

**PRODUCTION MANAGEMENT AND MATERIALS  
MANAGEMENT**

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(For those who joined in July 2003 and after)

Time : Three hours

Maximum : 100 marks

**PART A — ( $4 \times 10 = 40$  marks)**

Answer any **FOUR** questions.

All questions carry equal marks.

Each answer not to exceed 1 page.

1. Discuss the importance of production function.
2. Distinguish between product layout and process layout.
3. What are the functions of production planning and control?
4. State the ways of improving productivity.
5. Discuss the procedure of purchasing.

6. Explain ABC analysis of inventory control.
7. What is statistical quality control? State its techniques.
8. What are the principles of efficient material handling?

PART B — (3 × 20 = 60 marks)

Answer any THREE questions.

All questions carry equal marks.

Each answer not to exceed 3 pages.

9. Discuss the historical development of production management.
10. Explain various types of maintenance.
11. Explain in detail the functional areas of material management.
12. What are the factors to be considered to selection of material handling equipment?

13. Define control chart. What are the different types of control chart?
  14. Explain the various types of inventory control techniques.
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MARKETING MANAGEMENT

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(For those who joined in July 2003 and after)

Time : Three hours

Maximum : 100 marks

## SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

1. Explain the scope of Marketing Research.
2. Explain the elements of product planning.
3. Describe the recent innovations in Modern Marketing.
4. Discuss the main difficulties in the study of buying motives.
5. Discuss the causes of failure of new product.
6. Explain the important methods for pricing a new product.
7. Discuss the important channels for manufactured consumer goods.
8. Discuss the different methods of control of salesman.

## SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

9. What do you understand by Marketing? Describe its role.
  10. Explain the various steps involved in Marketing Research.
  11. Discuss the various types of rural markets.
  12. Discuss the important media of advertising.
  13. Critically evaluate the new export-import policy of India.
  14. Discuss the important functions of sales organisations.
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**HUMAN RESOURCES MANAGEMENT**

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(For those who joined in July 2003 and after)

Time : Three hours

Maximum : 100 marks

**SECTION A — (4 × 10 = 40 marks)**

Answer any FOUR questions.

All questions carry equal marks.

1. Explain the structure of Personnel Department.
2. Explain the process of Job Analysis.
3. Explain the various approaches of Disciplinary Action.
4. Explain the pre-requisites of successful collective bargaining.
5. Explain the various limitations of Job evaluation.
6. Explain the advantages and disadvantages of incentive schemes.

7. Explain the procedure to be adopted by an Enquiry Officer while conducting enquiry.

8. Explain the principles to be followed for successful implementation of welfare programme in an organisation.

**SECTION B — (3 × 20 = 60 marks)**

Answer any THREE questions.

9. Describe the scope of personnel management.
10. Describe the advantages and disadvantages of external recruitment.
11. Describe the various quantitative methods of Job Evaluation.
12. Describe the functioning of worker's participation in management in India.
13. Explain the concept of satisfactory wage plan in the light of minimum wage, fair wage and living wage.
14. Describe the evolution of Trade Union Movement in India.

(8 pages)

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## FINANCIAL MANAGEMENT

(For those who joined in July 2003 and after)

Time : Three hours

Maximum : 100 marks

### SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

All questions carry equal marks.

1. What are the sources of finance available to the finance manager?
2. Explain the uses of accounting ratios.
3. Write and explain any five types of budgets.
4. Statement of financial position of Mr.Z is given below :

('000 omitted)

	1.1.03	31.12.03		1.1.03	31.12.03
	Rs.	Rs.		Rs.	Rs.
Bills payable	15	11	Cash	20	15
Capital	99	84	Debtors	10	8

('000 omitted)

	1.1.03	31.12.03		1.1.03	31.12.03
	Rs.	Rs.		Rs.	Rs.
Stock				4	7
Building				50	40
Other A/cs				30	25
	114	95		114	95

Additional information :

- (a) There were no drawings.
- (b) There were no purchase or sale of either building or other fixed assets

Prepare a statement of cash flow.

5. Calculate the cover for the preference dividend and equity dividend from the following information.

9% 20,000 preference shares of Rs. 10 each.

60,000 Equity shares of Rs. 10 each.

Profit after tax at 50% Rs. 11,80,000

Equity Dividend paid at 20%



6. You are given the following information about two competing companies during the year 2003.

	Company A	Company B
	Rs.	Rs.
Sales	5,00,000	5,00,000
Variable Expenses	3,50,000	3,00,000
Fixed Expenses	1,20,000	1,70,000

A friend of yours seeks your advice as to which company's shares he should purchase. Assuming that the capital invested is equal for the two companies, state the advice that you will give.

