

INDUSTRIAL SAFETY AND LEGISLATIVE ACT

1. Accident is **unfortunate, mishappening and sudden.**
2. Which is not included in the cause of accident due to worker?
 - a. Lack of concentration
 - b. **Poor housekeeping**
 - c. Mischievous behavior
 - d. Overconfidence
3. Which is not included in the cause of accident due to management?
 - a. **Bad habits of worker**
 - b. Untrained workers
 - c. Bad construction of plant
 - d. Faulty equipment
4. Who can be responsible for accident?
 - a. Worker
 - b. Management
 - c. Working conditions
 - d. **All the above**
5. Who is responsible for “unguarded moving parts”?
 - a. Workers
 - b. **Management**
 - c. Government
 - d. None
6. Which is not included in the causes of accidents due to unsafe working

conditions?

- a. Chemical leakages
- b. Suffocation at work
- c. Irregular floor heights
- d. **Quarrels of workers**

7. Which is not included in the causes of accidents due to nature?

- a. Floods
- b. **Gas leakage**
- c. Heavy rains
- d. Temperature strokes

8. **Worker, industry and family of worker** get affected directly or indirectly due to accidents.

9. Which is not the effect of accident on worker

- a. Injury to body
- b. **Production stoppage**
- c. Loss of job
- d. Financial loss

10. If affected worker is recovered within 10 hours, then which type of accident is it?

- a. **Minor**
- b. Major
- c. Reportable
- d. Fatal

11. What happens in fatal accident?

- a. Hospitalization
- b. Fractures

- c. Disablement
- d. **Death**

12. Injury after accident disables the affected worker forever is **permanent accident.**

13. Internal accident means **injury showing external signs.**

14. Which preventive measure industry should take to avoid accidents?

- a. Safety provision
- b. Training for safe working
- c. Safety devices
- d. **All the above**

15. Industrial acts are useful for

- a. Guarantee of employee welfare
- b. Provision of legal platform
- c. Removes extortion of workers
- d. **All the above**

16. Indian factory act is passed in **1948.**

17. Major amendments done in factory act in **1976.**

18. Adolescent is a person of the age between **15-18 years.**

19. Child is a person of the age **less than 15 years.**

20. Calendar year as per factory act is **1st January to 31st December.**

21. Day as per factory act is **period between 2 midnights.**

22. Week as per factory act is a period between **2 Saturdays.**

23. Factory using power as per factory act is a premises of **minimum 10 workers.**

24. A labour welfare officer is appointed in the factory as per factory act

when there are **minimum 500 workers.**

25. Rights of labour welfare officer are given to **state government.**

26. As per factory act painting should be done **once a year.**

27. As per factory act, space required for water is **500 Cu feet.**

28. Drinking water must be away from latrine by **6 meters.**

29. As per factory act, one box of first aid is provided for **150 workers.**

30. One ambulance room should be provided in a factory employing more than **300 workers.**

31. One canteen should be provided atleast per **250 workers** in a factory.

32. Crèches should be provided when there are more than **30** female workers of their kids of age below **6** years.

33. Workman's compensation act is passed in **1924.**

34. Who is incorrect person in the definition of dependent?

a. Wife

b. Widowed mother

c. Minor son

d. **Friend**

35. Compensation is not extended to ----- under workman's compensation act.

a. Workers covered under ESI act

b. Casual workers

c. Willful disobedience

d. **All the above**

36. Employer has to do compensation under which case

a. Injury caused during employment

b. Injury caused by accident

c. Any disablement/death after accident

d. **All the above**

37. Minimum wages act is passed in **1948**.

38. Which is not included in “wage” under minimum wages act?

a. Travelling allowance

b. PF

c. Gratuity

d. **All**

39. Advisory board concerned with minimum wages act is appointed by

appropriate government.

40. Minimum wages which are fixed are declared by government through

official gazette.

FINANCIAL MANAGEMENT

1. **Finance** is the effective procurement of funds and their effective utilisation.

2. **Financial management** is the study of the relationship between the raising of Finance and deployment of Finance.

3. **To ensure minimum funds utilisation, to decide investment policies and to finalise methods of financing** are the objective of financial management.

