## SYLLABUS 2020-2021

SUBJECT: COMMERCE

CLASS: 12

UNIT	CONTENT		
UNIT-I	Entire Chapter		
1. Principles of Management			
2. Functions of Management	Entire Chapter		
UNIT-II	Entire Chapter		
4. Financial Market			
5. Capital Market	5.01 Meaning and Definition of capital Market		
	5.02 Characteristics of Capital Market		
	5.03 Kinds of Capital Market		
6. Money Market	Entire Chapter		
UNIT-III 7. Stock Exchange	7.01 Origin, Meaning, Definition of Stock Exchange		
7. Stock Exchange	7.02 Function of stock exchange		
	7.03 Features of Stock Exchange		
	7.04 Benefits & Limitations		
	7.05 Stock Exchange in India		
	7.06 Types of Speculators		
UNIT-IV	Entire Chapter		
9. Fundamentals of HRM			
10. Recruitment Methods	Entire Chapter		
11. Employees Selection Process	11.01 Meaning & Definition of Employee selection process		
	11.02 Steps in Employee selection process		
	11.03 Factors influencing selection process, importance		
	11.04 Importance of Selection Process		

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	27.03	Board of Directors		
	27.04	Types of Directors as per Companies Act 2013		
	27.05	Number of Directors Required		
	27.06	Legal position of Director		
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	28.02	Qualifications of Company Secretary		
	28.07	Company Meetings		
	28.08	Kinds of Company Meeting		
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