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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **SPOT ASSIGNMENT** | | |
| **COURSE – BBAC – III YEAR** | **COURSE CODE** | **BATCH** |
| **PRODUCTION MANAGEMENT** | **BBAC - 31** | **CY 2017** |

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

**Part – A (2 x 5 = 10 Marks)**

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

1. Define plant layout. What are the objectives of Plant Layout?

2. Explain the steps involved in Method Study?

3. List out the dimensions of Quality.

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

1. Explain the types of Production System?
2. Discuss the Selective Inventory Control Tools and their applications.

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| **COURSE – BBAC – III YEAR** | **COURSE CODE** | **BATCH** |
| **PERSONNEL MANAGEMENT/ HUMAN RESOURCE MANAGEMENT** | **BBAC - 32** | **CY 2017** |

**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 Training and Development.
2. Explain the process of Performance Appraisal.
3. Define Collective Bargaining. What are the conditions essential for Collective Bargaining?

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

1. Describe the Selection Process in detail.
2. Explain the meaning and objectives of Industrial Relations. Identify the factors influencing Industrial Relations.

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| **COURSE – BBAC – III YEAR** | **COURSE CODE** | **BATCH** |
| **FINANCIAL MANAGEMENT** | **BBAC - 33** | **CY 2017** |

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

**Part – A (2x5 = 10 Marks)**

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

1. Explain the classification of cost.
2. What do you meant by Pay Back Period method?
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 (1x15 = 15 Marks)**

**Answer any one question.**

1. Discuss the factors determinates of an Optional Capital Structure.
2. Define working capital. Describe the determinants of working capital.

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| **COURSE – BBAC – III YEAR** | **COURSE CODE** | **BATCH** |
| **BUSINESS INFORMATION SYSTEMS** | **BBAC - 34** | **CY 2017** |

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

**Part – A (2x5 = 10 Marks)**

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

1. How the Information systems help on organization?
2. Explain functional information system.
3. What is application software?

**Part – B (1x15 = 15 Marks)**

**Answer any one question.**

1. Enumerate various Data Models.
2. Explain ERP systems.

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| **COURSE – BBAC – III YEAR** | **COURSE CODE** | **BATCH** |
| **BUSINESS ACCOUTING SOFTWARE** | **BBAC - 35** | **CY 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 steps involved in CST ledger creation?
2. Explain the VAT activation and classification.
3. Write a note on Stock Journal Voucher.

**Part – B (1x15 = 15 Marks)**

**Answer any one question.**

1. Explain the configuration in Tally.
2. Explain the steps involved in creation, altering and deleting (a) Purchase Order (b) Sales Order.