4. This is not the type of capital

a. fixed capital

b. working difficult

c. seasonal working capital

d. **old capital**

5. Fixed capital is also called as **block capital**.

6. Building is coming under

a. **fixed capital**

b. working capital

c. circulating capital

d. none

7. Which is included under fixed capital?

a. Plant set up

b. water supply

c. land

d. **all**

8. Intellectual property is included under

a. **fixed capital**

b. working capital

c. both

d. none

9. Working capital is also called as **circulating capital**.

10. Working capital is required for

a. advertisement

b. salary

c. maintenance

d. **all**

11. minimum capital required for day-to-day functioning is called as

a. block capital

b. fixed capital

c. seasonal working capital

d. **permanent working capital**

12. Which cost is coming under seasonal working capital?

a. Accidental charges

b. bonus pay

c. International conference

d. **all**

13. Which is not the factor affecting working capital?

a. Inventory capacity

b. **land value**

c. urgency

d. turnover of the firm

14. Shares are included under **long-term** source of finance.

15. Debentures are included in **long-term** source of finance.

16. Which are long-term sources of finance?

a. Shares

b. loans

c. savings

d. **all**

17. Customer advances are included under **short-term** source of finance.

18. Hire purchase and equipment lease are included under **medium term** source of finance.

19. Depreciation provision is **internal** source of finance.

20. Which are included under financial institutions?

a. Industrial development banks

b. industrial Finance Corporation

c. insurance companies

d. **all**

21. Equity share financing is

a. **permanent source of funds**

b. temporary source of funds

c. both

d. none

22. statement 1-shares from the part of the capital of company

Statement 2- Debenture is loan to company

a. both 1 and 2 are wrong

b. 1 is correct,2 is wrong

c. **Both 1 and 2 are correct**

d. 1 is wrong,2 is correct

23. Statement 1-shareholders are owners of the company and statement 2- Debenture holders are creditors of the company.

a. Both 1 and 2 are wrong

b. 1 is correct, 2 is wrong

c. **Both 1 and 2 are correct**

d. 1 is wrong, 2 is correct

24. Which statement is wrong?

a. Debentures carry a fixed rate of interest.

b. **Interest is payable only when there is profit.**

- c. Debentures holders have no control on affairs of the company
 - d. all
25. Budget is a financial plan for the **next year**.
26. About budget, which statement is wrong?
- a. **It is not time bound**
 - b. quantity of money are the basis
 - c. it defines policies
 - d. It is prepared before the period.
27. Budgetary control is the important function of **finance management**.
28. Production budget is based on----
- a. Flexibility
 - b. **Function.**
 - c. Mechanism
 - d. none
29. Labour budget is based on--
- a. flexibility
 - b. **function**
 - c. mechanism
 - d. none
30. Fixed the budget is based on
- a. **flexibility**
 - b. function
 - c. mechanism
 - d. none
31. flexibility is zero in
- a. **fixed budget**
 - b. production budget
 - c. Labour budget
 - d. cash budget
32. fixed budget is for---
- a. variable period
 - b. **fixed period**
 - c. both
 - d. none
33. zero-based budgeting is based on
- a. flexibility
 - b. function

c. **mechanism**

d. none

34. ----is not based on previous year's records.

a. **Zero-based budgeting**

b. variable budgeting

c. production budgeting

d. none

35. Which statement is wrong?- Zero-based budgeting:

a. is difficult to implement

b. **consumes less time**

c. avoids wastages

d. is costly

36. Production budget is not prepared on--- angle.

a. Quantity

b. money

c. quality

d. **both (a) and (b)**

37. production budget is prepared by considering

a. sales

b. economic lot size

c. capacity plant

d. **all**

38. The deviation of the actual from the standard is--- in budget language.

a. Variance

b. change

c. **difference**

d. none

39. for making Labour budget workers are classified into

a. skilled

b. semiskilled

c. unskilled

d. **all the above**

40. The summarised budget of the entire enterprise is known as **Master budget**.

41. The earning capacity and potential of a firm are reflected in

a. balance sheet

b. **profit and loss account**

c. both

d. none

42. Profit and loss account is—

1. A flow statement.
 2. A measure of firm's profitability
- a. **Both 1 and 2 are correct**
b. Both 1 and 2 are wrong
c. 1 is correct, 2 is wrong
d. 1 is wrong, 2 is correct

43. Which is not the type of profit and loss account?

- a. Step form
- b. account form
- c. **report form**
- d. none

44. -- is the financial snapshot of the organisation.

