**Top Ten “Glossery” in various Branches of Commerce**

* Compiled by Prof.D.Ilangovan, HD Commerce, Annamalai University

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| **FINANCIAL MANAGEMENT** | | | |
| **Dr.K.Govindarajan** | | | **Prof. Of Commerce, AU** |
| 1 | Cost of Capital  **Cost of capital** refers to the opportunity **cost** of making a specific investment. It is the rate of return that could have been earned by putting the same money into a different investment with equal risk. Thus, the **cost of capital** is the rate of return required to persuade the investor to make a given investment. | 6 | Cash Flow Analysis  An examination of a company's **cash** inflows and outflows during a specific period. The **analysis** begins with a starting balance and generates an ending balance after accounting for all **cash** receipts and paid expenses during the period. The **cash flow analysis** is often used for financial reporting purposes. |
| 2 | Risk and Return  Higher **risk** is associated with greater probability of higher **return** and lower **risk** with a greater probability of smaller **return**. This trade off which an investor faces between **risk and return** while considering investment decisions is called the **risk return** trade off…. | 7 | Merger and Acquisition  **Mergers and acquisitions** (M&A) are **defined** as consolidation of companies. Differentiating the two terms, **Mergers** is the combination of two companies to form one, while **Acquisitions** is one company taken over by the other. M&A is one of the major aspects of corporate finance world. |
| 3 | Working Capital  The capital of a business which is used in its day-to-day trading operations, calculated as the current assets minus the current liabilities. | 8 | Venture Capital  Capital invested in a project in which there is a substantial element of risk, typically a new or expanding business. |
| 4 | Financial and Operating Leverage  **Financial and Operating Leverage**. ... **Operating leverage** and **financial leverage** both heighten the changes that occur to earnings due to fixed costs in a company's capital structures. Fundamentally, **leverage** refers to debt or to the borrowing of funds to **finance** the purchase of a company's assets. | 9 | Changing Role of Financial Manager  **Financial managers** perform data analysis and advise senior **managers** on profit -maximizing ideas. The **role** of the **financial manager**, particularly in business, is **changing** in response to technological advances that have significantly reduced the amount of time it takes to produce **financial** reports. |
| 5 | Capital Structure  In finance, particularly corporate finance capital structure is the way a corporation finances its assets through some combination of equity, debt, or hybrid securities. | 10 | Indian Financial System  A 'financial system' is a system that allows the exchange of funds between lenders, investors, and borrowers. Financial systems operate at national and global levels. |

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| **CO-OPERATIVE MANAGEMENT** | | | |
| **Dr.K.Padhmanaban** | | | **Prof. Of Commerce, AU** |
| 1 | Legislation and Rules-By Laws  '**Rule by law**' simply means **rule** by any **law** which is laid down by the supreme **law**making authority of that country. One is not concerned about what the **law** is or what its purpose is. In most of the dictatorships and monarchies, there is a set of **laws**through which the justice is administered. | 6 | Foreign Co-operatives  A **cooperative** (also known as **co**-**operative**, **co**-**op**, or **coop**) is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise" |
| 2 | Co-op Administration and Management  A **cooperative** (also known as **co**-**operative**, **co**-**op**, or **coop**) is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise". | 7 | Co-operative Accounting and Auditing  **Cooperative audit** is a close examination of financial transactions, maintenance of books of. **accounts**, documents and other records of a business and includes an inquiry into the affairs of the society in. |
| 3 | Co-op Principles and Practices  The Statement on the **Cooperative**Identity states that a **cooperative** is an “autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly owned and democratically-controlled enterprise.” | 8 | Inspection and Supervision  In modern educational thought, **supervision** is a phase of administration with particular emphasis on the products of teaching and teaming activities. Educational administration and **supervision** are regarded as the total processes inclusive of all responsibilities and functions necessary for running a school. |
