



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

COURSE – BBAC – III YEAR	COURSE CODE	BATCH
PRODUCTION MANAGEMENT	BBA - 31	AY 2016-2017

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. What are the losses due to maintainance?
2. Differentiate method study and work measurement?
3. Derive the formula for EOQ.

Part – B (1x15 = 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.



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

COURSE – BBAC – III YEAR

COURSE CODE

BATCH

**PERSONNEL MANAGEMENT /
HUMAN RESOURCE
MANAGEMENT**

BBAC - 32

AY 2016-2017

Time: 1 Hour

Total Marks: 25

Part – A (2x5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. What are objectives of personnel management?
2. Define Personnel Policy. What are the characteristics of sound Personnel Policy?
3. Explain the collection bargaining process.

Part – B (1x15 = 15 Marks)

Answer any one question.

4. What do you mean by job analysis? Explain the purpose and uses of job analysis.
5. Explain the various important Incentive Plans of Wage Payment.



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

COURSE – BBAC II YEAR	COURSE CODE	CALENDAR YEAR
FINANCIAL MANAGEMENT	BBAC-33	AY 2016-2017

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 functions of finance manager?
2. Explain the types of Dividend Policy.
3. Explain the kinds of working capital.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Describe the short term and long term sources of finance.
5. What is capital budgeting? Discuss the kinds of capital budgeting decisions.



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

PROGRAMME – BBAC – III YEAR	COURSE CODE	BATCH
BUSINESS INFORMATION SYSTEMS	BBAC- 34	AY 2013-2014

Time: 1 Hour

Total Marks: 25

Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Explain different office automation technologies.
2. Explain management information systems.
3. Explain relational model.

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. What do you mean by Management Decision Making? Discuss about IT support for Management Decision Making.
5. Explain the different types of application software.



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

PROGRAMME – BBAC – III YEAR

COURSE CODE

BATCH

BUSINESS ACCOUNTING
SOFTWARE

BBAC- 35

AY 2013-2014

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 sales book, purchase book and cash book.
2. Explain the need for accounting in an organization?
3. Explain TDS voucher entry in tally?

Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Explain the configuration of Tally for TDS and Service Tax.
5. Describe the Entries in Trail and How to create new groups?