- a. **Balance sheet**
- b. profit and loss account
- c. snap sheet
- d. budget

45. In balance sheet, we see,--- equal to the sources of funds.

- a. Expenditure
- b. **assets**
- c. savings
- d. liabilities

46. collection of taxes is concerned in

- a. capital budget
- b. **revenue budget**
- c. both
- d. none

47. **Tax revenue comes from income, property and commodities.**

48. India's tax structure is **progressive** in nature.

49. Central government is not dealing with **sales tax**.

50. Excise from liquor and alcoholic drinks is under

- a. **State government**
- b. Central government
- c. local self-government
- d. all

51. customs is the responsibility of

- a. State government
- b. **Central government**
- c. local self-government
- d. all

52. Which is direct tax out of following?

- a. Personal income tax
- b. Corporation tax
- c. estate duty
- d. **all**

53. Which is not the direct tax?

- a. Income tax
- b. Corporation tax
- c. gift tax
- d. **excise duties**

54. Which is indirect tax?

- a. Customs
- b. Excise
- c. sales
- d. **all**

55. Which is not the merit of direct tax?

- a. Equitable
- b. elastic
- c. **convenient**
- d. reduction of inequalities

56. which is not the merit of indirect tax

- a. convenient
- b. equitable
- c. wide coverage
- d. **certain**

57. match the pairs

- a. Excise 1. Income of individual
 - b. Customs 2. Levied on production
 - c. income tax 3. Amount of value-added
 - d. VAT 4. Imports
- a. **a-2,b-4,c-1,d-3**
 - b. a-1,b-2,c-3,d-4

c. a-3,b-1,c-2,d-4

d. a-4,b-1,c-3,d-2

58. Which is the type of excise duty?

a. Basic

b. special

c. additional

d. **all**

59. following service is not under service tax

a. Courier

b. Telephone

c. banking

d. **export services**

60. VAT started in Maharashtra from **2005**.

MATERIALS MANAGEMENT

1. Which is the function involved in materials management?

a. Purchasing

b. Storing

c. Distributing

d. **All**

2. ----- is a part of materials management.

a. **Inventory management**

b. Finance management

c. Marketing management

d. None

3. **Inventory** is the collective stock of items which is required for routine functioning of industry.

4. The stock of material, maintained in order to avoid 'no stock' situation is called as

a. Additional stock

b. Extra stock

c. **Buffer stock**

d. None

5. Match the pairs

(a) Raw material inventory 1. Drills

(b) Machinery spares inventory 2. Bolt

(c) Standard parts inventory 3. Pulley

(d) Tools inventory 4. Steel

a. a-2, b-4, c-1, d-3

b. a-3, b-1, c-4, d-2

c. **a-4, b-3, c-2, d-1**

d. a-3, b-2, c-4, d-1

6. Which is the function of inventory?

a. Ensures availability of material

b. Proper purchasing guidelines

c. Printing stock out

d. **All the above**

7. Statement 1 – Due to inventory management, costs of inventory increases.

Statement 2 – Inventory management avoids stock out.

a. Both 1 and 2 correct

b. Both 1 and 2 wrong

c. 1 correct, 2 wrong

d. **1 wrong, 2 correct**

8. ABC Analysis is the ----- concept.

a. Finance

b. **Inventory management**

c. HR

d. Administration

9. Match the pairs

1. A items (a) Average important

2. B items (b) Relatively unimportant

3. C items (c) Outstandingly important

a. 1-a, 2-b, 3-c

b. 1-b, 2-c, 3-a

c. **1-c, 2-a, 3-b**

d. None

10. What is the pattern of care for 'A' type of items?

a. **More attention**

b. Average attention

c. Less attention

d. No defined way of attention

11. 'A' type of items has ----- importance due to consumption.

