

**BUSINESS ADMINISTRATION
SECOND SEMESTER
SHOP FLOOR MANAGEMENT
SYS-208**

**SET
B**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 1.30 hrs.

Full Marks: 35

Time: 15 mins.

(Objective)

Marks: 10

Choose the correct answer from the following:

1 × 10 = 10

1. Which of the following is the method of inventory management system?
 - A. Just in time
 - B. ABC Analysis
 - C. VED analysis
 - D. FNSD analysis
 - a. Only B and C
 - b. A,B,C and D
 - c. A and C
 - d. C and D
2. What happens when a shop floor is not organized?
 - a. Workers find tools and equipment in place
 - b. Equipment or machinery starts losing on their health
 - c. Shop floor space, working time, and effort are saved
 - d. Material or ready product becomes are not prone to damages
3. What is the primary objective of a layout on a shop floor?
 - a. To demark the entire shop floor area as per tasks which are done there
 - b. To make it difficult for workers to locate machines, tools, equipment, and other staff on the shop floor
 - c. To waste space on the shop floor
 - d. None of the above
4. What are some common types of machinery and equipment found on a shop floor?
 - A. Computers and printers
 - B. Pencils and paper
 - C. Mechanical
 - D. Electrical,
 - E. Thermal equipment
 - a. A, B and E
 - b. A,B, C and D
 - c. C, D and E
 - d. B and D
5. How does the shop floor contribute to the overall production process?
 - a. It provides a space for workers to take breaks
 - b. It is where raw materials are stored
 - c. It is where products are manufactured or developed
 - d. None of the above

6. *Assertion:* In Organizational context, formal communications are preferred more than informal communication.
Reason: Formal communications are more structure, rigid and follow systematic Hierarchacy and can act as evidence in case of conflict or dispute.
- a. Both Assertion And reason is true and R is the correct explanation of A.
 b. Both assertion and reason is true But are is not the correct explanation of A.
 c. A is true, R is false.
 d. R is false, R is true.
7. *Arrange the following sequence of communication in a systematic order.*
- A. Feedback
 B. Encoding of message by the sender.
 C. Decoding of message by the receiver
 D. Context of message.
 E. Medium of Transmission.
- a. B, D, E, C and A
 b. B, C, D, E and A
 c. C, D, E ,A and B
 d. C,D,A, B, and E
8. Riyaz is a CEO of a Soft drink Company. He placed an order for raw materials from supplier only after receiving an order from the customer. His Production process is more pull approach rather than push approach. Which approach is Riyaz company employing?
- a. Lean Manufacture
 b. Just in time
 c. Kaizen
 d. None of the above
9. Which of the following is a component of shop floor?
- A. Material
 B. Machine
 C. Information Technology
 D. Customer
 E. Government
- a. A, B, C and E
 b. A, B and C
 c. E and D
 d. B and D
10. As per Mr. Kiyoshi Suzaki (author of The New Shop Floor Management), Which of the following is not practice in shop floor management?
- a. Genba (the real place)
 b. Genbutsu (Real Thing):
 c. Genjitsu (Fact)
 d. Genjami (real Employee)

-- -- --

(Descriptive)

Time : 1 Hr. 15 Mins.

Marks : 25

[Answer question no.1 & any two (2) from the rest]

1. What do you mean by communication? Explain the role of communication in enhancing the sale in an organization. 2+3=5

2. What is shop floor management? Explain the importance and objectives of shop floor management in increasing the efficiency of the organization. 3+4+3=10

3. Explain the following terms 2×5=10
 - a) Just in time
 - b) Inventory management
 - c) Lean manufacturing
 - d) Kaizen
 - e) Shop floor Control

4. What do you mean of shop floor layout? What are the guidelines to be followed for building shop floor layout? On your basis of understanding chalk out the needs of having proper shop floor layout. 2+5+3=10

5. What do you mean by shop floor control System (SFCS)? State the distinct characteristic of shop floor control system. Explain the elements of shop floor control System (SFCS). 2+3+5=10

== *** ==