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Total No. of Questions: 09

BHMCT (Sem.-8) PURCHASING & RECORD (STORES)

Subject Code: BH-412 M.Code: 14594

Time: 3 Hrs. Max. Marks: 30

INSTRUCTION TO CANDIDATES:

- SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
- 2. SECTION-B contains FIVE questions carrying $2^{1}/_{2}$ (Two and Half) marks each and students has to attempt any FOUR questions.
- 3. SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.

SECTION-A

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1. Write short notes on :

- a) Purchasing
- b) Receiving
- c) Storage
- d) LIFO
- e) Standard purchase specifications
- f) Open market Purchase
- g) Blind Receiving
- h) Requisition
- i) Meat Tag
- j) Standing Order

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SECTION-B

- 2. Narrate the organisation structure of purchasing department.
- 3. Write a note on training staff.
- 4. Discuss the duties of a purchase officer.
- 5. Explain "Opportunity Purchases".
- 6. What is minimum maximum method?

SECTION-C

- 7. Discuss in details selection of suppliers for hotels.
- 8. Write in details about different types of frauds by suppliers and receiving clerks.
- 9. Write about different types of records maintained by stores.

NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.

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