

Secretarial Practices (SYBSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY

Branch : BSc. ID

Semester : III

Subject : Secretarial Practices

Course Code: USIDSP01

Total marks : 20

Time : 01:00 - 01:30 pm

Duration : 30 minutes

* Required

1. Email address *

2. Full Name *

3. Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc.ID

5. Semester *

Mark only one oval.

III

10. Only which of the following can be appointed as Secretary? *

Mark only one oval.

- An Individual
- Partnership firm
- Joint Stock Company
- None of the above

11. A Secretary is a custodian of which type of information *

Mark only one oval.

- Individual
- Investigative
- Confidential
- None of the above

12. The Secretary of a joint stock company should be a member of which of the following? *

Mark only one oval.

- IPS
- ICSI
- IAS
- All of the above

13. Which is the oldest type of Secretary? *

Mark only one oval.

- Company Secretary
- Personal Secretary
- Govt.Department Secretary
- None of the Above

18. A person who conducts his own business is called which of the following: *

Mark only one oval.

- Partner
- Co-Parcener
- Sole Trader
- None of the above

19. The liability of a sole trader is which of the following? *

Mark only one oval.

- Limited
- Unlimited
- Nil
- All of the above

20. The head of a family in Joint Hindu Family Business is called: *

Mark only one oval.

- Partner
- Co-parcener
- Karta
- None of the above

21. The liability of a Karta is which of the following? *

Mark only one oval.

- Limited
- Unlimited
- NIL
- All of the above

26. In a Co-operative Society, the minimum number of members is : *

Mark only one oval.

2

1

10

4

27. The maximum number of partners in a partnership firm is: *

Mark only one oval.

30

10

02

50

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Office Organization (SY BSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY

Branch : BSc. ID

Semester : III

Subject : Office Organization

Course Code: USIDOOM01

Total marks : 20

Time : 01:00 - 01:30 pm

Duration : 30 minutes

* Required

1. Email address *

2. Full Name *

3. Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc. ID

5. Semester *

Mark only one oval.

III

10. A modern office is which of the following? *

Mark only one oval.

- Paperless
- Mechanical
- Large Amount of paperwork is done
- No departmentation

11. Which of the following is a sub system of a modern office? *

Mark only one oval.

- Manual Records
- Letters
- Electronic Mail
- Letters
- Option 5

12. The training function of an office relates to which of the following? *

Mark only one oval.

- Personal Function
- Basic Function
- Administrative Function
- Managerial Function

13. Which of the following is used to store information in an office? *

Mark only one oval.

- Option 1
- Personal Computer
- Telephone
- Cord Machine

18. Which of the following affects organisation structure? *

Mark only one oval.

- Leadership
- Size
- Infrastructure
- Location

19. An office which has direct contact with outsiders is known as. *

Mark only one oval.

- Front Office
- Back Office
- Virtual Office
- Middle Office

20. An office where activities are carried out without any physical space is called. *

Mark only one oval.

- Back Office
- Virtual Office
- Front Office
- Middle Office

21. An office is considered as which part of a business enterprise? *

Mark only one oval.

- Hand
- Both Hand & Head
- None of the above
- Head

26. Which Office Furniture is used to store paper documents in file cabinets? *

Mark only one oval.

- Chair
- Table
- Filing Cabinet
- Desk

27. Which storage device is shaped like a pen with built-in data storage? *

Mark only one oval.

- Laptop
- Desktop
- Pen Drive
- Computer

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Microbiology-I (SY BSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY

Branch : BSc. ID

Semester : III

Subject : Microbiology - I

Course Code: USMB301

Total marks : 20

Time : 11:00 - 11:30 am

Duration : 30 minutes

* Required

1. Email address *

2. Full Name *

3. Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc ID

5. Semester *

Mark only one oval.

III

10. Phylogenetic Classification involve *

Mark only one oval.