a. 10 to 20%

- b. 15 to 25%
- c. 40 to 50%
- d. **70 to 80%**

12. Procurement of 'C' type of items should be done

- a. frequently
- b. In immediate schedule
- c. **Infrequently**
- d. None

13. 'A' type of items are purchased in

- a. sufficient quantities
- b. **small quantities**
- c. medium size
- d. none

14. Which is a first step in doing ABC analysis?

- a. Determining unit price
- b. Arranging items in descending order
- c. Deciding the policies
- d. **Preparing a list of all items**

15. What is the relationship between graph and classification of A, B, C categories?

- a. **Classification is done after drawing graph**
- b. Graph is drawn after classification
- c. Graph is not drawn in ABC analysis
- d. None

16. Which is not the consideration in ABC analysis?

- a. **Sub categorization like A₁, A₂, B₁, B₂, C₁, C₂ is not possible**
- b. ABC curve is similar in shape for different industries
- c. All items should be considered together

d. None

17. In EOQ ----- is ordered.

- a. Minimum quantity
- b. Maximum quantity
- c. **Optimum quantity**
- d. Average quantity

18. Which is not the cost concerned with EOQ?

- a. Procurement cost
- b. Inventory carrying cost

- c. Total cost
- d. **Primary cost**

19. In graphical method of EOQ, the cost which is represented as straight inclined line is

- a. Procurement cost
- b. **Inventory carrying cost**
- c. Total cost
- d. None

20. Which is as the assumption in EOQ?

- a. Lead time zero.
- b. Immediate replenishment of the stock
- c. **Both (a) and (b)**
- d. None

21. Which is the assumption in EOQ?

- a. Uniform demand of the item
- b. Rate of demand is known to us
- c. **Both (a) and (b)**
- d. None

22. Which is the assumption in EOQ?

- a. Cost of placing order variable
- b. One stock out is allowed
- c. Both (a) and (b)

d. **None**

23. Procurement cost is represented by

- a. **C_p**
- b. PC
- c. P_c
- d. None

24. Inventory carrying cost is represented by

- a. I_{cc}
- b. C_i
- c. C_u
- d. **i**

25. Procurement cost per order includes

- a. Cost of calling quotations
- b. Cost of receiving material

c. Cost of inspection

d. **All**

26. Inventory carrying costs includes

a. Storage cost

b. Insurance

c. **Both**

d. None

27. Inventory carrying cost includes

a. Depreciation

b. Interest charges

c. **Both**

d. None

28. When any item is out of stock then ----- costs involves.

a. Over stocking

b. **Under stocking**

c. Out of stocking

d. None

35. Ups and Downs in consumption and delivery period are absorbed by ----

a. **Buffer stock**

b. EOQ

c. Procurement strategy

d. None

36. What will happen when there is no buffer stock?

a. Production stoppage

b. Delay in deliveries

c. Loss of reputation

d. **All the above**

37. What is the advantage of EOQ model?

a. Material is available quickly

b. Effective utilization of inventory

c. **Both (a) and (b)**

d. Non

38. Statement 1 – It is difficult to order odd number of items after calculation of EOQ mathematically.

Statement 2- EOQ is not caring whether item is bulky or perishable.

a. **Both 1 and 2 correct**

b. Both 1 and 2 wrong

- c. 1 correct, 2 wrong
- d. 1 wrong, 2 correct

39. Why purchasing is required?

- a. To procure materials at lowest cost
- b. To maintain standards of quality
- c. **Both (a) and (b)**
- d. None

40. Calling quotations, order follow up, material receiving, placing PO are the functions of

- a. Quality department
- b. **Purchase department**
- c. Inventory department
- d. Marketing department

41. Which is the first step in purchasing?

- a. Decision for purchasing
- b. **Material requisition**
- c. Finalization of supplier
- d. Market analysis

42. PO in materials management means?

- a. Placement officer
- b. Post Office
- c. **Purchase order**
- d. None

43. In purchasing, DGSD belongs to

- a. **Director general of supplies and disposals**
- b. Defined goods for supply and dispatch
- c. Division general of sales and distribution
- d. None

44. Statement 1- procurement is a systematic process

Statement 2-purchasing is a routine process

- a. **Both 1 and 2 are correct**
- b. Both 1 and 2 are wrong
- c. 1 correct and 2 wrong
- d. 1 wrong and 2 correct

45. Following is not concerned with materials management modern technique.

- a. MRP
- b. SAP

- c. ERP
- d. **5S**

46. The logic of----is based on the principle of dependent demand

- a. **MRP**
- b. MRP II
- c. ERP
- d. SAP

47. ----determines quantity and a timing for material planning.

