



**MULTIPLE CHOICE QUESTIONS**

**UNIT -I Material Accounting**

Q:1) \_\_\_\_\_ is the recording of the attendance of a worker.

Sol:

A:) Time Booking

B:) Time Keeping

C:) Job Card

Correct: B

Q:2) \_\_\_\_\_ is the recording particulars of work done or time spent on each job, process or operation.

Sol:

A:) Time booking

B:) Time keeping

C:) Clock card

Correct: A

Q:3) The most popular and simplest form of time keeping is maintaining a \_\_\_\_\_ in which the employee signs on his arrival and departure.

Sol:

A:) Clock card

B:) Disc method

C:) Manual register

Correct: C

Q:4) Efficient time booking helps to minimize \_\_\_\_\_.

Sol:

A:) Idle time

B:) Profit



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C:) Productivity

Correct: A

Q:5) A sound wage system should ensure \_\_\_\_\_ guaranteed wages to each worker.

Sol:

A:) Maximum

B:) Minimum

C:) Poor

Correct: B

Q:6) \_\_\_\_\_ is the price of compensation or consideration paid for labour and services offered by the workers.

Sol:

A:) Bonus

B:) Remuneration

C:) Fees

Correct: B

Q:7) \_\_\_\_\_ card is meant for a job which involves many operations or stages of completion.

Sol:

A:) Time and Job card

B:) Job ticket

C:) Labour cost card

Correct: C

Q:8) \_\_\_\_\_ wage rate system is applied where quality of work is more important than the quantity.

Sol:

A:) Piece rate

B:) Time rate

C:) Halsey premium plan

Correct: B



**MULTIPLE CHOICE QUESTIONS**

Q:9) Under \_\_\_\_\_ wage rate system the workers are paid on the basis of unit of output.

Sol:

A:) Rowan premium plan

B:) Time

C:) Piece

Correct: C

Q:10) Under Taylor's Differential Piece Rate System, the standard time for a job is fixed up by \_\_\_\_\_ study.

Sol:

A:) Time

B:) Motion

C:) Time and Motion

Correct: C

Q:11) \_\_\_\_\_ pays the same amount of bonus to beginners and the efficient workers.

Sol:

A:) Taylor's Differential Plan

B:) Halsey Premium Plan

C:) Rowan Premium Plan

Correct:C

Q:12) Under \_\_\_\_\_ plan financial security is ensured as less efficient workers are assured of their time wages.

Sol:

A:) Rowan Premium Plan

B:) Taylor's Differential Plan

C:) Halsey Premium Plan

Correct: C

Q:13) Piece rate wages are computed by multiplying number of units produced by \_\_\_\_\_.

Sol:



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- A:) Rate per hour
- B:) Rate per unit
- C:) Rate per day

Correct: B

Q:14) Time rate wages are computed by multiplying \_\_\_\_\_ by rate per hour.

Sol:

- A:) Units produced
- B:) Standard hours fixed
- C:) Actual hours worked

Correct: C

Q:15) For computing \_\_\_\_\_ in percentage, the actual production is divided by standard production and multiplied by 100.

Sol:

- A:) Inefficiency
- B:) Efficiency
- C:) Idle time

Correct: B

Q:16) If the actual production is 1700, standard production 2000 then the percentage of efficiency is \_\_\_\_\_.

Sol:

- A:) 65%
- B:) 75%
- C:) 85%

Correct: C

Q:17) Mr.Anil produces 150 units in 8 hours. He is paid at the rate of Rs.7 per hour. He is also paid a Dearness Allowance of Rs.15 for 8 hours work. His total earnings under Time wage rate are Rs. \_\_\_\_\_

Sol:

- A:) 1215



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B:) 71

C:) 176

Correct: B

Q:18) The trade unions always on priority welcome \_\_\_\_\_ rate system for their earnings.

Sol:

A:) Time

B:) Piece

C:) Taylors Differential Plan

Correct: A

Q:19) \_\_\_\_\_ remuneration attracts efficient labour force.

Sol:

A:) Average

B:) Low

C:) High

Correct: C

Q:20) Maintaining the record of time keeping is the prime duty of \_\_\_\_\_.

Sol:

A:) Production department

B:) Time office

C:) Security department

Correct: B

Q:21) Common methods of measuring labour activity is/are\_\_

Sol:

A:) Production

B:) Productivity

C:) Both A&B

D:) None

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:22) An increase in production without an increase in productivity will not reduce unit costs.

Sol:

A:) False

B:) True

Correct: B

Q:23) Production levels can be reduced as\_\_

Sol:

A:) Cancelling overtime

B:) Laying off staff

C:) Both A&B

D:) None

Correct: C

Q:24) Piece-work is where a fixed amount is paid per unit of output achieved, irrespective of time spent.

Sol:

A:) False

B:) True

Correct: B

Q:25) Which of the following a type of piece-work?

Sol:

A:) Straight piece-work systems

B:) Differential piece rates system

C:) Both A&B

D:) None

Correct: C

Q:26) Which of the following is/are incentive scheme approaches?

Sol:

A:) Premium bonus plans



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B:) Measured day work

C:) Share

D:) All of the above

Correct: D

Q:27) Any incentive scheme should be\_\_

Sol:

A:) Related closely to effort

B:) Agreed by prior consultation between employer and employees

C:) Capable of being beneficial to the average worker

D:) All of the above

Correct: D

Q:28) Rowan (premium bonus scheme) is where the payment made to employee is based on the ratio of time taken to time allowed.