| 4 | Membership and General Body  An annual **general** meeting (commonly abbreviated as AGM, also known as the annual meeting) is a meeting of the **general membership** of an organization. ... These meetings may be required by law or by the constitution, charter, or by-laws governing the **body**. | 9 | Co-operative Education and Training  Cooperative training consists of individuals attending school part-time and work part-time. VA may provide educational assistance for pursuit of a program of education offered by an approved Institution of Higher Learning (IHL). The training must be full-time and consist of phases of school instruction alternated with training in a business or industrial establishment. |
| 5 | Credit and Non Credit  Cooperatives  A **co operative society** is registered under **Co operative societies** act of state govt or Multi State **Cooperative Society** act of central govt.They can do business with members only.They can not use word **Bank** in name.They can not issue check book. ... **Coop** banks are regulated by RBI, whereas **societies** are not | 10 | Winding up  **Winding up** is the method of ending, or dissolving, a business. The **winding up**activity includes selling all assets, paying off creditors, and distributing remaining assets to the partners or shareholders |

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| **Organisational Behaviour** | | | |
| **Dr.S.Suresh** | | | **Prof. Of Commerce, AU** |
| 1 | Organisational Commitment  **Organisational commitment** is the bond employees experience with their **organization**. Broadly speaking, employees who are **committed** to their **organization** generally feel a connection with their **organization**, feel that they fit in and, feel they understand the goals of the **organization**. | 6 | Bureaucratic  relating to a system of government in which most of the important decisions are taken by state officials rather than by elected representatives. |
| 2 | Work Life Balance  **Work**–**life balance** is the term used to describe the **balance** that an individual needs between time allocated for **work** and other aspects of **life**. Areas of **life** other than **work**–**life** can be, but not limited to personal interests, **family** and social or leisure activities. | 7 | Work Ethics  **Work ethic** is a belief that hard **work** and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. |
| 3 | Group cohesiveness  **Group cohesiveness** can be **defined** as a bond that pulls people toward membership in a particular **group** and resists separation from that **group**. | 8 | Stress Management  **Stress management** is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of **stress**, especially chronic **stress**, usually for the purpose of improving everyday functioning. |
| 4 | Leadership Styles  A leadership style is a leader's method of providing direction, implementing plans, and motivating people. Various authors have proposed identifying many different leadership styles as exhibited by leaders in the political, business or other fields. | 9 | Emotional Intelligence  Emotional intelligence refers to the capability of a person to manage and control his or her emotions and possess the ability to control the emotions of others as well. In other words, they can influence the emotions of other people also. |
| 5 | Organisational Effectiveness  Organizational effectiveness is the concept of how effective an organization is in achieving the outcomes the organization intends to produce. Organizational Effectiveness groups in organizations directly concern themselves with several key areas | 10 | Group Dynamics  Group dynamics is a system of behaviors and psychological processes occurring within a social group, or between social groups. |

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| **INTERNATIONAL BUSINESS** | | | |
| **Dr.M.P.MAHESH** | | | **Prof. Of Commerce, AU** |
| 1 | International Trade  International trade is the exchange of capital, goods, and services across international borders or territories. In most countries, such trade represents a significant share of gross domestic product | 6 | Logistics  Logistics is generally the detailed organization and implementation of a complex operation. In a general business sense, logistics is the management of the flow of things between the point of origin and the point of consumption in order to meet requirements of customers or corporations. |
