refers to volunteering to do the work in an innovative way. The freedom to think and work on new ideas encourages employees to take initiative while working on given task. This initiative should be welcomed by the manager including thorough discussion on those new ideas. It also helps in creating healthy organizational culture.

### 14) Principle of Esprit de corpse: (Team work)

Henry Fayol has given emphasis on team work. Esprit de corps means union is strength. Running any organization is a group activity and human resources are the valuable asset of the organization. If all employees are working as a union and with mutual trust, the difficulties can be solved quickly. Therefore, as a leader, manager should create a spirit of team work and understanding among employees to achieve organizational goal easily.

Above 14 principles of Henry Fayol are very useful to manage the organization efficiently and effectively. These are also supportive to functions of management. These principles are very logical and therefore are applicable in modern management era.

Discuss an example of your favourite game like cricket. You will find each activity is based on-Fayol's Principles of management. Take the help of your Teacher.

### 1.7 FREDRICK WINSLOW TAYLOR'S SCIENTIFIC MANAGEMENT THEORY



Taylor (1856-1915) was an American who started his career as a machinist in Midvale Steelworks, Philadelphia and gradually through his hard work and progress, rose to the position of the Chief Engineer. He introduced his observations and experiments based on scientific data. Taylor's approach towards management is termed as scientific management. For this contribution in development of management thoughts, he is known as the "Father of Scientific Management".

Taylor's management theory is based on scientific experiments. This theory involves the application of scientific approach to decision making and solving them at the same time. According

to Taylor, problems should be solved by scientific techniques rather than the rule of thumb and a trial and error approach.

Definition of Scientific Management by **Fredrick Taylor:** "Scientific Management consists of knowing what you (i.e. management) want men to do exactly; and seeing it that they do it in the best and the cheapest manner."

### **Principles of Scientific Management:**

These principles are as follows:

### 1) Science, Not Rule of Thumb:

In order to increase organizational efficiency, the 'Rule of Thumb' method should be substituted with the methods developed through scientific analysis of work. Rule of thumb decisions are based on personal judgments of the manager. Taylor insisted upon scientific method for every small work. This principle is concerned with selecting the best way of performing a job after scientific analysis of that job and not by trial and error methods. Standard required time and standard output should be defined by the manager. This will help in saving time and human energy and will result into expected standard output. According to Taylor, even a small production activity like loading iron sheets into box cars can be scientifically planned.

### 2) Harmony, Not Discord:

According to this principle, there should be harmony between the employees and management. This coordination will help in minimizing conflicts between them. Perfect understanding between employees and management will be helpful in creating healthy work environment for achieving the desired goal i.e. success. Organization should think about maximum prosperity of employees also.

#### 3) Mental Revolution:

Taylor introduced the concept of "Mental Revolution". This principle focuses on change in the attitude of employees and management towards each other. Both should realize their equal importance in organization. They should give full cooperation for achieving goal of organization. This will increase productivity and profits.

### 4) Cooperation, Not Individualism:

This principle emphasizes on mutual cooperation between workforce i.e. employees and management. Due to cooperation, trust, team spirit etc. internal competition will turn into healthy working environment. Management should always consider the suggestions given by employees in decision making process. Employees should be treated as an integral part of organisation in all respects. At the same time employees should resist themselves from going on strikes and making unnecessary demands from management. They should treat each other as two pillars of organization.

### 5) Division of Responsibility:

Proper division of work should always be accompanied with division of responsibilities between the managers and employees. Major planning is done by the top and middle level management authorities whereas employees are concentrating on its execution. The reporting is done as per the instructions given by their superiors. Managers should always help, encourage and guide the employees. It helps for best performances of managers as well as employees.

### 6) Development of employer and employees for greater efficiency and maximum prosperity:

Best performance of any organization always depends on the skills and capabilities of its, employees to a great extent. Thus, providing training and development programmes to the employees whenever required, is very essential. It ultimately affects the profitability of the, organization. Each employee should be given proper opportunity to attain greater efficiency and maximum prosperity.

### **Techniques of Scientific Management**

Some of the major techniques of scientific management are as follows:

#### 1) Work Study:

Before assigning the work to the available workforce, proper work study should be done by management. Work study consists of an organized, systematic and critical assessment of the various activities or functions. Work study is based on the techniques such as time study, motion study, method study and fatigue study.

