

**Assignment Number: 1**  
**Course Code: BBA-351**  
**Class: BBA5<sup>th</sup> Sem.**  
**Title: Human Resource Management**  
**Last Dates for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

**Assignment Number: 1**

- Q1-a .What do you understand by Human Resource Management discuss its nature and scope?.
- Q1-b-What are the objectives of Human Resource Management?
- Q2-a -What are the functions of Human Resource Management?
- Q2-What is Human Resource Planning also discuss its characteristics?

**Assignment Number: 2**

- Q1. a- What are the recruitment problems in India? Cite relevant case examples to support your view point?
- b.) What is selection? Describe briefly several steps involved in an effective selection Programme.?
- Q2.a) what is a job description and job specification? Give distinction between the two?
- b) Define grievance. Why does grievance arise?

**Assignment Number: 1**  
**Course Code: BBA-352**  
**Class: BBA5<sup>th</sup> Sem.**  
**Title: Financial Management**  
**Last Dates for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
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3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

**Assignment Number: 1**

Q.1

- A. "Financial management is an integral part of the management system". Comment?
- B. Discuss about the relationship of Risk and Return?

Q.2

- A. Explain Miller and Orr model of cash management?
- B. State any two methods for working capital management

**Assignment Number: 2**

Q.1

- A. Discuss about the investment related decisions of financial management?
- B. State the factors affecting Dividend distribution decision?

Q.2

- A. Explain Baumol model of cash management?
- B. Discuss about sources of funds also state advantages and disadvantages of the sources?

**Assignment Number: 1**  
**Course Code: BBA-353**  
**Class: BBA – V Sem.**  
**Title: Management of financial Institution**  
**Last Dates for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page

**Question: - 1**

- a) Visit any of financial institution nearby and explain it in your own words
- b) Briefly explain –“Reforms and development in INDIAN financial system”.

**Question: - 2**

- a) Explain RBI and its Functions.
- b) Define NABAD in your own words.

**Assignment Number: 2**

**Question: - 1**

- a) Define Development of financial Institution – ICICI
- b) Explain SIDBI

**Question: - 2**

- a) What do you mean by Stock Exchange?
- b) Explain Mutual Funds.

**Assignment Number: 1**  
**Course Code: BBA-354**  
**Class: BBA5<sup>th</sup> Sem.**  
**Title: Production and operation Management**  
**Last Dates for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

4. Write the responses to the assignment in your own handwriting.
5. Submit the responses to your HOD within the due date.
6. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

**Question: - 1**

(a) What is the scope of Production Management? Its Explain the responsibilities of production managers?

(b) What is the difference between intermittent and continuous production system?

**Question: - 2**

(a) Explain the various type of plant layout and compares their advantage and disadvantage.

(b) What are the basic assumptions of economic order quantity (EOQ) and also explain the weaknesses of EOQ formula.

**Assignment Number: 2**

**Question: - 1**

(a) What is the scope of material management? Explain its importance of material management.

(b) **Write short-notes on:**

1. Lead time
2. ABC analysis
3. stock Keeping

**Question: - 2**

(a) Explain the different stage in Product life cycle and accompanying characteristics importance to manufacturing process technology.

(b) Enumerate and explain the major factors governing plant location.

**Assignment Number: 1**  
**Course Code: BBA-355**  
**Class: BBA5<sup>th</sup> Sem.**  
**Title: Sales and Distribution Management**  
**Last Dates for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

**Question: - 1**

- (a) What are the qualities of a successful salesman?
- (b) Explain the concept of personal selling. How personal selling differs from advertising?

**Question: - 2**

- (a) What do you mean by sales budget? Discuss the importance of sales budget in the organization
- (b) Define sales Forecasting and discuss its objectives and importance.

**Assignment Number: 2**

**Question: - 1**

- (a) Why is sales organization important? What are the various types of sales organization?
- (b) Define marketing channel? What are the various types of channels? Elaborate.

**Question: - 2**

- (a) Write short note on:
  1. Reasons for channel conflicts.
  2. Channel information system.
- (b) What do you understand by distribution channel? Can a company operate without one?