

**Bharati Vidyapeeth
(Deemed to be University), pune
School of Distance Education**

Assignment No.	01	Name of the Assignment Setter :	Prof. V. N. Kadam
Course :	M.COM	Class : M.COM	Semester : I

Subject :	Business Administration I
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Q.1) Attempt ANY ONE of the following (10)

- a) What is 'plant layout'? Explain the types of plant layout.
- b) Define 'production planning'. Discuss the procedure of production planning.

Q.2 Attempt ANY TWO of the following. (10)

- a) What are the factors affecting product design.
- b) Explain the purchase procedure of material.
- c) Discuss the functions of store keeping.
- d) Explain the objectives of production control.

Q.3 Write short notes on any Two of the following. (10)

- a) Mass production.
- b) Inventory control.
- c) Measures to boost productivity.
- d) Advantages of scheduling.