### A) Time Study:

It is the technique of observing and recording the time taken by an employee to complete a given task. With the help of time study, the precise time required for each element of work is determined. It is the technique used for fixing the standard time required to do a particular task under given condition. It is useful to measure the efficiency of an employee and to control the cost of work.

### B) Method Study:

There are always various methods of completing the task. For best quality and cost effectiveness, identifying the best method of doing a particular job is very important but challenging task for a manager. It helps in reducing the wastage of time, raw material and in improving the utility of all resources as per predefined objetives. It is helpful in determining the methods for handling the raw materials, transportation, inspection, storage etc.

### C) Motion Study:

The study of required motion means movement of an employee as well as of machine while completing a particular task is very important. It is helpful in eliminating unnecessary motions and finding the best method of doing a particular job. It also helps in improving the efficiency of the employees. Motion technique is used to know whether some elements of a job can be eliminated or their sequence can be changed for smooth flow of task.

#### **D)** Fatigue Study:

Generally long working hours without sufficient breaks, target pressure, heavy working tools, and poor working conditions result into physical and mental stress i.e. fatigue. It has an adverse effect on the health and efficiency of the employees. The study of fatigue and steps to reduce the level of fatigue is very important to maintain the operational efficiency of the employees.

### 2) Standardization of Tools and Equipments:

With the result of experiments conducted at work place, Taylor advocated standardization of tools and equipments. Standardized working environment and methods of production help to reduce spoilage and wastage of material, cost of production, fatigue among the workers and it improves quality of work.

#### 3) Scientific Task Setting:

Taylor emphasized the need for fixing a fair day's work. Scientific work setting is important to prevent the employees from doing work much below their capacity. By using this technique, employees will complete the task according to standards given and management can keep proper control on optimum utilization of workforce.

### 4) Scientific Selection and Training:

Management can select right persons for the right jobs by using scientific selection procedures. It needs to fix job specifications as per requirement. Employees are selected according to predetermined standards in an impartial way. After selection, management should provide the proper training programmes to increase their efficiency. :

### 5) Functional Organization:

In this concept of Taylor, planning is separated from implementation. That means, planning is done by different people and actual work is supervised by different people. Thus, every worker will be supervised by two different sets of supervisors. He recommended total eight foremen to control the various aspects of production. They are categorized as follows:

### A) At Planning Level:

- 1. Route Clerk- tells how work moves from one machine to other.
- 2. Instruction Clerk- records instructions to complete the work.
- 3. Time and Cost Clerk- determines time in which work should be completed and workout the cost
- 4. Discipline- ensures that the workers are working as per factory rules.

### B) At Implementation Level:

- 1. Gang Boss-actually gets the work done.
- 2. Speed Boss- ensures that the work is completed in specified time.
- 3. Repair Boss- handles security and maintenance of mechanism
- 4. Inspector- ensures that the work is done as per the specified standards.

According to Taylor, with the help of proper division of all activities into planning and implementation; management can definitely achieve the required performance from the employees.

