

**J & K BOARD OF TECHNICAL EDUCATION****2MJ23****ROLL No: \_\_\_\_\_****Class: - 2<sup>nd</sup> Semester (NEP)****Branch: - MLT/OMCA/GT****Subject: - ENVIRONMENT SCIENCE****Max. Marks: - 100****Time Allotted: - 3-Hrs**


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**Note:** There are THREE sections in the paper A, B, and C.

- I. Answer all the 10 parts of the question in Section –A. Each part carries Two mark and all the 10 parts have objective type questions.
  - II. Answer any 4 questions out of 8 questions in Section –B. Each question carries 05 marks.
  - III. Answer any 4 questions out of 8 questions in Section –C. Each question carries 15 marks.
  - IV. Solve all the question of a section consecutively together.
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**Section A (10x2=20 marks)****Q1. Multiple Choice Questions**

- 1.) Ecosystem has been divided into.  
a . aquatic      b. Terrestrial.      c. lentic      d. both a and b.
- 2.) In which sphere ozone layer depletion is found.  
a. Lithosphere      b. Stratosphere      c. Ionosphere      d. None of these
- 3) Acid rain contains  
a. Sulphuric acid      b . Nitric acid      c. sulphuric acid, nitric acid and hydrochloric acid.  
d. None of these.
- 4) Which of the following gas is more in percentage in the air.  
a. Oxygen gas      b. Nitrogen gas      c. Carbon dioxide gas      d. Water vapour.
- 5) Which of the following is an example of green house gas.  
a. Carbon dioxide      b . Methane      c. oxygen      d. Both a and b.
- 6) Solid waste results in various diseases in humans like .  
a . Diarrhoea      b. Cholera      c. Infection through flies      d. All of these.
- 7) Recycling of waste means.  
a. Reuse of waste      b. Recovery of waste.      c. Reduction of waste  
d. Converting waste into valuable products.
- 8) Which of the following is the oldest form of disposal.  
a. Composting      b. Sanitary landfills      c. incineration      d. Landfill.
- 9) MSW stands for  
a. Municipal solid waste.      b. Medical solid waste      c. Metallic solid waste  
d. None of these.
- 10) Carbon present in atmosphere is absorbed by plants for.  
a. Photosynthesis      b. Phosphorus cycle      c. Assimilation  
d. None of these.

2MJ23

**J & K BOARD OF TECHNICAL EDUCATION**

ROLL No: \_\_\_\_\_

**Section B (Attempt any four)(4×5=20Marks)**

- Q1) Explain the concept of ecosystem.  
 Q2) What are the causes of global warming.  
 Q3) State the various sources of noise pollution.  
 Q4) What are the effects of water pollution on living and non \_ living organisms?  
 Q5) Differentiate between metallic and non\_ metallic wastes.  
 Q6) Write a short note on carbon credit.  
 Q7) Write the short note on E\_waste?  
 Q8) Differentiate between aquatic and terrestrial ecosystem.

**Section C (Attempt any four)(15×4=60 Marks)**

- Q1) Define air pollution? What are the sources, effect and control of air pollution.  
 Q2) Write short note on following.  
     a . Food chain    b. Greenhouse effect    c. Food web.  
 Q3) Define municipal solid waste? Write the collection and disposal of municipal solid waste?  
 Q4) What is the food chain? Explain different types of food chains in the ecosystem.  
 Q5) Define noise pollution? Write the source, effect and control of noise pollution  
 Q6) What is solid waste management? What is the role of an individual in reduction of solid waste.  
 Q7) Write short note on following:  
     a. Carbon cycle    b. Nitrogen cycle    c. Phosphorus cycle.    d Sulphur cycle.  
 Q8) Explain the physical and chemical characteristics of solid waste.



3

2MJ23

**J & K BOARD OF TECHNICAL EDUCATION**

ROLL No: 16-23-23M2-30255

Class: - 2<sup>nd</sup> Semester (NEP)

Branch: - OMCA

Subject: - OFFICE MANAGEMENT II

Max. Marks: - 100

Time Allotted: - 3-Hrs

Note: There are THREE sections in the paper A, B, and C.