| 2 | Pre-Requisites’ of Export  After completing the shipment formalities, the C & F Agents are expected to forward to the Exporter the following **documents**: Customs signed **Export** Invoice & Packing List. Duplicate of Form SDF. Exchange control copy of the Shipping Bill, processed electronically. | 7 | Negative List of Exports  The prohibited items are not permitted to be exported. An export licence will not be given in the normal course for goods in the prohibited category. No export of rough diamond shall be permitted unless accompanied by Kimberley Process (KP) Certificate as specified by Gem & Jewellery EPC (GJEPC). |
| 3 | ECGC Services  The Export Credit Guarantee Corporation of India Limited (**ECGC** in short) is a company wholly owned by the Government of India. ... Credit Insurance Covers to exporters against Credit Risk losses in export of goods & **services** both under Short term and Medium and LT. | 8 | EEFC Accounts  Exchange earners' foreign currency **account** (**EEFC**) is an **account** maintained in foreign currency with an authorized dealer i.e. a bank dealing in foreign exchange. ... No interest is payable on **EEFC accounts**. Up to 100% foreign exchange earnings can be credited to the **EEFC account**. |
| 4 | Export Processing Zone (EPZ/EOU) Export Oriented Units  The **EOU** scheme is complementary to the scheme for Free Trade **Zone**, **Export Processing Zone**. **Units** that are undertaking to **export** their entire production of goods are allowed to setup as a **EOU**. | 9 | Export Housing  **Export House** is **defined** as a registered **exporter** holding a valid **Export House** Certificate issued by the Director general of Foreign Trade in India. 3. ... Trading **House**-A trading **house** is an **exporter**, importer and also a trader that purchases and sells products for other businesses. |
| 5 | Export Houses  **Export House** is **defined** as a registered exporter holding a valid **Export House** Certificate issued by the Director general of Foreign Trade in India. 3. ... Trading **House**-A trading **house** is an exporter, importer and also a trader that purchases and sells products for other businesses. | 10 | Dumping  **Dumping** is a term used in the context of international trade. It's when a country or company exports a product at a price that is lower in the foreign importing market than the price in the exporter's domestic market. |

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| **FINANCIAL MARKETS & SERIVES** | | | |
| **Dr.V.SUNDAR** | | | **Prof. Of Commerce, AU** |
| 1 | Capital Markets  A capital market is a financial market in which long-term debt or equity-backed securities are bought and sold. Capital markets channel the wealth of savers to those who can put it to long-term productive use, such as companies or governments making long-term investments. | 6 | Basis Points  A per ten thousand sign or basis point is one hundredth of a percent or equivalently one ten thousandth. The related concept of a permyriad is literally one part per ten thousand. Figures are commonly quoted in basis points in finance, especially in fixed income markets |
| 2 | Bank Assurance  Banc assurance is a relationship between a bank and an insurance company that is aimed at offering insurance products or insurance benefits to the bank's customers. In this partnership, bank staff and tellers become the point of sale and point of contact for the customer. | 7 | Bonus Issue  an issue of additional shares to shareholders instead of a dividend, in proportion to the shares already held. |
| 3 | Non Banking Finance Companies  **A Non-Banking Financial Company (NBFC) is a companyregistered under the Companies Act, 1956 engaged in the business of loans and advances, acquisition of shares/stocks/bonds/debentures/securities issued by Government or local authority or other marketable securities of a like nature, leasing, hire-purchase, insurance** . | 8 | RTGS,NEFT  National Electronic Fund Transfer (**NEFT**) and Real Time Gross Settlement (**RTGS**) allow individuals, companies and firms to transfer funds from one bank to another. You can check the RBI website for a list of **NEFT** and **RTGS**-enabled branches of your bank |
| 4 | Blue Chip Stocks  A **blue**-**chip** stock is the stock of a large, well-established and financially sound company that has operated for many years. A **blue**-**chip** stock typically has a market capitalization in the billions, is generally the market leader or among the top three companies in its sector, and is more often than not a household name. | 9 | UPI  Unified Payment Interface (**UPI**) is a single-window mobile payment system developed by the National Payments Corporation of India (NPCI). It eliminates the need to enter bank details or other sensitive information each time a customer initiates a transaction. |