Sol:

A:) Correct

B:) Incorrect

Correct: A

Q:29) Identify the basic groups of remuneration method\_\_

Sol:

A:) Time work,

B:) Piecework schemes and

C:) Bonus/incentive schemes.

D:) All of the above

Correct: D

Q:30) Labour remuneration methods have an effect on\_\_

Sol:

A:) The cost of finished products and services

B:) The morale and efficiency of employees



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C:) Both A&B

D:) None

Correct: C

Q:32) The characteristics of bonus/incentive schemes is/are \_\_\_

- I. Employees are paid more for their efficiency
- II. The profits arising from productivity improvements are shared between employer and employee
- III. Morale of employees is likely to improve since they are seen to receive extra reward for extra effort.

Sol:

A:) All of the above

B:) Only (I)

C:) (II) and (III) only

D:) None

Correct: E

Q:32) Effective labour cost control is achieved through different tools including\_\_\_

Sol:

A:) Analyzing the targeted production

B:) Preparing labour budget and standardizing labour cost per unit

C:) Monitoring output, quality, wastage ratios, rework cost due to bad workmanship

D:) Wage incentive systems

E:) All of the above

Correct: E

Q:33) The advantages of group bonus schemes is/are\_\_\_

Sol:

A:) They are easier to administer because they reduce the clerical effort required to measure output and calculate individual bonuses

B:) They increase co-operation between fellow workers





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C:) They have been found to reduce accidents, spoilage, waste and absenteeism

D:) All of the above

Correct: D

Q:34) For group bonus schemes serious disadvantages would occur in the following circumstances\_\_

Sol:

A:) The employee groups demand low efficiency standards as a condition of accepting the scheme

B:) Individual employees are browbeaten by their fellow workers for working too slowly

C:) Both A&B

D:) None

Correct: C

Q:35) \_\_\_\_\_ labour cost is the remuneration paid to the employees who are directly engaged in the manufacturing operations.

Sol:

A:) Direct

B:) Indirect

C:) Normal

D:) Abnormal

Correct: D

Q:36)The recording of time of arrival or departure at the factory time is\_\_

Sol:

A:) Time booking

B:) Time allotting

C:) Time taking

D:) Time keeping

Correct: D

Q:37) \_\_\_\_\_ refers to the process of recording actual time taken by a worker on various jobs or work orders.

Sol:



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- A:) Time keeping
- B:) Time booking
- C:) Time allotting
- D:) Time taking

Correct: B

Q:38) \_\_\_\_\_ time refers to the time for which wages are paid without any production.

Sol:

- A:) Over
- B:) Under
- C:) Excess
- D:) Idle

Correct: C

Q:39) Break-down of machinery, strike, lock - outs come under \_\_\_\_\_ idle time.

Sol:

- A:) Idle
- B:) Not idle
- C:) Abnormal
- D:) Normal

Correct: C

Q:40) Extra payment required to be paid for overtime work is called as overtime.\_\_\_\_

Sol:

- A:) Premium
- B:) Payment
- C:) Salary
- D:) Wages

Correct: A

Q:41) which method both the number of workers left/discharged and the number of workers replaced during the period are considered\_\_\_\_\_



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Sol:

A:) Replacement

B:) Flux

C:) Labour cost

D:) Separation

Correct: B

Q:42) Which is a measure to calculate when old employees leave and new employees enter the service of the concern?

Sol:

A:) Sales Turnover

B:) Employers Turnover

C:) Labour Turnover

D:) Employees Turnover

Correct: C

Q:43) Under Halsey Plan, the bonus is paid at a fixed percentage of time saved is \_\_\_\_

Sol:

A:) 40%

B:) 20%

C:) 30%

D:) 50%

Correct: D

Q:44) Conversion cost is Subtracted from manufacturing overhead cost is to calculate the \_\_\_\_

Sol:

A:) Manufacturing Labor Cost

B:) Direct labour cost

C:) Direct manufacturing labour Cost

D:) Indirect manufacturing labour cost

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:45) In which of the following incentive plans of wage payment, wage on time basis are not guaranteed?

Sol:

- A:) Halsey plan
- B:) Rowan plan
- C:) Taylor's differential piece rate system
- D:) Halsey wire Plan

Correct: C

Q:46) Which of the following is / are time based incentive wage plan?

Sol:

- A:) Halsey Premium Plan
- B:) Halsey Weir Premium Plan
- C:) Rowan Premium Plan
- D:) Differential piece work system

Correct: D

Q:47) Which of the following methods of wage payment is most suitable where quality and accuracy of work is of primary importance?

Sol:

- A:) Rowan plan
- B:) Time rate system
- C:) Halsey premium system

Correct: C

Q:48) When standard output is 10 units per hour and actual output is 12 units per hour, the efficiency is?

Sol:

- A:) 80%
- B:) 100%



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C:) 110%

D:) 120%

Correct: D

Q:49) Comparing Rowan and Halsey Premium plans, it is seen that when the time saved?

Sol:

A:) Rowan plan allows more wages to a worker than Halsey plan

B:) Rowan plan allows fewer wages to a worker than Halsey plan

C:) Rowan and Halsey plan allow equal wages to a worker

D:) None of above

Correct: A

Q:50) Under the Halsey wage plan, a worker is paid?