7. The statement given below gives the flexible budget at 60% capacity. Prepare a tabulated statement giving the budget figures at 75% capacity and 90% capacity.

Where no indication has been given make your own classification of expenses between fixed and variable overheads.

Expenses	At 60% capacity
	Rs.
Direct materials	1,60,000
Direct labour	40,000
Indirect material and spares	48,000
Depreciation	60,000

Expenses	At 60% capacity
	Rs.
Indirect labour	40,000
Rent	12,000
Electric power (40% variable)	8,000
Repairs and maintenance	20,000
(40% variable)	
Insurance on Machinery	12,000

8. Calculate the net present value of Machine X from the following data.

		<u>Machine 'X'</u>
Initial investments	Rs.	10,000
Expected life		5 Years
Salvage value	Rs.	10,000
<u>Cash Inflows :</u>		
	<u>Year</u>	<u>Rs.</u>
	1	5,000
	2	10,000
	3	10,000
	4	3,000
	5	2,000
		<hr/>
		30,000



SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

All questions carries equal marks.

9. 'Financial statements reflect a combination of recorded facts, accounting conventions and personal judgment' – Discuss.

10. Explain the importance of capital expenditure control.

11. From the following details prepare statement of proprietor's fund with as many details as possible.

(a) Gross profit turnover ratio	20%
(b) Debtor's Turn over ratio	60 days
(c) Stock turnover ratio	6 times
(d) Creditors turnover ratio	72 days
(e) Fixed assets turnover ratio	4
(f) Capital turnover ratio	2

The gross profit was Rs. 60,000. Reserve and surplus amount to Rs. 20,000. Closing stock was Rs. 5,000 in excess of opening stock.

All purchases and sales are credit purchases and credit sales. The number of working days is 360.

12. Jimmy Company Ltd., shows following results on the records of the two years 2002 and 2003.

	Sales proceed (Rs.)	Net Profit (Rs.)
For the year 2002	30,000	1,500
For the year 2003	27,000	600

You are required to ascertain the following information.

(a) Fixed costs.

(b) P/V ratio

(c) BEP

(d) M/S at a profit of Rs. 2,400

(e) Sales required to earn a profit of Rs. 4,500.

13. From the following budget figures of Good Co. Ltd., Prepare a cash budget in respect of three months upto June 30.

Months	Sales(Rs.)	Materials (Rs.)	Wages (Rs.)	Overhead (Rs.)
January	60,000	40,000	11,000	6,200
February	56,000	48,000	11,000	6,600
March	64,000	50,000	12,000	6,800



Months	Sales(Rs.)	Materials (Rs.)	Wages (Rs.)	Overhead (Rs.)
April	80,000	56,000	12,400	7,200
May	84,000	62,000	13,000	8,600
June	76,000	50,000	14,000	8,000

Expected cash balance on 1<sup>st</sup> April is Rs. 20,000.

14. From the following information of Jolly Ltd., Prepare and estimate of working capital requirements as well as prepare forecasted profit and loss account for the year ended on 31<sup>st</sup> December 1993 and balance sheet as at 31<sup>st</sup> December, 1993.

	Rs.
Paidup share capital	15,00,000
6% Debentures (Secured on assets)	5,00,000
Fixed assets on 1 <sup>st</sup> January, 1993	11,00,000
Bank overdraft on 1 <sup>st</sup> Jan, 1993	56,250

Production during the previous year was 9,00,000 units. It is expected that this level of activity would be maintained during the current year. The expected ratios of cost to selling price are :

Raw Materials	50%
Labour	20%
Overheads	10%

Raw materials are in stock on an average of three months. Materials are processed (Valued at cost of raw materials plus 50% of labour and overheads) on an average one month.



COMPUTER APPLICATIONS IN BUSINESS

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(For those who joined in July 2003 and after)

Time : Three hours

Maximum : 100 marks

PART A — ( $4 \times 10 = 40$  marks)

Answer any FOUR questions.

1. Explain the different types of computers based on the size.
2. What is a process? Describe it in detail.
3. Define software. Discuss its types.
4. Explain the different options available in Print dialog box.
5. How does perform calculations with calculator? Give examples.
6. What are the different types of translator? Describe them.
7. What are the E-Commerce securities? Discuss them.
8. How does EDI work? Compare EDI and E-Mail.

PART B — ( $3 \times 20 = 60$  marks)

Answer any THREE questions.

9. Explain the different types of output devices in detail.
  10. Discuss the distributed systems in detail.
  11. Describe the available folder operations when you are working with folder.
  12. List out the painting tools and describe any five of them in detail.
  13. (a) Explain the different operations performed on binary number system with example.  
(b) What are the functions of E-Mail? Describe in detail.
  14. Discuss the different stages in System development life cycle in detail.
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