### 6) Differential Piece-Rate Wage Plan:

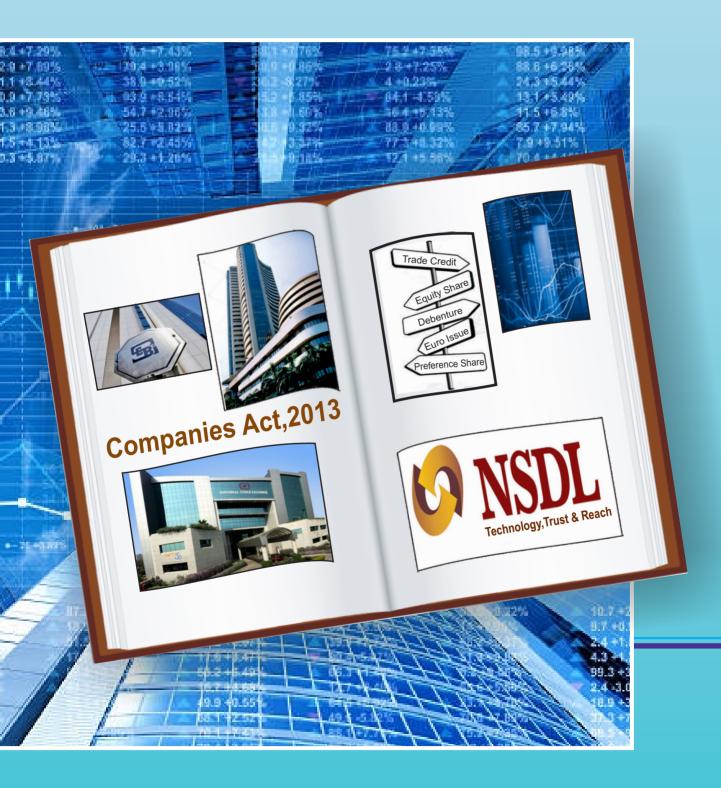
Remuneration should be fixed in such a way that average worker is motivated to attain a standard output. Taylor suggested the differential piece-wage system. Higher rates are offered to employees who complete the work more than the standard quantity under this system. On the other hand, if an employee is performing below the standard; he shall be given lower rate of wages. This technique motivate the employees to attain higher standard performance and earn wages i.e. remuneration at higher rate.

Theories of management are the bases of organizational development and of achieving success for every type of business. In this modern era of liberalization, privatization and globalization the scope of management has been widened in a greater extent. Various types of business environmental changes are responsible for increasing significance of management. These traditional theories are proving very effective in handling businesses with some modifications according to change in situations.



# SECRETARIAL PRACTICE

**STANDARD XII** 



### **Competency Statements**

Unit No.	Торіс	Competency Statements
	Sources of	Understand the concept of Corporate Finance and its Importance.
1		Understand meaning of capital     structure of a company
	Corporate Finance	<ul> <li>Understand various sources of owned and borrowed capital</li> </ul>
		Compare different sources of finance.
2	Capital raising	• Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.
3	Secretarial Correspondence	Develop Communication skills related to Members, Debenture holders and Deposit holders.
		Understand the concept of Depository system and its Importance.
4	Depository System	• Know the constituents of Depository System.
		Learn the Functioning of Depository System.
	<ul> <li>Understand the concept of Dividend an Interest.</li> <li>Payment of Dividend and Interest</li> <li>Compare between Interim and Final Dividend.</li> </ul>	Understand the concept of Dividend and Interest.
5		<u>^</u>
	121001000	Learn about provisions on sources and for Declaration and Payment of Dividend.

6	Financial Markets	<ul> <li>Understand the Meaning of Financial Market.</li> <li>Know the types of Financial Markets.</li> <li>Learn about the Different Types of Financial Instruments.</li> <li>Understand the Meaning and functions of Stock Exchange.</li> <li>Know about BSE and NSE</li> <li>Understand the different terms related to stock exchange.</li> <li>Understand the role of SEBI in Capital Market.</li> </ul>
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Subject: Secretarial Practice

Std: S.Y.J.C

## **EXAM PATTERN**

THEORY(80marks)

+

INTERNAL TEST (20marks)

80 + 20 = 100 marks

## **SYLLABUS**

- ► 1. INTRODUCTION TO CORPORATE FINANCE
- **▶ 2. SOURCES OF CORPORATE FINANCE**
- **▶** 3. ISSUE OF SHARES
- ▶ 4. ISSUE OF DEBENTURES
- ▶ 5. DEPOSITS
- ► 6. CORRESPONDENCE WITH MEMBERS
- ▶ 7. CORRESPONDENCE WITH DEBENTUREHOLDERS
- **▶ 8. CORRESPONDENCE WITH DEPOSITORS**
- ▶ 9. DEPOSITORY SYSTEM
- ▶ 10. DIVIDEND AND INTEREST
- ► 11. FINANCIAL MARKET
- **▶ 12. STOCK EXCHANGE**