Sol:

A:) At a time rate higher than the usual rate

B:) According to his efficiency

C:) At a double rate for overtime

D:) Normal wages plus bonus

Correct: D

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**MULTIPLE CHOICE QUESTIONS**

**UNIT \_II\_ Labour cost and Payroll**

Q:1) Inventory Control is an important part of \_\_\_\_\_ management.

Sol:

- A:) Material
- B:) Labour
- C:) Expenditure

Correct: A

Q:2) A system which ensures the provision of the required quantity of inventories of the required quality at the required time with the minimum amount of capital is known as \_\_\_\_\_.

Sol:

- A:) Labour Control
- B:) Inventory Control
- C:) Costing

Correct: B

Q:3) To help \_\_\_\_\_ in taking inventory decisions is one of the objectives of inventory control.

Sol:

- A:) Workers
- B:) Management
- C:) Consumers

Correct: B

Q:4) \_\_\_\_\_ involves verifying the physical quantities of stores in hand.

Sol:

- A:) Pricing of Issues
- B:) Material control
- C:) Stock taking

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:5) Stock taking is essential to know the correctness of the balances shown in bin cards and \_\_\_\_\_ accounts.

Sol:

- A:) Suspense
- B:) Financial
- C:) Store ledger

Correct: C

Q:6) Stock verification sheet is also known as \_\_\_\_\_ sheet.

Sol:

- A:) Inventory
- B:) Evaluation
- C:) Performance

Correct: A

Q:7) \_\_\_\_\_ inventory system is a method of recording stores balances at the time of each receipt and issue, to facilitate regular checking and stock taking.

Sol:

- A:) Continuous
- B:) Periodic
- C:) Perpetual

Correct: C

Q:8) \_\_\_\_\_ is the portion of raw material lost in processing, storage and handling having no recoverable value.

Sol:

- A:) Scrap
- B:) Waste
- C:) Spoilage

Correct: B



**MULTIPLE CHOICE QUESTIONS**

Q:9) \_\_\_\_\_ is the incidental residue from certain types of manufacture usually of low value recoverable without further processing.

Sol:

- A:) Spoilage
- B:) Waste
- C:) Scrap

Correct: B

Q:10) \_\_\_\_\_ is the result of various causes such as substandard materials, bad supervision, and carelessness in planning etc.

Sol:

- A:) Defective work
- B:) Scrap
- C:) Wastage

Correct: A

Q:11) \_\_\_\_\_ is defined as the materials which in the process of manufacture are badly damaged and beyond rectification and thus the goods ought to be disposed off as seconds.

Sol:

- A:) Wastage
- B:) Spoilage
- C:) Scrap

Correct: B

Q:12) ABC analysis is an important \_\_\_\_\_ of inventory control.

Sol:

- A:) Process
- B:) Method
- C:) Technique

Correct: C





**MULTIPLE CHOICE QUESTIONS**

Q:13) ABC analysis is a technique of material control according to \_\_\_\_\_.

Sol:

A:) Number

B:) Value

C:) Quality

Correct: B

Q:14) Inventory turnover is a \_\_\_\_\_ of the value of materials consumed during a period to the average value of inventory during the period.

Sol:

A:) Percentage

B:) Ratio

C:) Index

Correct: B

Q:15) \_\_\_\_\_ helps the management to know the fast and slow moving material in stock..

Sol:

A:) Inventory ratio

B:) Stock levels

C:) Pricing of issues

Correct: A

Q:16) A higher inventory turnover ratio indicates that the material item is \_\_\_\_\_ moving.

Sol:

A:) Non-moving

B:) Slow

C:) Fast

Correct: C

Q:17) A high turnover ratio means \_\_\_\_\_ risk of pilferage.

Sol:



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- A:) Lower
- B:) Higher
- C:) Constant

Correct: A

Q:18) Material Turnover Ratio is computed by dividing \_\_\_\_\_ with the average stock.

Sol:

- A:) Total cost
- B:) Cost of material consumed
- C:) Inventory ratio

Correct: B

Q:19) Cost of material consumed is computed by deducting closing stock from the total of opening stock and \_\_\_\_\_.

Sol:

- A:) Sales
- B:) Purchases
- C:) Consumables

Correct: B

Q:20) In ABC analysis the category 'A' includes items with small quantity but high \_\_\_\_\_.

Sol:

- A:) Weight
- B:) Value
- C:) Density

Correct: B

Q:21) Proper classification and codification of various items in stores is essential for efficient \_\_\_\_\_.

Sol:

- A:) Record keeping
- B:) Storage



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C:) Selling

Correct: B

Q:22) \_\_\_\_\_ is he grouping of material according to its nature.

Sol:

A:) Classification

B:) Codification

C:) Centralisation

Correct: A

Q:23) \_\_\_\_\_ is the procedure for assigning symbols to the material.

Sol:

A:) Classification

B:) Codification

C:) Centralisation

Correct: B

Q:24) The \_\_\_\_\_ method of codification is generally based on the mnemonic system.

Sol:

A:) Alphabetical

B:) Numerical

C:) Alpha-Numerical

Correct: A

Q:25) \_\_\_\_\_ is the organisational head of the stores department.

Sol:

A:) Storekeeper

B:) Purchase Manager

C:) Stores clerk

Correct: A

Q:26) Maintaining prompt and accurate records of all goods received, issued and returned is the duty of \_\_\_\_\_.



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Sol:

- A:) Inspection clerk
- B:) Goods receiving clerk
- C:) Storekeeper

Correct: C

Q:27) The \_\_\_\_\_ is maintained by the storekeeper.

