



# ST. LAWRENCE HIGH SCHOOL

*A Jesuit Christian Minority Institution*



## Worksheet 21

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Timekeeping

F.M.: 15

Date: 22/06/2020

Choose the correct alternatives:

1 x 15 =15

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 shifts 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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