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**Section A (10x2=20 marks)**

**Q1. Multiple Choice Questions**

- Qi what type of classification facilities the arrangement of files in strict date order  
a) Geographical classification b) chronological classification c) Alphabetical classification d) Numerical.classification
- Qii Keeping documents in a safe place and being able to find them easily and quickly is called  
a) Filing b) Recording c) Manual d) None of the above
- Qiii A little booklet containing information about the company's policies , procedure, and practice as well as it's rules and regulations for employees is called  
a) office filing b) office manual c) office Report. d) All of the above
- Qiv A formal style of presenting information to the audience is called  
a) Report writing b) Manual c) Filing d) None of the above
- Qv Principles that govern the behaviour of a person or group in business environment is called  
a) Ethics b) professional ethics c. Honesty d None of the above
- Qvi The act of sharing or transferring information between two or more individuals or a group of people is called  
a) interaction b) communication c) discussion d) None of the above
- Qvii Sending a letter is what type of communication  
a) listening b) writing c) speaking d) Reading
- Q viii A document that a seller provides to a buyer to offer goods or services at a stated price under specified conditions is called  
a) Notice b) circular c) quotation d) All of the above
- ix) An invitation or a notice released by the entity inviting tender proposals from businesses is called  
a) Tender b) Tender notice c) quotation d) None of the above
- x) The full form of E - office is  
a) Electronic office b) Centralised office c) decentralised office d) None of the above

**Section B (Attempt any four) (4x5=20 Marks)**

Q1/ Briefly give the meaning of office filing?

4

2MJ23

**J & K BOARD OF TECHNICAL EDUCATION**

**ROLL No: \_\_\_\_\_**

Q2 what do you mean by term record retention?

Q3) write down the basic principles of report writing?

Q4 Define the following terms

a) office manual

b) office report

Q5) Write briefly about principles of professional ethics?

Q6 Define the term work order?

Q7) Briefly discussn the term E- office?

Q8) Briefly give meaning of following terms?

a) PIS(personnel information system)

b) payroll

**Section C (Attempt any four) (4x15=60 Marks)**

Q1) Write down the meaning and importance of record management?

Q2) Explain in detail about filling and filing equipment?

Q3) what do you mean by office manual ?Give advantages of office manual?

Q4) Explain the various types of of office manual?

Q5) Explain the following terms?

a) safety arrangement

b) Health and grievance of employees

Q6) Explain the following terms

a) quotation

b) Tender notice

Q7).Briefly discuss the human relations in office management?

Q8) Explain in detail about PIS ( Personnel system)



2MJ23

**J & K BOARD OF TECHNICAL EDUCATION**

5  
ROLL No: 1623-23 M2-30255

Class: - 2<sup>nd</sup> Semester (NEP)

Branch: - OMCA

Subject: - BUSINESS CORRESPONDENCE II

Max. Marks: - 100

Time Allotted: - 3-Hrs

Note: There are THREE sections in the paper A, B, and C.

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**Section A (10x2=20 marks)**

**Q1. Multiple Choice Questions**

1. Publicity of a product is done through?  
a. Person    b)Media    c)Magazine    ☒ d)All of the above
02. Sales letter are more effective than a sales man?  
☒ a. True    b)False
03. "A Sales letter widens the market for existing products without much cost" this statement is  
☒ a. True    b)False
04. Which one is not a circular letter?  
a. Change in address    ☒ b)Placing of an order  
c. Opening of a new branch    d)Admission of a new partner
05. What is the full form of SBI?  
☒ a. State Bank Of India    b) State Bank Investment  
c. Safe Bank Insurance    d) Seller By Investor
06. We receive compensation from the insurance corporation in case of car accident?  
a. True    ☒ b. False
07. In what circumstances bank refuses to make payment?  
a. Overwriting of the amount  
b. Signature does not tally  
c. Change in the date  
☒ d. All of the above
08. For what purpose in which we use pay- in slip?  
☒ a. Deposit  
☒ b. Withdrawal  
c. Transfer of funds

Class: .  
 Subject: .  
 Roll No: .

- d. None of these
9. Through an office circular
- Announcement regarding appointment / promotion etc. is made
  - Conveying message to the employee/ officer is done
  - Information has to be conveyed to large number of people in an organisation
  - None of these
10. Which among these are official letter?
- Letter to wife
  - Letter to father
  - Letter of uncle
  - None of the above

### Section B (Attempt any four) (4x5=20 Marks)

- Q01. What do you mean by the term "Publicity of Business"?
- Q02. Explain four situations that need sending a circular letter.
- Q03. Briefly explain "Noting in files"
- Q04. Write a note on a demi-official letter.
- Q05. What do you mean by the word endorsement in official correspondence?
- Q06. Write a short note on standing instructions?
- Q07. Define any two
- Bank overdraft
  - Fixed deposit
  - Saving A/c
- Q08. Write briefly about the different types of insurances?