- a. MRP II
- b. ERP
- c. SAP
- d. **MRP**

48. Which is the input to MRP?

- a. On hand inventory
- b. Bill of material
- c. **Both**
- d. None

49. Which is the input to MRP?

- a. Current forecasting
- b. Order history and season
- c. **Both**
- d. None

50. ERP means

- a. **Enterprise resource planning**
- b. Entry restricted products
- c. Energy resource products
- d. None

51. Statement1-MRP maintains maximum inventory. Statement2-MRP provides better inventory turnover

- a. Both statements are correct
- b. Both statements are wrong
- c. Only first is correct
- d. **Only second is correct**

52. Statement1-ERP integrates all Data. Statement2-ERP covers only materials Management.

- a. Both statements are correct
- b. Both statements are wrong

c. **Only first is correct**

d. Only second is correct

53. ---uses all the resources of the enterprise in a systematic way.

a. MRP

b. MRP II

c. **ERP**

d. None

54. ERP vendor is

a. SAP

b. ORACLE

c. PEOPLESOFT

d. **All**

55. Which is the ERP module from following?

a. ERP HR

b. ERP inventory

c. **Both**

d. None

56. Which is not the advantage of ERP?

a. **Easy to implement it without any training**

b. Easier decision making

c. All functions are inter-connected

d. This team carries all data

57. Which is not the disadvantage of ERP?

a. Cost is high

b. Time-consuming

c. **Slow decision-making**

d. Difficult to learn easily

58. Statement 1-ERP gives transparency. Statement2-Repitition of work is avoided due to ERP

a. **Both statements are correct**

b. Both statements are wrong

c. Only first is correct

d. Only second is correct

59. Statement1-ERP needs exhaustive training to employees. statement2-cost of ERP installation is less

a. Both statements are correct

- b. Both statements are wrong
- c. **Only first is correct**
- d. Only second is correct

QUALITY MANAGEMENT

- 1. Quality is fitness for
 - a. **purpose**
 - b. action
 - c. product
 - d. business
- 2. quality is defined by
 - a. manager
 - b. engineer
 - c. QC in charge
 - d. **customer**
- 3. Statement 1-quality is visible when it is good
Statement 2-it is possible to ignore it, when quality is bad
 - a. both one and two correct
 - b. **both one and two wrong**
 - c. one correct, two wrong
 - d. one wrong, to correct
- 4. Which statement is wrong?
 - a. **Quality is negotiable**
 - b. quality increases productivity
 - c. quality is defined by the customer
 - d. the cost of non-quality is high
- 5. QA is
 - a. quality administration
 - b. quality affiliation
 - c. **quality assurance**
 - d. quality action
- 6. match the pairs
 - a. Inspection 1. Effects are taken in totality
 - b. Quality control 2. It ensures quality
 - c. quality assurance 3.checking of product
 - d. TQM 4. It controls the quality

- a. a-2,b-4,c-3,d-1
- b. a-3,b-1,c-4,d-2
- c. **a-3,b-4,c-2,d-1**
- d. a-2,b-1,c-3,d-4

7. **Customer focus, continuous improvement and process approach** are the principles of quality management.

