



# ST. LAWRENCE HIGH SCHOOL

*A Jesuit Christian Minority Institution*



## Answer Key 21

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Timekeeping

F.M.: 15

Date: 22/06/2020

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1. Timekeeping indicates  
(a) recording the arrival time of the workers; (b) recording the departure time of the workers;  
**(c) recording the arrival and departure times of workers;** (d) none of these.
  2. In a large scale business unit, timekeeping is made by  
(a) securities; **(b) time office;** (c) reception; (d) none of these.
  3. In a small scale business unit, timekeeping is made by  
**(a) securities;** (b) time office; (c) reception; (d) none of these.
  4. Biometric attendance system is the  
(a) manual system; **(b) mechanised system;** (c) semi-automatic system; (d) none of these.
  5. Timekeeping is made at the  
(a) side gate; (b) back gate; **(c) main gate;** (d) factory gate.
  6. Timekeeping is the  
**(a) recording the time of coming in and going out;** (b) analysing the time of coming in and going out ;  
(c) classifying the time of coming in and going out; (d) none of these.
  7. Timekeeping activity is supervised by  
**(a) the responsible officer;** (b) the security officer; (c) the accountant; (d) none of these.
  8. Wages is paid on the basis of  
(a) units produced; (b) time taken; **(c) both units produced and time taken;** (d) none of these.
  9. In good timekeeping system, proxy is  
(a) allowed; **(b) disallowed;** (c) sometimes allowed; (d) none of these.
  10. Mechanical attendance can  
(a) increase conflict; **(b) reduce conflict;** (c) keep conflict; (d) none of these.
  11. Number of sifts in a factory is  
(a) 1; (b) 2; **(c) 3;** (d) 4.
  12. Accurate timekeeping is required for  
(a) increasing cost; (b) decreasing cost; **(c) using total labour hours;** (d) none of these.
  13. Timekeeping has impact in  
(a) productivity; (b) profitability; (c) discipline; **(d) all of these.**
  14. Workers are allowed to come in and go out at  
(a) any time; **(b) fixed time;** (c) intermediary time; (d) none of these.
  15. Regular monitoring in timekeeping can increase  
(a) punctuality; (b) regularity; (c) discipline; **(d) all of these.**

Compiled by  
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