

**B.Sc. PROSTHETICS AND ORTHOTICS
THIRD YEAR
PAPER II – P and O WORKSHOP MANAGEMENT**

Q.P. Code: 802432

Time: Three Hours

Maximum : 100 Marks

Answer All questions

I. Elaborate on:

(3 x 10 = 30)

1. Discuss the uses of computer for effective P and O store management.
2. Explain Quality control. Discuss the uses of quality assurance system for P and O Industry.
3. Discuss code of ethics for P and O professionals.

Write notes on:

(8 x 5 = 40)

1. What is Material Safety Data sheet (MSDS)?
2. Outline various documentations and records necessary for a P and O service delivery.
3. Explain Job production with their advantages and disadvantages.
4. Explain briefly Bin Card and material issue requisition.
5. List the functions of inventory control.
6. Define accident and mention the causes of accident in a P and O workshop.
7. Write a note on Pareto Chart.
8. What are the methods of purchasing?

III. Short answers on:

(10 x 3 = 30)

1. Time sheet.
2. Work sheet.
3. Customer service.
4. Wages.
5. Write any three demerits of line organization.
6. What is balance sheet approach of compensation?
7. What is codification?
8. Why is feedback necessary in a control system?
9. What is the purpose of materials management?
10. Define costing and discuss its objectives.