| 5 | Circuit Breaker  A **circuit breaker** is an automatically operated electrical switch designed to protect an electrical **circuit**from damage caused by excess current from an overload or short **circuit**. Its basic function is to interrupt current flow after a fault is detected. | 10 | Crypto Currency  a digital currency in which encryption techniques are used to regulate the generation of units of currency and verify the transfer of funds, operating independently of a central bank. |

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| **ENTREPRENEURIAL DEVELOPMENT** | | | |
| **Dr.M.SOMASUNDARAM** | | | **Prof. Of Commerce, AU** |
| 1 | Entrepreneur as a Risk-Bearer-Entrepreneur as an Organiser –Entrepreneur as an Innovator  An **entrepreneur** is an agent who buys factors of production at certain prices in order to combine them into a product with a view to selling it at uncertain prices in the future. Uncertainty is **defined** as a **risk**, which cannot be insured against and is incalculable. | 6 | Rural Entrepreneur Need for Rural Entrepreneur  **Rural entrepreneurs** refer to those who carry out the business in **rural** areas with the utilization of local resources. But this **rural entrepreneur** is suffering with various **problems** like fear of risk, lack of finance, illiteracy, and competition from the urban **entrepreneurs**. |
| 2 | Distinction Between an Entrepreneur and Manager  **difference between Entrepreneur and Manager** is their role in the organization. **Entrepreneur** is the owner **of** the company whereas **Manager** is the employee **of** the company.**Entrepreneur** is a risk taker, they take financial risk for their enterprise. ... **Manager** works for **salary** and does not take any risks. | 7 | Innovating Entrepreneur Functions of Entrepeneur Imitative Entrepreneur  An **entrepreneur** identifies opportunities and seizes opportunities for economic benefits. **Entrepreneurship** is a dynamic activity which helps the **entrepreneur** to bring changes in the process of production, innovation in production, new usage of materials, creator of market etc. |
| 3 | Intrapreneur-Entrepreneur is an independent , Intrapreneur – dependent on Owner  He is **independent** in his operations. He is fully **independent**. He does not work for others and his own boss. **Intrapreneur**: But, an**intrapreneur** is **dependent** on the **entrepreneur**, i.e., the **owner**. Mostly Family Members of a business | 8 | Characteristics of Successful Entrepreneur  Never Stop Learning.  Give Back. Be Persistent.Make Your Own Luck.Take Risks.Don't Waste Your Time Avoiding Failure. |
| 4 | Women Entrepreneurs Function of Women Entrepreneurs  The **functions** of an **entrepreneur** as risk bearer are specific in nature. But **women entrepreneurs** have risk taking capacity. They calculate different types of risks such as financial risk, social risk, psychological risk etc. ... Innovation: Innovation is the basis**function of woman entrepreneur**. | 9 | Institutional Finance to Entrepreneurs  There are two major sources of **entrepreneurial finance**: **entrepreneurs** own funds and funds from outside like **financial institutions**. ... The consequence is the enterprises suffer from inadequate funds since beginning itself. ADVERTISEMENTS: Such a state of enterprise affairs is just like enterprise malnutrition. |
| 5 | Rural Entrepreneurship Characteristics of an Entrepreneur  **Entrepreneurs** are people who create and develop enterprises and likewise “**entrepreneurship**” is the process through which enterprises are set up. ... But, the growth and development of **rural entrepreneurs** are complex issues, which can be tackled by social, political and economic institutions. | 10 | Type of Entrepreneurs Factors influencing Entrepreneurial  Entrepreneurship is influenced by four distinct factors: **economic** development,**culture**, **technological** development and education. In areas where these factors are present, you can expect to see strong and consistent entrepreneurial **growth**. |

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| **MARKETING MANAGEMENT** | | | |
| **Dr.K.SUNDAR** | | | **Prof. Of Commerce, AU** |
| 1 | Customer-Consumer  A **customer** buys products from businesses, while a **consumer** uses the business products. You can actually be both a **customer** and a **consumer** in a business transaction. | 6 | E-Marketing, E-Retailing, E-Commerce  In **E**-**commerce** buying and selling of products or services is conducted over**electronic** systems such as the Internet and other computer networks. **E**-**Marketing** uses the internet to deliver promotional **marketing** messages to consumers. It includes **email marketing**, search engine **marketing**, social media**marketing**. |