Sol:

- A:) Bin Card
- B:) Sales report
- C:) Production report

Correct: A

Q:28) The stores ledger is maintained by the \_\_\_\_\_ department.

Sol:

- A:) Stores
- B:) Cost
- C:) Purchase

Correct: B

Q:29) \_\_\_\_\_ is a record of both quantities and values.

Sol:

- A:) Bin Card
- B:) Stores Ledger
- C:) Inspection report

Correct: B

Q:30) \_\_\_\_\_ method of pricing issues follows the principle that material received first are issued first.

Sol:

- A:) Weighted Average
- B:) LIFO



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C:) FIFO

Correct: B

Q:31) Under the \_\_\_\_\_ method of pricing issues, stock is valued at historical price.

Sol:

A:) FIFO

B:) LIFO

C:) Simple Average

Correct: B

Q:32) Simple average method is based on the principle that materials issues should be valued at \_\_\_\_\_ average price.

Sol:

A:) Weighted

B:) Simple

C:) Periodic

Correct: B

Q:33) Under \_\_\_\_\_ method of pricing issues, issues are valued at a price calculated by dividing the total cost of material in the stock by the total quantity of material in stock.

Sol:

A:) Simple average

B:) Weighted average

C:) Last in First out

Correct: B

Q:34) \_\_\_\_\_ stores organization is adopted to store all the goods at centrally located at on place.

Sol:

A:) Centralized

B:) Central stores with sub-stores.

C:) Independent

Correct: A



**MULTIPLE CHOICE QUESTIONS**

Q:35) Under \_\_\_\_\_ method of pricing material issue the value of closing stock represents the current market price.

Sol:

A:) Weighted Average

B:) LIFO

C:) FIFO

Correct: C

Q:36) The unused materials are returned to stores with a material \_\_\_\_\_ note.

Sol:

A:) Acceptance

B:) Transfer

C:) Return

Correct: C

Q:37) \_\_\_\_\_ method of pricing material issues provides a better matching of current costs with current revenues.

Sol:

A:) FIFO

B:) LIFO

C:) Simple Average

Correct: B

Q:38) \_\_\_\_\_ is a master requisition which lists all the materials required for the completion of a job.

Sol:

A:) Bill of Material

B:) Purchase Requisition

C:) Material Requisition

Correct: A



**MULTIPLE CHOICE QUESTIONS**

Q:39) Advantage of both centralised buying and storage of having stock conveniently available at several issuing points are possible in \_\_\_\_\_ system of stores organisation.

Sol:

- A:) Independent stores
- B:) Central stores with Sub-stores
- C:) Centralised Stores

Correct: B

Q:40) Bin Card is also known as \_\_\_\_\_.

Sol:

- A:) Stock Card
- B:) Cost Card
- C:) Purchase Card

Correct: A

Q:41) Material control does not cover the following stage.

Sol:

- A:) Purchase of materials
- B:) storing of materials
- C:) issue of materials
- D:) production

Correct: D

Q:42) Material control aims at achieving effective\_\_

Sol:

- A:) Material management
- B:) quality control
- C:) accounting of material
- D:) material supply

Correct: A



**MULTIPLE CHOICE QUESTIONS**

Q:43) Stores Ledger is maintained in the \_\_\_\_

Sol:

- A:) Store
- B:) finance department
- C:) cost accounting department
- D:) Both a & b

Correct: C

Q:44) Stock verification sheets are maintained to record the results of \_\_\_\_

Sol:

- A:) Physical verification
- B:) financial control
- C:) financial verification
- D:) quality verification

Correct: A

Q:45) Bin card is a record of -----only.

Sol:

- A:) Cost
- B:) value
- C:) quantity
- D:) expense

Correct: C

Q:46) Material abstract is also known as \_\_\_\_

Sol:

- A:) Material issue analysis sheet
- B:) bill of materials
- C:) stores ledger
- D:) none of the above

Correct: A





**MULTIPLE CHOICE QUESTIONS**

Q:47) Material should be issued by the store keeper against \_\_\_\_

Sol:

- A:) Material requisition
- B:) bill of materials
- C:) both a & b
- D:) none of these

Correct: C

Q:48) Bin card is maintained by the \_\_\_\_

Sol:

- A:) Cost accountant
- B:) Clerk
- C:) storekeeper
- D:) branch accountant

Correct: C

Q:49) Stock Adjustment Account is debited with \_\_\_\_ and credited with \_\_\_\_

Sol:

- A:) Surplus, shortage of stock
- B:) shortage of stock, surplus
- C:) excess, loss
- D:) none of these

Correct: B

Q:50) First in first out method of valuing material issues is suitable in times of \_\_\_\_

Sol:

- A:) Rising prices
- B:) falling prices
- C:) fluctuating prices
- D:) none of these

Correct: B



**MULTIPLE CHOICE QUESTIONS**

**UNIT -III \_Other Aspects of Labour**

Q:1) \_\_\_\_\_ is the rate of change in the working staff of a concern during a definite period.

Sol:

- A.) Labour rate
- B.) Labour turnover
- C.) Labour measurement

Correct: B

Q:2) Change of line for betterment is the \_\_\_\_\_ cause of labour turnover.

Sol:

- A.) Personal
- B.) Avoidable
- C.) Un-avoidable

Correct: A

Q:3) Unfair methods of production is the \_\_\_\_\_ cause of labour turnover.

Sol:

- A.) Un-avoidable
- B.) Personal
- C.) Avoidable

Correct: A

Q:4) Retrenchment due to seasonal trade is the \_\_\_\_\_ of labour turnover.