### **Competency Statements**

<b>TT 0.</b>			
Unit No.	Торіс	Competency Statements	
1	Sources of Corporate Finance	<ul> <li>Understand the concept of Corporate Finance and its Importance.</li> <li>Understand meaning of capital structure of a company</li> <li>Understand various sources of owned and borrowed capital</li> <li>Compare different sources of finance.</li> </ul>	
2	Capital raising	Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.	
3	Secretarial Correspondence	Develop Communication skills related to Members, Debenture holders and Deposit holders.	
4	Depository System	<ul> <li>Understand the concept of Depository system and its Importance.</li> <li>Know the constituents of Depository System.</li> <li>Learn the Functioning of Depository System.</li> </ul>	
5	Payment of Dividend and Interest	<ul> <li>Understand the concept of Dividend and Interest.</li> <li>Compare between Interim and Final Dividend.</li> <li>Learn about provisions on sources and for Declaration and Payment of Dividend.</li> </ul>	

		Understand the Meaning of Financial Market.
		Know the types of Financial Markets.
		Learn about the Different
		Types of Financial Instruments.
6	Financial	monuments.
	Markets	Understand the Meaning and
		functions of Stock Exchange.
		Know about BSE and NSE
		Understand the different terms
		related to stock exchange.
		Understand the role of SEBI in Capital Market
		-

### PAPER PATTERN

## NIRMALA MEMORIAL FOUNDATION JUNIOR COLLEGE OF COMMERCE & SCIENCE. Annual Exam (S.Y.J.C COMMERCE) SECRETARIAL PRACTICE

•	Q-1 A) Select the correct answer from the options given below and rewrite the statements.	(05)
•	Q-1 B) Match Pairs	(05)
•	Q-1C) Write a word or phrase or a term which can substitute each of the following statements.	(05)
•	Q-1D). State weather the following statements are True or False:	(05)
•	Q-2 Explain the Term (Any 4/6)	(08)
•	Q.3) Study the following case/situation and express your opinion(Any 3/4)	(06)
•	Q-4 Distinguish between (Any 3)	(12)
•	Q-5 Answer in brief (Any 2)	(08)
•	Q-6. Justify the following questions.(Any 2)	(08)
•	Q-7.Letters (Any 2)	(10)
•	Q8. Long answers.(Any 1)	(08)

## Options for objective question no 1

Q NO.	SUB Q.	QUESTIONS	MARKS
1		From the following types of sub questions any FOUR will be asked	
	A)	Select the correct option and rewrite the sentence	5
	B)	Match the pairs	5
	C)	Give one word or phrase or term	5
	D)	State True or False	5
	E)	Find the odd one	5
	F)	Complete the sentence	5
	G)	Select the correct option from the bracket	5
	H)	Answer in one sentence	5
	I)	Correct the underline word and rewrite the following sentences	5
	J)	Arrange in proper order	5

### NIRMALA MEMORIAL FOUNDATION JUNIOR COLLEGE OF COMMERCE & SCIENCE.

SYJC COMMERCE SECRETARIAL PRCTICE
WEEK 1 LECTURES

### **LECTURES & TOPICS**

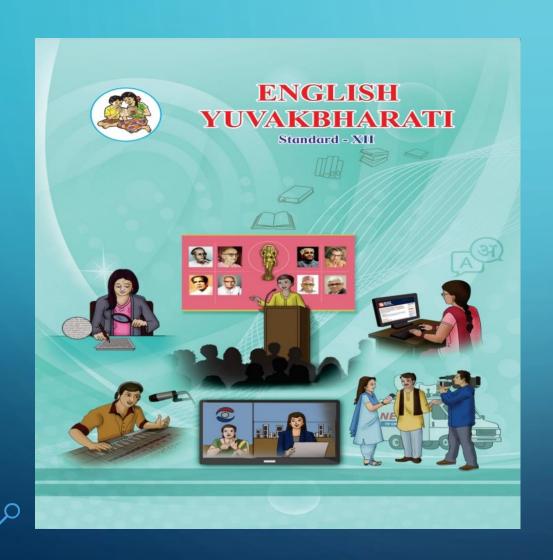
- **LECT 1. SUBJECT ORIENTATION**
- LECT 2. CH 2. SOURCES OF CORPORATE FINANCE
  TOPIC 1. BASIC CONCEPT OF CAPITAL (TYPES OF CAPITAL)
- **LECT 3. TOPIC 2. FEATURES OF SHARES**
- LECT 4. TOPIC 3. COMPARATIVE STUDY (DISTINGUISH BETWEEN EQUITY SHARES & PREFERENCE SHARES)
- **LECT 5. TOPIC 4. FEATURES OF EQUITY SHARES**



## NIRMALA MEMORIAL FOUNDATION

JR.COLLEGE OF COMMERCE AND SCIENCE

## ORIENTATION 1ST LECTURER



The Coordination Committee formed by G.R. No. Abhyas - 2116/(Pra.Kra.43/16) SD - 4
Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on 30.01.2020
and it has been decided to implement it from the Academic Year 2020-21.

