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Time : 1.30 Hours

LOGISTICS MANAGEMENT

Subject Code

H	4	0	8	6
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Total No. of Questions : 42 (Printed Pages : 8)

Maximum Marks : 40

INSTRUCTIONS : (i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

(iii) Write the nos. of questions clearly.

Select and write the most appropriate alternative given below each statement and rewrite the complete statement :

$$6 \times \frac{1}{2} = 3$$

(1) Self _____ is also referred to as Self Control.

- Marketing
- Media
- Management
- Material

(2) In the “SMART” theory of Goal Setting, the letter T stands for _____ .

- Trick
- Timely
- Trade
- Tested

- (3) If you want to calculate the total marks, you have scored in all the subjects, you will use_____function in Libre Office Calc.
- Sum()
 - Column()
 - Hyperlink()
 - Lookup()
- (4) Data_____will help you, to choose a smaller part of your data set and using that subset for viewing or analysis.
- Sorting
 - Compelling
 - Filtering
 - Competing
- (5) _____ is one of the good qualities of an entrepreneur.
- Procrastination
 - Initiative
 - Greed
 - Indecisiveness
- (6) _____ is one of the barriers to entrepreneurship.
- Easy access to technology
 - Easy access to skilled manpower
 - Lack of adequate resources
 - Launch of Start-up Schemes

Answer the following questions :

2×2=4

- (7) Name any *four* techniques to ensure Active Listening.
- (8) What do you understand by a Green Collar Worker ? Provide *two* examples.

Attempt the following questions :

3×1=3

- (9) Name *one* technique you will use to handle stress as an entrepreneur.
- (10) What is the shortcut key combination to save an existing file in Libre Office Calc ?
- (11) State *one* benefit of optimism.

Compare the co-ordination in first pair and complete the second pair :

$2 \times \frac{1}{2} = 1$

- (12) Inbound Logistics–Material Procurement and Management Outbound Logistics _____ .
- (13) Automatic Sorting–Machines.
Manual Sorting _____ .

Choose the correct term from the options given below : **$2 \times \frac{1}{2} = 1$**

(Allocation, Accumulating, Product Sale, Product Inspection)

- (14) Is the function of combining homogeneous stocks of products into larger groups of supply i.e. combining similar products into a larger consignment.
- (15) Is the process of checking goods for compliance with your specifications and requirements.

(16) Match the following items in column A with correct items in column B and write the correct pair : $2 \times \frac{1}{2} = 1$

Column A

Column B

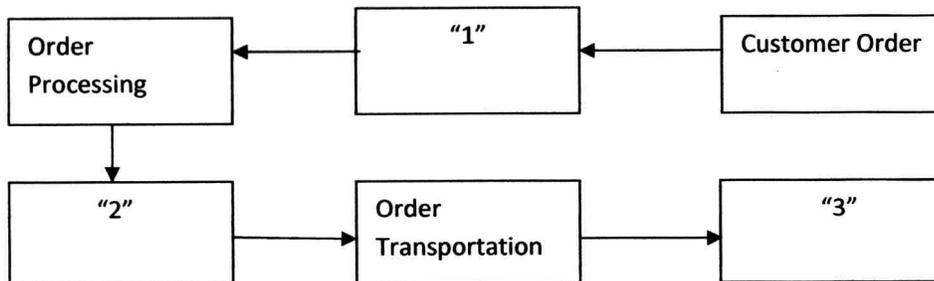
- | | |
|---------------------|---|
| (i) Agreement Sheet | (a) Used to compile margin on a product |
| (ii) Cost Sheet | (b) Used to track sales of a product |
| | (c) Agreement between Governments |
| | (d) Agreement between consignor and consignee |

Answer the following questions : **2×2=4**

- (17) State *four* objectives of Inbound Logistics
- (18) State any *four* important points to keep in mind while preparing a document.

Answer the following questions based on the figure given :

3×1=3



- (19) Identify the component marked “1” in the above figure
- (20) Identify the component marked “2” in the above figure
- (21) Identify the component marked “3” in the above figure.

Select and write the most appropriate alternative given below each statement and rewrite complete statement :

$$6 \times \frac{1}{2} = 3$$

(22) Dangerous goods should be kept in Quarantine area as _____

- It is in close proximity to the doors
- It is continuously monitored by the company officials
- It has Proper Entrance
- Storage can be done on top tiers

(23) The first step you should take in order to prioritize your tasks at workplace is _____

- Identify Urgent and Not important
- Assess Value
- Order tasks by estimated effort
- Prepare a list of tasks to be completed

(24) In the case of receiving damaged goods from a supplier, and if the same items are in stock at the supplier's premises, and also quick turnaround can be achieved, then one should _____

- Completely reject the delivery without replacement
- Return the goods for replacement
- Do not return and rework on the damaged goods
- Do not return and ask for discount for the damaged goods

(25) An _____ is a commercial document issued by a seller to a buyer, relating to a transaction and indicating the goods, services, quantities, and agreed payment terms for the goods or services being provided to the buyer.

- MSDS
- BOL
- Packing List
- Invoice

(26) A _____ Operating Procedure is a set of step-by-step instructions, compiled by an organization to help workers carry out complex or routine operations.

- Sustainable
- Standard
- Super
- Simplify

(27) The _____ bill of entry is filed, to take the goods for home consumption, by the importer, as and when he requires, by paying the duty.

- Pre-bond
- Re-bond
- Ex-bond
- New-bond

Answer the following questions :

2×2=4

(28) State *four* methods to dispose confidential documents.

(29) State *four* points on the need for proper documentation in business.

Define :

3×1=3

(30) Shipping date

(31) Workforce Management

(32) Unsafe Act

State True or False :

$2 \times \frac{1}{2} = 1$

(33) Recognizing good work, done by the employee, can help with the issue of low job satisfaction.

(34) Housekeeping means only cleanliness of the premises.

Choose the correct term from the options given below : **$2 \times \frac{1}{2} = 1$**

(Note, Checklist, Workplace harassment, Job satisfaction)

(35) Is a document with a list of things that can be checked off as completed or noted.

(36) This consists of a set of behaviour, conduct, actions and statements made to or about an individual or a group of individuals, which creates an uncomfortable work environment for the targeted persons and those offended but not directly targeted.

- (37) Match the following items in Column A with correct items in Column B and write the correct pair : $2 \times \frac{1}{2} = 1$

Column A

Column B

- | | |
|------------|--|
| (i) Sort | (a) Clean and inspect each area and tools regularly. |
| (ii) Shine | (b) Organize and identify storage for efficient use of items. |
| | (c) Remove unnecessary items from each area. |
| | (d) Assign responsibility, track progress, and continue the cycle. |

Answer the following questions : $2 \times 2 = 4$

- (38) State any *four* safety guidelines you will implement to keep your warehouse safe.
- (39) State any *four* advantages of Flow pattern used in handling material safely.

Answer the following questions in one line : $3 \times 1 = 3$

- (40) What is the purpose of security procedures in a warehouse ?
- (41) State the full form of PPE.
- (42) What is manual handling of goods ?