



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

PROGRAMME – BBAC – III
YEAR

COURSE CODE

BATCH

PRODUCTION MANAGEMENT

BBAC- 31

CY 2016

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two/ questions. Each question carries equal marks.

1. What are the losses due to maintenance?
2. Explain the various symbols used in Method Study.
3. List out the reasons for keeping high and low Inventory?

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Discuss the factors affecting Location Decisions.
5. Detaily explains Elements of TQM.



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PERSONNEL MANAGEMENT

BBAC- 32

CY 2016

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two/ questions. Each question carries equal marks.

1. Explain the qualities of a good Personal Manager.
2. Explain the process of Performance Appraisal.
3. List out the various Motivational Techniques.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Describe the Training Process.
5. Explain the meaning and objectives of Industrial Relations. Identify the factors influencing Industrial Relations.



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FINANCIAL MANAGEMENT

BBAC- 33

CY 2016

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Define the concept of Finance and explain its Scope.
2. A firm sells its products for Rs.100 per unit, has variable operating cost of Rs.50 per unit and Fixed operating cost of Rs.50000 per year show the various levels of EBIT that would result from sale of (i) 1000 units (ii) 2000 units (iii) 3000 units.
3. A Project costs Rs.5,00,000 and yields annually profit of Rs.80000 after depreciation @ 12% p.a. but before tax of 50% calculate payback period.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Discuss the factors determinates of an Optional Capital Structure.
5. Explain various types of Cash Management Techniques.



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BUSINESS INFORMATION
SYSTEMS

BBAC- 34

CY 2015

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Explain the IT support for Management Decision Making.
2. Explain Global Information Systems.
3. Explain Hardware . Software Interaction

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Identify the various components of developing Information Systems.
5. Discuss about the different types of application Software like word processors Spread sheets, etc



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BATCH

BUSINESS ACCOUNTING

BBAC- 35

CY 2015

SOFTWARE

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Distinguish between Salas book, Purchase book and Cash book.
2. Explain creation of primary groups.
3. How do you customise vouchers in Tally?

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Explain the configuration in Tally.
5. Discuss creation of various Stock Categories.