ENGLISH

YUVAKBHARATTI

(Compulsory English)

Standard XII



Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.



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## SUBJECT: ENGLISH XII - COMMERCE

**EXAM PATTERN** 

THEORY = 80 MARKS

ORAL EXAM = 20 MARKS

TOTAL = 100 MARKS

## **SYLLABUS**

	- Co	ontents -	
SEC	TION ONE (Prose) ~~~~	~~~~~~	~~
1.1	An Astrologer's Day	R. K. Narayan	1
1.2	On Saying "Please"	Alfred George Gardiner	13
1.3	The Cop and the Anthem	O'Henry	27
1.4	Big Data-Big Insights		35
1.5	The New Dress	Virginia Woolf	43
1.6	Into the Wild	Kiran Purandare	55
1.7	Why we Travel	Siddarth Pico Raghavan Iyer	65
1.8	Voyaging Towards Excellence	Achyut Godbole	77

SEC	TION TWO (Poetry) ~~~~	~~~~~	~~
2.1	Song of the Open Road	Walt Whitman	93
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2.3	The Inchcape Rock	Robert Southey	103
2.4	Have you Earned your Tomorrow	Edgar Guest	111
2.5	Father Returning Home	Dilip Chitre	115
2.6	Money	William H. Davies	121
2.7	She Walks in Beauty	George Gordon Byron	125
2.8	Small Towns and Rivers	Mamang Dai	129
SEC	TION THREE (Writing Skills) ~~	~~~~~	~~~
3.1	Summary Writing		135
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### PAPER PATTERN FOR 80 MARKS

Q.1. A. SEEN PASSAGE 12 MARKS

B. LANGUAGE STUDY (3+1) 04 MARKS

Q.2. A. UNSEEN PASSAGE 12 MARKS

B. SUMMARY WRITING 03 MARKS

C. NOTE MAKING 03 MARKS

Q.3. A. SEEN POETRY 10 MARKS

B. APPRECIATION OF POEM 04 MARKS

Q.4. A. EMAIL/ LETTER 04 MARKS

B. EXPANSION OF IDEAS/ BLOG

/ FILM REVIEWS 04 MARKS

Q.4.C. APPEAL/ TOURIST LEAFLET/ REPORT WRITING/ VIEW COUNTER VIEW 04 MARKS D. SPEECH/ COMPARING/ DIALOGUE / INTERVIEW 04 MARKS Q.5. A. ANSWER THE BELOW GIVEN QUESTION 04 MARKS B. ANSWER THE BELOW GIVEN QUESTION 04 MARKS C. ANSWER THE BELOW GIVEN QUESTION 04 MARKS D. ANSWER THE BELOW GIVEN QUESTIONS 04 MARKS

TOTAL .....80 MARKS



# SUBJECT: INFORMATION TECHNOLOGY STD: S.Y.J.C

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## **EXAMINATION PATTERN**

## 80 Marks [I.T. Online Exam]

- Time Duration :2 hrs. 30 min.
- Exam is conducted in March Month
- Study from Textbook for online exam
- Journal is not required for online exam only hall ticket and pen.

## 20 Marks [Practicals]

- Time Duration: 3 hrs.
- Exam is conducted in February Month
- Study from Journal for Practical Exam
- Carry your completed Journal during practical exam.