Sol:

- A.) Avoidable
- B.) Un-avoidable
- C.) Personal

Correct: B

Q:5) Delay in production is the \_\_\_\_\_ of labour turnover.

Sol:



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- A:) Cause
- B:) Effect
- C:) Provision

Correct: B

Q:6) The cost that is incurred to provide facilities to the workers so that they don't quit the factory is known as \_\_\_\_\_ cost.

Sol:

- A:) Replacement
- B:) Preventive
- C:) Separation

Correct: B

Q:7) Cost of selection and placement of new workers is a \_\_\_\_\_ cost.

Sol:

- A:) Preventive
- B:) Replacement
- C:) Flux

Correct: B

Q:8) Separation, Replacement and \_\_\_\_\_ are the three important methods of measuring labour turnover.

Sol:

- A:) Preventive
- B:) Flux
- C:) Avoidable

Correct: B

Q:9) Under \_\_\_\_\_ method labour turnover rate is calculated by dividing the number of workers leaving the organisation during the period by the average number of workers on the payroll during that period.

Sol:



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- A:) Flux
- B:) Replacement
- C:) Separation

Correct: C

Q:10) Under \_\_\_\_\_ method labour turnover rate is calculated by dividing the number of workers replaced during the period by the average number of workers on the payroll during that period.

Sol:

- A:) Replacement
- B:) Separation
- C:) Flux

Correct: A

Q:11) Under \_\_\_\_\_ method of labour turnover rate is calculated by dividing the total number of workers left and replaced in that period by the average number of workers on the payroll during that period.

Sol:

- A:) Replacement
- B:) Flux
- C:) Separation

Correct: B

Q:12) Labour turnover rate is always expressed in terms of \_\_\_\_\_.

Sol:

- A:) Ratio
- B:) Index
- C:) Percentage

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:13) \_\_\_\_\_ is a process of gathering, analyzing and synthesizing information regarding the operations, duties and responsibilities of a specific job.

Sol:

- A:) Job evaluation
- B:) Job analysis
- C:) Job specification

Correct: B

Q:14) The process of analysis and assessment of each job determining its worth in relation to all other jobs within an organisation in order to provide a basis for wages and salary structure is known as \_\_\_\_\_.

Sol:

- A:) Job evaluation
- B:) Job specification
- C:) Job analysis

Correct: A

Q:15) \_\_\_\_\_ method is a method of job evaluation.

Sol:

- A:) Job description
- B:) Ranking
- C:) Job specification

Correct: B

Q:16) \_\_\_\_\_ gives details regarding the job, its tasks and elements, the equipment's and tools required to perform the job.

Sol:

- A:) Job specification
- B:) Job description
- C:) Job evaluation



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Correct: B

Q:17) \_\_\_\_\_ seeks to rate on employee's performance on the basis of their performance records.

Sol:

A:) Performance appraisal

B:) Merit rating

C:) Job evaluation

Correct: C

Q:18) Providing opportunity for self-development is one of the objective of \_\_\_\_\_

Sol:

A:) Job Evaluation

B:) Job analysis

C:) Merit rating

Correct: C

Q:19) Job \_\_\_\_\_ helps the management in facilitating promotions. Placements and transfers.

Sol:

A:) Analysis

B:) Specification

C:) Evaluation

Correct: A

Q:20) Under \_\_\_\_\_ method of job evaluation, each job is analysed in terms of job factors.

Sol:

A:) Point Rating

B:) Factor comparison

C:) Grading

Correct: A

Q:21) The purpose of Job Evaluation is to determine\_\_

Sol:

A:) Worth of a job in relation to other jobs



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B:) Time duration of a job

C:) Expenses incurred to make a job

D:) None of the above

Correct: A

Q:22) Job Evaluation tries to make a systematic comparison between---

Sol:

A:) Workers

B:) Jobs

C:) Machines

D:) Departments

Correct: B

Q:23) Basis of Job Evaluation is\_\_\_\_\_

Sol:

A:) Job design

B:) Job ranking

C:) Job analysis

D:) Any of the above

Correct: C

Q:24) The \_\_\_\_\_ provides the essential information on which each job is evaluated.

Sol:

A:) Job ranking

B:) Job enrichment

C:) Job description

D:) Job enlargement

Correct: C

Q:25) A \_\_\_\_\_ is a written record of the duties, responsibilities and conditions of the job.

Sol:

A:) Job ranking



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- B:) Job enrichment
- C:) Job description
- D:) Job enlargement

Correct: D

Q:26) The important objectives of a job evaluation programme\_\_\_\_

Sol:

- A:) Establishment of sound wage differentials between jobs.
- B:) Maintenance of a consistent wage policy.
- C:) Installation of an effective means of wage control.
- D:) All of the above

Correct: D

Q:27) The following is not a job evaluation method.

Sol:

- A:) Factor comparison method
- B:) Point Method
- C:) Ranking method
- D:) Assessment method

Correct: D

Q:28) in which of the following methods Jobs can be arranged according to the relative difficulty in performing them.