### Section C (Attempt any four) (4x15=60 Marks)

- Q01. Write a letter to a customer giving introduction of a new product?
- Q02. Prepare a circular announcing the admission of a new partner?
- Q03. Prepare an office order for the punctuality & regularity of the staff as well as the students?
- Q04. Draft an office circular announcing summer vacations in the institute?
- Q05. Discuss endorsement with suitable specimen.
- Q06. Write a letter to the bank requesting stopping payment of the cheque?
- Q07. Draft a letter to the banker requesting an overdraft facility?
- Q08. Write a letter to insurance company enquiring about the premium rate of the policy?



2MJ23

J & K BOARD OF TECHNICAL EDUCATION

ROLL No: \_\_\_\_\_

7

Class: - 2<sup>nd</sup> Semester (NEP)

Branch: -OMCA/FT/GT/TRAVEL& TOURISM

Subject: - LANGUAGE & COMM. SKILLS II

Max. Marks: - 100

Time Allotted: - 3-Hrs

Note: There are THREE sections in the paper A, B, and C.

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Section A (10x2=20 marks)

Q1. Multiple choice questions

- Q1. The king went to see the hermit in:  
a) His cage  
b) Simple clothes  
c) His cave  
d) A hurry
- Q2. The king dressed the wounds of:  
a) The Hermit  
b) His guard  
c) The horse  
d) The bearded man
- Q3. What did Behrman die of?  
a) Fever  
b) Heart attack  
c) Cholera  
d) Pneumonia
- Q4. Who painted the leaf on the wall?  
a) Sue  
b) Johnsy  
c) Behrman  
d) All of the above
- Q5. Who does the poet address in the opening lines of the poem "A Psalm of Life"?  
a) The readers  
b) His friends  
c) Those who say life is unreal  
d) Those who mourn
- Q6. How is a soul that is inactive?  
a) Sluggish  
b) Slow  
c) Dead  
d) Useless
- Q7. The poem "Say not the Struggle Naught Availeth" is written by:  
a) A.H Clough  
b) John Milton  
c) P.B Shelley  
d) W/ Words Worth
- Q8. Communication is a non-stop \_\_\_\_\_:  
a) Process  
b) Programme  
c) Paper  
d) Plan
- Q9. Communication is a part of \_\_\_\_\_ skills:  
a) Hard  
b) Soft  
c) Short  
d) Rough
- Q10. The \_\_\_\_\_ is the person who transmits the message:  
a) Receiver  
b) Sender  
c) Driver  
d) Cleaner

2MJ23

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**Section B (Attempt any four) (4x5=20 Marks)**

- Q1. How many questions was the king seeking for? What were the questions?
- Q2. What illness did Johnsy have? Who looked after her?
- Q3. What is the main theme of A Psalm of Life?
- Q4. Describe the moral of the poem "Say not the Struggle Naught Availeth".
- Q5. Discuss the meaning of decision making.
- Q6. Discuss the importance of Office Etiquettes.
- Q7. Discuss the benefits of time management.
- Q8. Change the voice:
- |                      |                        |
|----------------------|------------------------|
| a) I hate him.       | b) Inayat like coffee. |
| c) He plays a match. | d) She likes singing.  |
| e) Post the letter.  |                        |

**Section C (Attempt any four) (4x15=60 Marks)**

- Q1. Discuss the meaning and importance of Interpersonal Skills in detail.
- Q2. Discuss the summary of the poem "The Psalm of Life".
- Q3. Discuss the plot-construction of the story "Three-Questions".
- Q4. Write a memo to an employee asking for explanation for going on leave without prior permission.
- Q5. Discuss professional etiquettes:  
ABC (Appearance, Behaviour, Communication) in detail.
- Q6. Discuss the causes and techniques of stress management in detail.
- Q7. Discuss the concept of leadership skills in detail.
- Q8. Discuss the meaning and importance of self-motivation in detail.