| 2 | Market-Marketing Selling  **Selling** is first and foremost a transaction between the seller and the prospective buyer or buyers (the target **market**) where money (or something considered to have monetary value) is exchanged for goods or services. | 7 | Product Line Product Mix Product Diversification  A **product line** is a group of related **products** under a single brand sold by the same company. ... Companies often expand their offerings by adding to existing**product lines**, because consumers are more likely to purchase **products** from brands with which they are already familiar. |
| 3 | Dealer-Trader wholesale, Retailer  a **retailer** is anybody who sells directly to the consumer from a fixed location. A **dealer** is somebody who sells to the consumer, and buys from a**distributor**. ... So the truck drivers/franchisees are **dealers** but not **retailers**. | 8 | Advertisement Media Channels  **Advertising media** refers to the various **media channels**through which **advertising** is done. **Advertising media** is used for showcasing promotional content which communicated in various forms such as text, speech, images, videos using TV, radio, online, outdoor etc. |
| 4 | Advertisement Publicity, Sales Promotion  The following are the major **differences between advertising** and **promotion**: ...**Advertising** is a part of the **promotion**. Therefore, it can be said that **advertising** is also an act of **promoting** the product. **Advertising** is done to build brand image and increase **sales**, whereas **Promotion** is used to push short-term **sales**. | 9 | Market Research Marketing Information System  A marketing information system is a management information system designed to support marketing decision making. Jobber defines it as a "system in which marketing data is formally gathered, stored, analysed and distributed to managers in accordance with their informational needs on a regular basis." |
| 5 | Personal Selling Salesmanship  **Personal selling** is basically the oral/face to face conversation between a sales representative and a prospect for the purpose of closing a deal. **Salesmanship** is the process of persuading a person to buy goods or services. | 10 | Purchase vs Sales  **Purchase** order is a document used for ordering goods. **Sales** order is a document used for confirmation of **sale**. Details. Prepared by the buyer and is sent to the supplier. Issued by the supplier to its buyer before delivery. |

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| **BUSINESS TAXATION AND INCOME TAX LAW & PRACTICE** | | | | | | |
| **Dr.T.SRINIVASAN,** | | | | **Prof. Of Commerce, AU** | | |
| 1 | Exemption u/s10  **10(10) Gratuity. 10(10AA) Leave encashment 10(10B)  Retrenchment Compensation 10(10C) Compensation for voluntary retirement (V.R.S) 10(10CC) Tax on non-monetary perquisites paid by the employer 10(11) Payments received from a provident fund 10(12) Accumulated balance in a recognized provident fund 10(13A) House rent allowance** | | 6 | Input Tax Credit  **Input Tax Credit** or ITC is the **tax** that a business pays on a purchase and that it can use to reduce its**tax** liability when it makes a sale. In other words, businesses can reduce their **tax** liability by claiming**credit** to the extent of GST paid on purchases. | | |
| 2 | Deductions u/s 80   * **Section 80C. Investments.** * **Section 80CCC. Insurance Premium.** * **Section 80CCD. Pension Contribution.** * **Section 80TTA. Interest on Savings Account.** * **Section 80GG. House Rent Paid.** * **Section 80E. Interest on Education Loan.** * **Section 80EE. Interest on Home Loan.** * **Section 80CCG. RGESS.** | | 7 | GST and other Indirect Taxes  Goods and Services **Tax** (**GST**) is an **indirect tax** (or consumption **tax**) levied in India on the supply of goods and services. **GST** is levied at every step in the production process, but is meant to be refunded to all parties in the various stages of production **other** than the final consumer. | | |
| 3 | Income Tax Rates | | 8 | GST Rates  Reduction in GST rates/exemptions on services: \* GST rate on cinema tickets above Rs. 100 shall be reduced from 28% to 18% and on cinema tickets upto Rs. 100 from 18% to**12%** | | |
| 4 | Set Off and Carry Forward of Losses  After making the appropriate and permissible intra-head and inter-head adjustments, there could still be unadjusted losses. These unadjusted losses can be carried forward to future years for adjustments against income of these years. Set off of losses means adjusting the losses against the profit/income of that particular year. Losses that are not set off against income in the same year, can be carried forward to the subsequent years for set off against income of those years | | 9 | GST-Council  Goods and Services Tax (**GST**) is an indirect tax (or consumption tax) levied in India on the supply of goods and services. ... The tax rates, rules and regulations are governed by the **GST Council** which consists of the finance ministers of centre and all the states. | | |