Sol:

- A:) Ranking method
- B:) Point method
- C:) Factor comparison method
- D:) Classification method

Correct: A





**MULTIPLE CHOICE QUESTIONS**

Q:29) Job Evaluation is carried on by\_\_\_\_

Sol:

- A:) Groups
- B:) Individuals
- C:) Both (A) and (B)
- D:) None of the above

Correct: C

Q:30) The Ranking method is best suited for\_\_\_\_

Sol:

- A:) Complex organizations
- B:) Large organizations
- C:) Small organizations
- D:) Any of the above

Correct: D

Q:31) Point method is suitable for\_\_\_\_

Sol:

- A:) Small size organization
- B:) Mid size organization
- C:) Large organization
- D:) Both (B) and (C)

Correct: A

Q:32) In Factor-Comparison method, each factor is ascribed a\_\_\_\_

Sol:

- A:) Money value
- B:) Ranking
- C:) Scale
- D:) None of the above



**MULTIPLE CHOICE QUESTIONS**

Correct: A

Q:33) \_\_\_\_\_ is the process of collecting job related information.

Sol:

A:) Job analysis

B:) Job design

C:) Methods of collecting job data

D:) None of the above

Correct: A

Q:34) Which two broad aspects of work are mentioned in the HRM book by Ashwathappa?

Sol:

A:) Political and Environmental

B:) Psychological and sociological

C:) Behavioural and Sociological

D:) None of the above

Correct: B

Q:35) Job description and job specification are the two sets of data in the job analysis process.

Sol:

A:) True

B:) False

Correct: A

Q:36) Which of the following details is mentioned in job specification?

Sol:

A:) Materials and forms used

B:) Location

C:) Hazards

D:) Physical skills

Correct: D



**MULTIPLE CHOICE QUESTIONS**

Q:37) Which of the following is a benefit of job analysis?

Sol:

- A:) Laying the foundation for performance appraisal
- B:) Laying the foundation for safety and health
- C:) Laying the foundation for employee hiring
- D:) All of the above

Correct: D

Q:38) Which of the following is not a method of collecting job data?

Sol:

- A:) Checklists
- B:) Interviews
- C:) Case study
- D:) All of the above

Correct: C

Q:39) Match the following persons responsible for data collection with the advantages attached to them.

- 1.Trained Analyst -----A. Objectivity is maximized
- 2. Supervisor ----- B. Fast data collection
- 3. Job holder ----- C. Less expensive

Sol:

- A:) 1-A, 2-B,3-C
- B:) 1-B, 2-A, 3-C
- C:) 1-C, 2-B,3-A

Correct: A



**MULTIPLE CHOICE QUESTIONS**

Q:40) Match the following categories of work with the type of information mentioned in job analysis.

- |   |                                    |
|---|------------------------------------|
| 1. Job context -----                        | A. Physical characteristics        |
| 2. Work activities -----                    | B. List of machines and tools used |
| 3. Machines, tools and equipment used ----- | C. Behaviors' required on the jobs |
| 4. Personal requirements -----              | D. Social Context                  |

Sol:

- A:) 1-D,2-C,3-B,4-A
- B:) 1-C,2-D,3-A,4-B
- C:) 1-A,2-D,3-C,4-B
- D:) 1-B,2-C,3-D,4-A

Correct: A

Q:41) Which of this is an essential feature of Total Quality Management?

Sol:

- A:) Creation of customer centric mentality
- B:) Jobs are performed in relation to data
- C:) An ordinary scale can represent the levels of difficulty required in dealing with data and people
- D:) None of the above

Correct: A

Q:42) \_\_\_\_\_ involves conscious efforts to organize tasks, duties and responsibilities into a unit of work to achieve certain objectives.

Sol:

- A:) Training needs analysis
- B:) Job design
- C:) Job analysis
- D:) None of the above

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:43) Labour turnover means\_\_

Sol:

- A:) Turnover generated by labour
- B:) Rate of change in composition of labour force during a specified period
- C:) Either of the above
- D:) Both of the above

Correct: B

Q:44) Labor turnover is \_\_\_\_\_.

Sol:

- A:) productivity of labour
- B:) efficiency of the labour
- C:) change in labour force
- D:) total cost of the labour

Correct: C

Q:45) Cost associated with the labour turnover can be categorized into \_\_\_\_

Sol:

- A:) Preventive cost
- B:) Preventive and replacement costs
- C:) Labour Cost
- D:) Machine Costs

Correct: B

Q:46) Overtime is resorted to at the desire of the customer, then the overtime premium \_\_\_\_

Sol:

- A:) Should be charged to costing profit and loss account
- B:) should not be charges at all
- C:) should be the charged to the job directly
- D:) should be the charge to the highlights profit making department.



**MULTIPLE CHOICE QUESTIONS**

Correct: C

Q:47) Cost associated with the labour turnover can be categorized into Preventive and replacement costs.

Sol:

A:) True

B:) False

Correct: A

Q:48) Overtime is resorted to at the desire of the customer, then the overtime premium should be the charged to the job directly.

Sol:

A:) True

B:) False

Correct: A

Q:49) Job Evaluation is carried on by Groups.

Sol:

A:) True

B:) False

Correct: A

Q:50) \_\_\_\_\_ tries to make a systematic comparison between Jobs.

Sol:

A:) Job Evaluation

B:) Job description

C:) Job Distribution

D:) None of the above.

Correct: A



**MULTIPLE CHOICE QUESTIONS**

**UNIT -IV \_Direct Cost and Introduction to JIT, CAM and ERP.**

Q:1) The term \_\_\_\_\_ is the one which is identifiable as belonging exclusively to a particular process, product, and unit.

Sol:

- A:) Direct Cost
- B:) Indirect Cost
- C:) Standard Cost

Correct: A

Q:2) Every \_\_\_\_\_ of cost is divided into direct cost and indirect cost.

