

2054

B. Voc. (Food Processing and Preservation)
Sixth Semester
FPP-604: Documentation System Management

Time allowed: 3 Hours

Max. Marks: 40

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.

x-x-x

I. Answer the following:-

- a) What is E-commerce?
- b) What is good governance and its importance?
- c) Why is Automation required?
- d) What do you understand by auditing of office records (4×2)

UNIT - I

- II. a) What is Documentation of records? Write different methods to track production information from well documented and maintained records.
b) Give importance of documentation and maintenance of record in detail. (2×4)
- III. a) Discuss different strategies for documentation management in detail.
b) How is centralization of vendor contracts done? What is its importance? (2×4)

UNIT - II

- IV. a) What are SOP documents? Give the different steps involved in writing them. Why they are so important for any industry?
b) Write down Quality control policy and objectives of food processing companies. (2×4)
- V. a) Give different food system policies.
b) How collection of documents with all validated and authorized written policies is done? (2×4)

UNIT - III

- VI. a) Discuss different methods of auditing conducted in the food processing industry? Why is it required to ensure food safety?
b) Give different methods of hygiene and sanitation to an organization. (2×4)

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(2)

- VII. a) Discuss different methods of auditing to meet and maintain industry standards and regulatory requirements in detail.
- b) How is hygiene and sanitation maintained in an organization? (2×4)

UNIT - IV

- VIII. a) What is the role of ERP in the food industry? Give distinctive characteristics and features of ERP.
- b) Discuss different benefits of ERP in food industry. (2×4)
- IX. a) Discuss implementation of ERP for online operations in detail. Give correlation of ERP with e-commerce.
- b) Discuss risks and governance issues related to ERP in detail. (2×4)

x-x-x