| 5 | Clubbing of Income  **Clubbing of income** means including the **income** of any other person in Assessee's total **income**. ... Then, such transferred **income** of a wife is added and taxed as **income** of husband only and not his wife. The **clubbing** provisions are applicable even if there is no intention to reduce tax liability. | | 10 | Various Types of GST  Image result for Various Types of GST | | |
| **BANKING** | | | | | | |
| **Dr.G.Vasanthi** | | | | | | **Prof. Of Commerce, AU (Rtd.)** |
| 1 | | Prudential Norms Asset & Classification  "**Prudential norms**" are defined as the guidelines and general **norms** issued by the regulating bank (the central bank) of the country for the proper and accountable functioning of bank and bank-like establishments. In other words, the **norms** are the practices that all banks are expected to follow. | | | 6 | Block Chain Technology  A **block-chain** is a decentralized, distributed and public digital ledger that is used to record transactions across many computers so that any involved record cannot be altered retroactively, without the alteration of all subsequent **blocks** |
| 2 | | CRR&SCR Repo- Rate & Reverse Repo-rate  **CRR** and **SLR** are the two ratios. **CRR** is a cash reserve ratio and **SLR** is statutory liquidity ratio. Under **CRR** a certain **percentage** of the total bank deposits has to be kept in the current account with RBI which means banks do not have access to that much amount for any economic activity or commercial activity. | | | 7 | Robotics in Banking  **Robotics in banking** is **defined** as the use of **robotic** process automation software like Ui Path, Automation Anywhere, or Blue Prism, to install desktop and end user device level software **robots**, or an artificial intelligence workforce, or assistants, to help process **banking** work that is repetitive in nature. |
| 3 | | Virtual currency  **Virtual currency** can be **defined** as an electronic representation of monetary value that may be issued, managed and controlled by private issuers, developers, or the founding organization. Such **virtual currencies** are often represented in terms of tokens and may remain unregulated without a legal tender. | | | 8 | Artificial Intelligence in Banks  **Artificial Intelligence** is the **intelligence** which is shown by machines and not humans. ... Cognitive computing, Chat bots, Personal Assistant, Machine Learning are all peripherals of **AI** used in the **finance** industry extensively nowadays. |
| 4 | | Crypto currency  a digital currency in which encryption techniques are used to regulate the generation of units of currency and verify the transfer of funds, operating independently of a central bank. | | | 9 | SWIFT, IFSC, BCSBI, CRISIL  Society for Worldwide Interbank Financial Telecommunications. Global communication network that facilitates 24-hour secure international exchange of payment instructions between banks, central banks, multinational corporations, and major securities firms  **IFSC stands for Indian Financial System Code. It's an 11-digit code written in an alphanumeric format, and it identifies the branches in the National Electronic Funds Transfer (NEFT) network**  **BCSBI is an independent and autonomous institution to monitor and ensure that the Banking Codes and Standards adopted by the banks are adhered to in true CRISIL (formerly Credit Rating Information Services of India Limited) is a global analytical company providing ratings, research, and risk and policy advisory services.**  **CRISIL's majority shareholder is Standard & Poor's, a division of McGraw Hill Financial and provider of financial market intelligence** |
| 5 | | General currency vs crypto currency  **Currency is a generally accepted form of money, including coins and paper notes, which is issued by a government and circulated within an economy. Used as a medium of exchange for goods and services, currency is the basis for trade.**  A digital currency is one in which encryption techniques are used to regulate the generation of units of currency and verify the transfer of funds, operating independently of a central bank. | | | 10 | Demonetization and Remonetisation  Demonetization is another term in Economics, which is the act of stripping a currency unit of its status as legal tender. Demonetization is necessary whenever there is a change of national currency. ... So, demonetization refers to introducing a legal tender again which had been previously demonetized. |