Sol:

- A:) Factor
- B:) Element
- C:) Part

Correct: B

Q:3) Direct \_\_\_\_\_ are those which can be identified in the product and can be measured.

Sol:

- A:) Expenses
- B:) Labour
- C:) Material

Correct: C

Q:4) Direct \_\_\_\_\_ enter the product and form a part of finished product.

Sol:

- A:) Expenses
- B:) Labour
- C:) Materials

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q:5) The cost of direct material is termed as \_\_\_\_\_.

Sol:

- A:) Direct labour cost
- B:) Direct material cost
- C:) Overheads

Correct: B

Q:6) All workers who are directly engaged in manufacturing activity are known as \_\_\_\_\_ labour.

Sol:

- A:) Direct
- B:) Indirect
- C:) Contract

Correct: A

Q:7) Wages paid to direct workers are known as \_\_\_\_\_.

Sol:

- A:) Direct labour cost
- B:) Indirect labour cost
- C:) Direct material cost

Correct: B

Q:8) Wages paid to direct labour are also known as \_\_\_\_\_ wages.

Sol:

- A:) Productive
- B:) Compensative
- C:) Indirect

Correct: A

Q:9) Wages paid to carpenter is the example of direct \_\_\_\_\_.

Sol:

- A:) Material





**MULTIPLE CHOICE QUESTIONS**

B:) Overheads

C:) Labour

Correct: C

Q:10) Cost of leather used in shoe making is the example of direct \_\_\_\_\_.

Sol:

A:) Overheads

B:) Labour

C:) Material

Correct: C

Q:11) The \_\_\_\_\_ include all types of expenses other than direct materials and direct labour which are incurred for a particular product or job.

Sol:

A:) Direct labour

B:) Direct expenses

C:) Direct material

Correct: B

Q:13) Direct expenses are also known as \_\_\_\_\_ expenses.

Sol:

A:) Indirect

B:) Productive

C:) Chargeable

Correct: C

Q:13) The expenses which can be identified with and allocated to cost centres and cost units are termed as \_\_\_\_\_.

Sol:

A:) Direct material

B:) Direct labour

C:) Direct expenses



**MULTIPLE CHOICE QUESTIONS**

Correct: C

Q:14) Fees paid to Architect is the example of \_\_\_\_\_.

Sol:

- A:) Direct labour
- B:) Direct expenses
- C:) Direct material

Correct: B

Q:15) The total of direct material, direct labour and direct expenses is known as \_\_\_\_\_.

Sol:

- A:) Works Cost
- B:) Prime Cost
- C:) Cost of Production

Correct: B

Q: 16) Which of the following describes an ERP system?

Sol:

- A:) ERP systems provide a foundation for collaboration between departments
- B:) ERP systems enable people in different business areas to communicate
- C:) ERP systems have been widely adopted in large organisations to store critical knowledge used to make the decisions that drive the organisation's performance
- D:) All of the above

Correct: D

Q:17) What is at the heart of any ERP system?

Sol:

- A:) Information
- B:) Employees
- C:) Customers
- D:) Database

Correct : D



**MULTIPLE CHOICE QUESTIONS**

Q:18) What must a system do to qualify as a true ERP solution?

Sol:

- A:) Be flexible
- B:) Be modular and closed
- C:) Extend within the company
- D:) All of the above

Correct : A

Q:19) Which of the following is a reason for ERPs explosive growth?

Sol:

- A:) ERP is a logical solution to the mess of incompatible applications
- B:) ERP addresses the need for global information sharing and reporting
- C:) ERP is used to avoid the pain and expense of fixing legacy systems
- D:) All of the above

Correct: D

Q:20) Which of the following occurs when everyone involved in sourcing, producing, and delivering the company's product works with the same information?

Sol:

- A:) Eliminates redundancies
- B:) Cuts down wasted time
- C:) Removes misinformation
- D:) All of the above

Correct : D

Q:21) What are several different types of software, which sit in the middle of and provide connectivity between two or more software applications?

Sol:

- A:) Middleware
- B:) Enterprise application integration middleware



**MULTIPLE CHOICE QUESTIONS**

- C:) Automated business process
- D:) e-business infrastructure

Correct: A

Q:22) What represents a new approach to middleware by packaging together commonly used functionality, such as providing prebuilt links to popular enterprise applications, which reduces the time necessary to develop solutions that integrate applications from multiple vendors?

Sol:

- A:) Middleware
- B:) Enterprise application integration middleware
- C:) Automated business process
- D:) e-business infrastructure

Correct: B

Q:23) Who are the primary users of SCM systems?

Sol:

- A:) Sales, marketing, customer service
- B:) Accounting, finance, logistics, and production
- C:) Customers, resellers, partners, suppliers, and distributors
- D:) All of the above

Correct: C

Q:24) What are the primary business benefits of an ERP system?

Sol:

- A:) Sales forecasts, sales strategies, and marketing campaigns
- B:) Market demand, resource and capacity constraints, and real-time scheduling
- C:) Forecasting, planning, purchasing, material management, warehousing, inventory, and distribution
- D:) All of the above

Correct: C



**MULTIPLE CHOICE QUESTIONS**

Q: 25) Who are the primary users of ERP systems?