Total Marks: 80+20=100

Passing: 35 marks

## 80 Marks [I.T. Online Exam]

# 60 Marks (OBJECTIVE QUESTIONS)

Example:
Fill in the blanks
True or False
MCQ
Match the following

## 20 Marks (SUBJECTIVE QUESTIONS)

Example:

Answer the following Writ HTML Code

## 20 Marks [I.T. Practical Exam]

15 Marks
(1 PROGRAM FROM
JOURNAL)

O5 Marks
(COMPLETED JOURNAL
WITH BROWN COVER)

## REVISION OF CHAPTER 3: IMPRESSIVE WEB DESIGNING (FROM XI STANDARD TEXTBOOK AS IT IS BASE FOR XII STARDARD)

## \*TOPICS TO BE COVERED

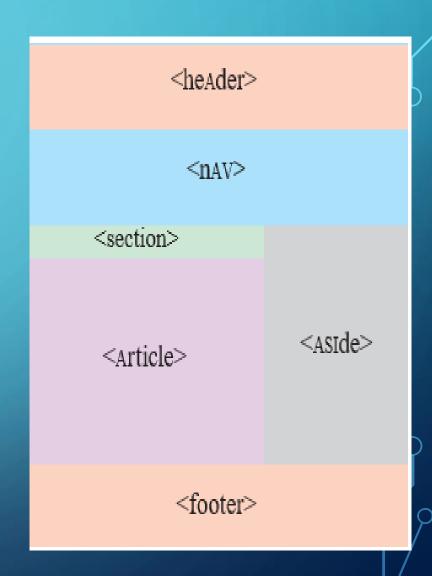
- COMPONENTS OF WEB
- INTRODUCTION TO HTML5
- BASIC STRUCTURE
- CLASSIFICATION OF HTML TAGS
- TAGS AND THEIR ATTRIBUTES
- **\*HEADING LEVELS**
- **❖IMAGE, HORIZONTAL LINE, PARAGRAPH**
- **\*TABLES**
- **\*HYPERLINK**
- **☆**FORMS

### **COMPONENTS OF WEB**

- Webpage: A simple text file create using HTML.
- Website: A collection of interlinked web pages containing text, images, Audio And videos. For Example, www.ebalbharti.in
- Web Browser: A web browser is A software used to view web pages or websites available on the internet For Example Internet Explorer, Google Chrome, Mozilla Firefox.
- **Web Server**: A Web server is an application or a Computer that sends webpages over the internet using the HTTP protocol. The functionality of website is managed by web server. For Example apache, nginx, IIS, etc..
- URL(Uniform Resource Locator): It Is an address of a Web page on the internet. The web pages are retrieved from the original location with the help of URL.
- HTTP: HTTP (HyperText Transfer Protocol) is A protocol used by WWW for client server communication.
- **HTML**: Hyper Text Markup Language, enables to write code for a Webpage. All the webpages in a website are linked with one Another, with the help of hypertext links.

### BASIC STRUCTURE

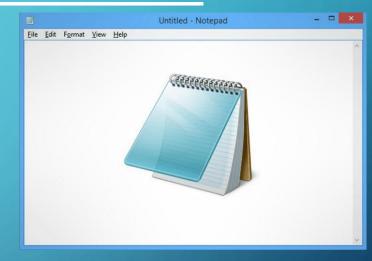
- <header> defines a header for a document or a
   Section.
- <NAV> -defines a Container for navigation links.
- <section> defines a Section in A document.
- < Article > defines an independent self-contained Article.
- <aside> defines content apart from the content (like
   A Sidebar).
- <footer> defines a footer for document or a Section.
- <details> defines additional details.



## INTRODUCTION TO HTML5

HTML IS A STANDARD LANGUAGE FOR DEVELOPING AND CREATING INTERACTIVE WEBSITES, INTRODUCED BY TIM BERNERS LEE.

HTML DOCUMENTS ARE CREATED IN ANY TEXT EDITOR AND CAN BE RUN(EXECUTED) ON ANY COMPUTER THAT HAS A WEB BROWSER. HTML IS COMPATIBLE WITH MOST OF THE WEB BROWSERS.



USE ANY TEXT EDITOR TO TYPE THE CODE AND SAVE IT WITH 'FILENAME. HTML' OR 'FILENAME. HTM'. USE A BROWSER TO DISPLAY THE OUTPUT.



## WHAT IS TAG?

<HTML> AND </HTML>.

