



TAMIL NADU OPEN UNIVERSITY
Chennai - 15
School of Management Studies
SPOT ASSIGNMENT

COURSE – BBAC – III YEAR	COURSE CODE	BATCH
PRODUCTION MANAGEMENT	BBAC - 31	AY 2017-2018

Time: 1 Hour **Total Marks: 25**

Part – A (2 x 5 = 10 Marks)

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

1. List out the functions of Production Management.
2. What is work sampling?
3. List out the reasons for keeping low inventory.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Define production planning and control. Discuss the objectives and functions of production planning and control.
5. Discuss the Statistical Quality Control and utility of Control Charts.



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COURSE – BBAC – III YEAR	COURSE CODE	BATCH
PERSONNEL MANAGEMENT	BBAC - 32	AY 2017-2018

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Define Personnel Policy. What are the characteristics of sound Personnel Policy?
2. Define the term 'Promotion', Demotion and 'Transfer'.
3. Define labour turnover? Specify the various measurement of labour turnover?

Part – B (1x15 = 15 Marks)

Answer any one question.

4. Describe the sources of Recruitment in detail.
5. Explain Herzberg's two factor theory of motivation. Make a comparison between Maslow's theory & Herzberg's theory.



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COURSE – BBAC – III YEAR

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FINANCIAL MANAGEMENT

BBAC - 33

AY 2017-2018

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Explain the operating leverage.
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.50,000 per year. Show the various levels of EBIT that would result from sale of 1) 1000 units 2) 2000 units and 3) 3000 units.
3. Explain the kinds of working capital.

Part – B (1x15 = 15 Marks)

Answer any one question.

4. A company has the following capital structure:

Common shares Rs.40,00,000

6% Preference shares Rs.10,00,000

8% Debt Rs.30,00,000

The price of the company share is Rs.20. It is expected that the company will pay next year dividend Rs.2 per share, which will grow at 7% per year. Assuming 50% tax rate, you are required to calculate weighted average cost of capital.

5. What is meant by working capital management? How do you appraise the performance of the working capital?



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COURSE – BBAC – III YEAR	COURSE CODE	BATCH
BUSINESS INFORMATION SYSTEMS	BBAC - 34	AY 2017-2018

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Explain different office automation technologies.
2. What is enterprise resource planning?
3. What is meant by a logical data model?

Part – B (1x15 = 15 Marks)

Answer any one question.

4. Critically evaluate the role of information system in managerial decision making.
5. Explain hard ware – software interaction.



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COURSE – BBAC – III YEAR	COURSE CODE	BATCH
BUSINESS ACCOUNTING SOFTWARE	BBAC - 35	AY 2017-2018

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Distinguish between sales book, purchase book and cash book.
2. How do you customize vouchers in tally?
3. Explain TDS voucher entry in Tally.

Part – B (1x15 = 15 Marks)

Answer any one question.

4. Discuss creation of various stock categories.
5. Explain various ledgers pertaining to VAT in Tally.