Sol:

- A:) Sales, marketing, customer service
- B:) Accounting, finance, logistics, and production
- C:) Customers, resellers, partners, suppliers, and distributors
- D:) All of the above

Correct: B

Q:26) Just-in-Time was successfully implemented by

Sol:

- A:) Toyota
- B:) Honda
- C:) Suzuki
- D:) Volkswagen

Correct: A

Q:27) In Just-In-Time system

Sol:

- A:) There is no delay
- B:) Conveyance times are balanced
- C:) Both (A) and (B)
- D:) There is unequal production at different places

Correct: C

Q:28) Such setups which have single digit (in minutes) setup times are called\_\_

Sol:

- A:) Single setups
- B:) One touch setups
- C:) Minute setups
- D:) None of the above



**MULTIPLE CHOICE QUESTIONS**

Correct: A

Q:29) POK stands for

Sol:

- A:) Product ordering Kanban
- B:) Process Ordering Kanban
- C:) Production Ordering Kanban
- D:) Plan Ordering Kanban

Correct: C

Q:30) In Just-In-Time the vendor is to be viewed by the company as a

Sol:

- A:) Manager
- B:) Worker
- C:) Partner
- D:) None of the above

Correct: C

Q:31) Just-In-Time is

Sol:

- A:) Single unit production
- B:) Big lot size production
- C:) Both (A) and (B)
- D:) None of the above

Correct: A

Q:32) MRP is different from JIT in terms of \_\_\_\_

Sol:

- A:) Inventory
- B:) Quality
- C:) Human orientation
- D:) All of the above



**MULTIPLE CHOICE QUESTIONS**

Correct: D

Q:33) The following is (are) the prerequisite(s) for JIT.

Sol:

- A:) Multi skilled workers
- B:) Vendor should produce defect free
- C:) Worker should be empowered his own decision
- D:) All of the above

Correct: D

Q: 34) Just-In-Time aimed at

- A:) Zero inventories
- B:) Reduced manpower
- C:) Over production
- D:) All of the above

Correct: A

Q:35) Which of the following means 'Ready-Set-Go'

Sol:

- A:) Yo-i-don
- B:) Ikko Nagare
- C:) Taiichi ohno
- D:) None of the above

Correct: A

Q:36) Just-In-Time (JIT) combines the benefits of

Sol:

- A:) Job order production and Line production
- B:) Batch production and Line production
- C:) Job order production and Batch production
- D:) None of the above



**MULTIPLE CHOICE QUESTIONS**

Correct: A

Q:37) JIT does not believe in

Sol:

A:) Quality

B:) Over production

C:) Human relations

D:) All of the above

Correct: B

Q:38) CAD/CAM is the relationship between

Sol:

A:) science and engineering

B:) manufacturing and marketing

C:) design and manufacturing

D:) design and marketing

Correct: C

Q:39) The process in which the detailed specifications materials, dimensions, tolerances and surface rough is made is known as

Sol:

A:) decision process

B:) analysis process

C:) implementation process

D:) refinement process

Correct: C

Q:40) Which two disciplines are tied by a common database?

Sol:

A:) documentation and geometric modeling

B:) CAD and CAM

C:) drafting and documentation





**MULTIPLE CHOICE QUESTIONS**

D:) none of the mentioned

Correct: B

Q:41) The term that is used for geometric modelling like solid modelling, wire frame modelling and drafting is known as

Sol:

A:) software package

B:) operating system

C:) application software

D:) none of the mentioned

Correct: A

Q:42) The system environment in a mainframe computer consists of

Sol:

A:) central processing

B:) storage devices

C:) printers and plotters

D:) both central processing and storage devices

Correct: D

Q: 43) The nerve center or brain of any computer system is known as

Sol:

A:) CPU

B:) Storage device

C:) ALU

D:) Monitor

Correct: A

Q:44) Locating devices are classified as

Sol:

A:) text input device

B:) graphic device



**MULTIPLE CHOICE QUESTIONS**

- C:) all of the mentioned
- D:) none of the mentioned

Correct: B

Q:45) A potentiometric device that contains sets of variable registers which feed signals that indicate the device position to the computer is known as

Sol:

- A:) track ball
- B:) mouse
- C:) joystick
- D:) all of the mentioned

Correct: C

Q:46) Which of the following devices do not produce a hard copy?

Sol:

- A:) impact printers
- B:) plotters
- C:) CRT terminals
- D:) non-impact printers

Correct: C

Q:47) The software that is used to control the computer's work flow, organize its data and perform house keeping functions is known as

Sol:

- A:) operating software
- B:) graphics software
- C:) application software
- D:) programming software

Correct: A

Q:48) The software that is used to provide the users with various functions to perform geometric modelling and construction is known as



**MULTIPLE CHOICE QUESTIONS**

Sol:

- A:) operating software
- B:) graphics software
- C:) application software
- D:) programming software

Correct: B

Q:49) The software that performs the data entry, design, analysis, drafting and manufacturing functions is known as

Sol:

- A:) operating software
- B:) graphics software
- C:) application software
- D:) programming software

Correct: C

Q:50) The software that enables the to implement custom application or modify the system for specialized needs is known as

Sol:

- A:) operating software
- B:) graphics software
- C:) application software
- D:) programming software

Correct: D

Q:51) Following is not an operating system software

Sol:

- A:) Windows
- B:) UNIX
- C:) VAX/VMS
- D:) IDEAS



**MULTIPLE CHOICE QUESTIONS**

Correct: D

Q:52) The basic geometric building blocks provided in a CAD/CAM package are

Sol:

- A:) points
- B:) lines
- C:) circles
- D:) all of the mentioned

Correct: D

DACC

THANK YOU

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