HTML TAGS ARE KEYWORDS ENCLOSED WITHIN ANGULAR BRACKETS, THAT DEFINE HOW YOUR WEB BROWSER MUST FORMAT AND DISPLAY THE CONTENT. TAGS ARE NOT CASE SENSITIVE. EVERY HTML PAGE IS ENCLOSED WITHIN TWO TAGS

## CLASSIFICATION OF HTML TAGS

### **Container Tags**:

Container tags are also called paired tags.
Container tags have a beginning tag and an end tag. The end tag is similar to the beginning tag but with a "/" in front of it.

For Example <head> </head>, <body> </body>.

### **Empty Tags:**

Empty tags are standalone tags and do not have an end tag. <Br>is an example of singular tag/Empty tag.

## WHAT IS AN ATTRIBUTE?

AN ATTRIBUTE DEFINES A PROPERTY FOR AN ELEMENT, CONSISTS OF AN ATTRIBUTE/VALUE, AND APPEARS WITHIN THE ELEMENT'S START TAG.

## HEADING LEVELS

HTML PROVIDES SIX LEVELS OF HEADING TAGS. THE RANGE IS FROM 1 TO 6. THESE HEADING LEVELS ARE REPRESENTED AS <H1> TEXT CONTENT </H1>. THE <H1> TAG DISPLAYS TEXT IN BOLD AND WITH LARGEST HEADING LEVEL WHEREAS <H6> TAG DISPLAYS TEXT IN THE SMALLEST HEADING LEVEL.

# TEXT FORMATTING ELEMENTS/TAGS

TAG NAME	Description
<b></b>	DISPLAYS text within it in Bold like <b>Hello</b> .
<i>&gt;</i>	DISPLAYS text within it in ITALICIZED MANNER like Hello.
<u>&gt;</u>	DISPLAYS text with underline like <u>Hello</u> .
<small></small>	DISPLAYS text in SMALL font size.
<sub></sub>	DISPLAYS text in subscript form.
<sup></sup>	DISPLAYS text in superscript form.
<ins></ins>	Anything THAT APPEARS within <ins></ins> element is DISPLAYED AS inserted text.
<del></del>	Anything THAT APPEARS within <del></del> element, is DISPLAYED AS deleted text.
<mark></mark>	The HTML <mark> element defines MARKED or <b>highlighted</b> text:</mark>

# How to insert Image, Horizontal Line, Paragraph on Webpage?

<IMG> tag is used to insert an image within a Webpage. It uses following Attributes:

**src**: It is used to specify the path of an image file. The popular extensions of image file are png, jpg and gif.

height: Specifies height of the image in pixels.

width: Specifies width of the image in pixels.

Alt: It is referred as alternate text. It specifies the description of the image.

<IMG> is A empty tAg. The syntax used in code is AS:
<img src="Desert.jpg" height="400" width="400" Alt="Desert image">

- HR> tag: < Hr> tag is used to display horizontal ruled line. It is A Singular tag. The Attributes with < hr>> tAg
- >color: Sets color for the horizontal ruled line.
- width: It specifies the length of the ruled line in % or pixels.
- >size: It sets thickness of a ruled line.

<P> tag: It is used to define paragraphs. It is a container tag

## **TABLE**

A TABLE IS MADE UP OF ROWS AND COLUMNS. A TABLE IN A WEBPAGE IS CREATED BY USING <TABLE> TAG, WHICH IS A CONTAINER TAG.

TAGS USED FOR CREATING TABLES:

<TR>: STANDS FOR TABLE ROW

<TH>: STANDS FOR TABLE HEADING

<TD>: STANDS FOR TABLE DATA

### The Attributes of table Are:

- border: This Attribute is required to display a border for the entire table. It has a numbered value. If border Attribute is not specified, A table is creAted without the border for both table as Well as Columns.
- bordercolor: It displays border in a specific color.
- Align: It Aligns the table either to the left, right or center.
- bgcolor: Sets the background color for the table.

### The attributes of the , , :

- align: It aligns the text horizontally. The values are aligned to the left, right or center.
- colspan: This attribute is used within
- or . It creates a single column spanning across the table. It takes a numbered value, based on the number of columns to be spanned in a table.
- rowspan : This attribute is used within
- or . It creates a single row spanning across the table. It takes a numbered value, based on the number of rows to be spanned in a table.

### **CREATE A TABLE:**

Output 4:

Red
Colors
Green