



Model Question-Answer



SHORT ANSWER TYPE QUESTIONS

[MARK 1]

1. Why cost of wages is considered as an important element of production cost ?

Ans. : Cost of wages is considered as an important element of cost of production as because this type of cost has certain unique features, which are not seen in other elements of production.

2. What is the main function of human resource department for procurement of workers ?

Ans. : The main function of this department is to procure required number of workers starting from the recruitment of workers, making necessary training for them and maintaining employment related documents.

3. What is direct wages ?

Ans : Direct wages is the cost of labour which can be identified with and allocated to specific cost centre or cost unit.

4. What do you mean by indirect wages ?

Ans : Indirect wages are the cost of labour or wages cost other than direct wages cost.

5. What is the concept of 'manpower planning' ?

Ans : Manpower planning is the comprehensive method of determination of requirement of manpower, engaging right and competent workers for the night job and arranging necessary training required for performing the work efficiently by them.

6. What is motion study ?

Ans : Motion study is the thorough examination of the whole process of work performed either by a worker or by a machine.

7. What is time study ?

Ans : Time study is the art of observation and recording of utilisation of time taken for the completion of a particular job or process in a detailed way.

8. What do you mean by 'time keeping' ?

Ans : Time Keeping is the function of recording the time of arrival and departure of the workers and employees of the factory as well as maintenance of their attendance records.

9. Is there any importance of time keeping in piece work or job work ?

Ans : The concept that there is no importance of time keeping in piece work or job work is a wrong concept. In order to maintain discipline in the factory, the necessity of time keeping is felt in all methods of wage payment.

10. What are the different methods of time keeping ?

Ans : The main methods of time keeping include manual system and mechanical system of time keeping. Attendance register and metal disc methods are followed under manual system and time recording clock and dial time record methods are followed under mechanical system.

11. What are the different methods of time booking ?

Ans : Different methods of time booking are — (1) Preparation of daily time sheets, (2) Preparation of weekly time sheets, and (3) Preparation of job card.

12. What is job card ?

Ans : Job card is a detailed statement prepared by individual worker containing the description of how much time the worker has taken for every specific job and out of which how much time is efficiently used for production process and how much overtime work he has undertaken.

13. In how many ways job card can be kept ?

Ans : Job card can be kept in three different ways. These ways are — (1) Job card for each job, (2) Time-based job card and (3) Combined job and time card.

14. What do you mean by idle time ?

Ans : Idle time is that time of the worker for which wages are paid, but no work is done by the worker at that time.

15. In how many types the causes of idle time can be classified ?

Ans : The causes of idle time can be classified into two types. These are — (1) Normal causes and (2) Abnormal causes.

16. What do you mean by normal causes of idle time ?

Ans : The normal causes of idle time are those causes which are unavoidable, i.e., not possible to be avoided even after taking different precautionary measures.

17. What do you mean by abnormal causes of idle time ?

Ans : The abnormal causes of idle time are those causes which are avoidable, i.e., possible to be avoided by taking different precautionary measures.

18. What do you mean by economic causes of idle time ?

Ans : The idle time arising out of the reason of reduction of production due to fall in demand of the product in the market is considered as the economic causes of idle time.

19. What accounting entry is required to be passed for the cost of normal idle time ?

Ans : The entry required to be passed for the cost of normal idle time is —

Factory Overhead Control A/c Dr.
 To Wages Control A/c

20. What accounting entry is required to be passed for the cost of abnormal idle time ?

Ans : The entry required to be passed for the cost of abnormal idle time is —

Costing Profit and Loss A/c Dr.
 To Wages Control A/c

21. What do you mean by overtime hours ?

Ans : If the workers work beyond the normal working hours, then the additional hours worked by the workers are known as overtime hours.

22. Under which category of overhead wages for idle time is included ?

Ans : Idle time wages can be of two types. Wages for normal idle time is considered as a part of production cost and wages for abnormal idle time is treated as a loss and charged to costing profit and loss account.

23. What are the hours the excess of which is considered as overtime according to Indian Factories Act ?

Ans : According to the provisions of the Indian Factories Act, 1948, if a worker works for more hours after doing his normal work for 9 hours a day and 48 hours in a week, this extra hours the worker has worked are considered as the overtime hour.

24. In how many types idle time can be classified on the basis of controllability ?

Ans : Idle time can be classified into three types. There are — (1) Controllable idle time, (2) Uncontrollable idle time at the production level but controllable at administrative level and (3) Uncontrollable idle time.

25. In which system standard time for the work can be ascertained ?

Ans : With the help of time study, the standard time for the work can be ascertained.

26. With the help of which system uses of unnecessary labour can be stopped ?

Ans : Unnecessary labour can be stopped with the help of motion study.

27. Who introduced the concept of motion study ?

Ans : A management expert named E.B. Gilbrith has introduced the concept of motion study.

28. What is the process called in which the attendance of each worker is recorded ?

Ans : The process, in which the attendance of each worker is recorded, is known as **time keeping**.

29. What is method study ?

Ans : The concept of method study is same as motion study. According to this method, it is possible to identify unnecessary work included in the total process of production and thus can increase the efficiency of the workers through eliminating these unnecessary activities.

30. Write one difference between normal idle time and abnormal idle time. [HS '15]

Ans : The normal idle time is unavoidable, i.e., not possible to be avoided even after taking different precautionary measures. On the other hand, abnormal idle time is avoidable, i.e., possible to be avoided by taking different precautionary measures.

31. What do you mean by time booking ?

[HS '16]

Ans : **Time booking** is a process of determination of time spent by a worker for the completion of a job, process or work related to the production.

32. What do you mean by time keeping ?

[HS '16]

Ans : **Time keeping** is the method or function of recording the times of coming in and going out of the factory of all the workers and employees engaged in the production process of an entity.

33. Time recorded as per time keeping is 8 hours. Time recorded as per time booking 7 hours. What is the time difference between time keeping and time booking and what it is called ?

[HS '16]

Ans : The time difference between time keeping and time booking is 1 hour and this 1 hour, i.e., the time gap between time keeping and time booking is termed as **idle time**.

34. Indicate which of the following idle-times is normal idle time and abnormal idle time :

- (i) Time lost due to lock-out declared in the factory.
- (ii) Time lost due to routine maintenance of machinery.

[HS '17]

Ans : (i) Abnormal idle time. (ii) Normal idle time.

35. Name two methods of manual system of time keeping. [HS '17]

Ans : Two methods of manual system of time keeping are — (i) Attendance register method ; and (ii) Metal disc method.

36. $\text{Time keeping} + \text{Idle time} = \text{Time booking}$. Is the relationship correct ? If not, write the correct relationship. [HS '17]

Ans : $\text{Time keeping} - \text{Idle time} = \text{Time booking}$.

37. What is the relation amongst time keeping, time booking and idle time ?

[HS '19]

Ans : Idle time is the difference of time available as per time keeping record and actual time utilised as per time booking record.