8. In quality management, PDCA means?

- a. **Plan, do, check, act**
- b. process, do, committee, act
- c. plan, do, committee, approach
- d. none

9. Quality management

- a. **assures quality**
- b. only few do all work
- c. both (a) and (b) are correct
- d. both (a) and (b) are wrong

10. The process to produce an effective QMS requires

- a. top management's support
- b. aggressive implementation of quality policy
- c. clear presentation of quality policy
- d. **all**

11. QMS means

- a. **quality management system**
- b. quality measurement system
- c. quality of measured standards
- d. none

12. objective of quality control is

- a. to decide the quality standard
- b. to check the quality deviations
- c. **both are correct**
- d. both are wrong

13. quality standards should be related to

- a. performance
- b. acceptance
- c. economically feasibility
- d. **all**

14. Which is a function of quality control?

- a. Restricting non-quality products
 - b. rejecting faulty products
 - c. both are wrong
 - d. **both are correct**
15. Statement 1-quality circle is a problem-solving technique
Statement 2-quality circle is responsibility of management
- a. both 1 and 2 are correct
 - b. both 1 and 2 are wrong
 - c. **1 correct, 2 wrong**
 - d. 1 wrong, 2 correct
16. Quality circle is a brainchild of **Ishikawa**.
17. Which statement is wrong?
- a. Meeting of quality circle have no agendas
 - b. it is a hierarchical
 - c. training is not necessary in quality circles
 - d. **all**
18. Which is the element of quality circle?
- a. Steering committee
 - b. Circle leader
 - c. Circle member
 - d. **all**
19. Which element is at the top of the quality circle?
- a. **Steering committee**
 - b. Circle leader
 - c. Circle member
 - d. facilitator
20. Circle leader is from **workers**.
21. Statement 1-quality assurance is a proactive approach
Statement 2-quality assurance improves quality of product
- a. **Both 1 and 2 correct**
 - b. both 1 and 2 wrong
 - c. 1 correct,2 wrong
 - d. 1 wrong,2 correct
22. Quality assurance is a **proactive** approach.
23. Which is the component of TQM?
- a. Continuous improvement
 - b. customer focus

c. total involvement of all employees

d. **all**

24. Which is the element of TQM?

a. Employees morale

b. quality assurance

c. quality control

d. **all**

25. Kaizen means **improvement**.

26. Slow, never-ending, continuous improvement in all aspects of life is **kaizen**.

27. Which statement about kaizen is wrong?

a. **It needs heavy investment**

b. it gives commitment to quality

c. it is a Japanese technique

d. it is a continuous improvement

28. Innovation shows **big** steps and kaizen shows **small** steps in speed of work.

29. Effect of innovation is **short term** and effect of kaizen is **long-term**.

30. Involvement in innovation is of **individual** and in kaizen is **everybody**.

31. The foundation of kaizen, consists of---

a. quality circles

b. teamwork

c. **both (a) and (b)**

d. none

32. Which is not included in 5 'S'?

a. a. Sort

b. **solve**

c. Shine

d. sustain

33. match the pairs

a. Seiri 1. Standardise

b. Seiton 2. Sanitise

c. Seiso 3. Systemise

d. Seiketsu 4. Structurise

a. a-1,b-3,c-4,d-2

b. a-2,b-1,c-3,d-4

c. a-3,b-2,c-1,d-4

d. **a-4,b-3,c-2,d-1**

34. throw away unnecessary is in

- a. **Seiri**
- b. Seiton
- c. Seiso
- d. Seiketsu

35. neatness is included in

- a. Seiri
- b. Seiton
- c. **Seiso**
- d. Seiketsu

36. discipline comes in

- a. Seiri
- b. Seiso
- c. **Shitsuke**
- d. Seiketsu

37. sweeping means

- a. **Seiso**
- b. Seiri
- c. Seiketsu

d. Shitsuke

38. sustain means

- a. **Shitsuke**
- b. Seiri
- c. Seiso
- d. Seiketsu

39. 5S is **systematic way of working, good housekeeping and disciplined positioning of items.**

40. Six Sigma success factors are **leader's commitment, innovative ideas and fact-based decision-making.**

41. Which is not the stage in six Sigma?

- a. Optimisation
- b. identification
- c. characterisation
- d. **standardisation**

42. Which is the main clause in ISO 9001:2000?

- a. Management responsibility
- b. product realisation

c. resource management

d. **all**

43. quality management is not focusing on

a. **money**

b. quality

c. productivity

d. improvements