- Classify organisms according to mutual similarity of their phenotypic characteristics.
- Classify organisms on the basis of evolutionary relationships.
- Classify the genetic similarity between organisms.
- Both A and B

11. _____ contains the currently accepted system of prokaryotic taxonomy. *

Mark only one oval.

- Linnaeus Classification systems
- Bergey's Manual of Systematic Bacteriology
- Smith System of Classification
- None of above

12. Three Domains of Life are *

Mark only one oval.

- Archaea, Bacteria, and Eucaryaryote
- Archaea, Bacteria, and Monera
- Prokaryote, Bacteria, and Eucaryaryote
- monera, Bacteria, and Eucaryaryote

13. Who gave Three Domains of Life *

Mark only one oval.

- Alekzander
- Louis Pasteur
- Carl Woese
- Robert Koch

18. Which of the following statements is true about proteins? *

Mark only one oval.

- Proteins are polymers of glucose
- Proteins are polymers of amino acids
- Proteins are polymers of peptide bonds
- Proteins are polymers of disulfide bridges

19. _____ alone can be accurately determined with a Van Slyke Manometer. *

Mark only one oval.

- Carbon
- Hydrogen
- Phosphorous
- Nitrogen

20. One of the following is reducing sugar... *

Mark only one oval.

- Maltose
- Sucrose
- Starch
- Taffinose

21. The reagent used for distinguishing a reducing sugar from a non-reducing sugar is ... *

Mark only one oval.

- Anthrone reagent
- Biurate reagent
- Fehling's reagent
- Amino acid reagent

26. The reagent used for estimation of amino acid from given solution is _____ *

Mark only one oval.

Anthrone reagent

Biurate reagent

Fehling's reagent

Ninhydrin reagent

27. For estimation of protein by biuret reagent, stock used is- *

Mark only one oval.

Glucose

Bovine serum albumin

Acetone

Water

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Microbiology-II (Environmental Microbiology) (SYBSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY
Branch : BSc. ID
Semester : III
Subject : Microbiology - II (Environmental Microbiology)
Course Code: USMB302

Total marks : 20
Time : 11:00 - 11:30 am
Duration : 30 minutes

Required

1. Email address *

2. Full Name *

Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc.ID

5. Semester *

Mark only one oval.

III

18. Which of the following techniques is used for identification and enumeration of algae, bacteria, protozoa? *

Mark only one oval.

- Microscopic examination
- Submerged-slide technique
- Membrane-filter technique
- Enrichment-culture technique

19. Which chemical agents are used to control the microorganism present in air? *

Mark only one oval.

- Propylene glycol
- Beta-propiolactone
- None of the above
- Both a and b

20. Which of the following genus of bacteria is not found in fresh waters? *

Mark only one oval.

- Pseudomonas
- Flavobacterium
- Aeromonas
- Vibrio

21. Which plays an important role in the Nitrogen Cycle? *

Mark only one oval.

- Bacteria
- Carbon
- Photosynthesis
- Water

Microbiology III - Introduction to Clinical Microbiology (SY BSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY

Branch : BSc. ID

Semester : III

Subject : Microbiology III - Introduction to Clinical Microbiology

Course Code: USMB303

Total marks : 20

Time : 11:00 - 11:30 am

Duration : 30 minutes

* Required

1. Email address *

2. Full Name *

Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc.ID

5. Semester *

Mark only one oval.

III

10. ___ can reproduce only by using the cellular machinery of other organisms. *

Mark only one oval.

- Algae
- Fungi
- Viruses
- Bryophyta

11. ___ is a technique in light microscopy used to reconstruct three-dimensional images. *

Mark only one oval.

- Compound Microscopy
- Electron Microscopy
- Confocal microscopy
- None of above

12. ___ basically consists of interpreting the action of a sound wave. *

Mark only one oval.

- TEM (Transmission Electron Microscopy)
- SEM (Scanning Electron Microscopy)
- SAM (Scanning acoustic microscopy)
- None of above

13. What is the correct order of staining reagents in Gram-Staining? *

Mark only one oval.

- Crystal violet, alcohol, iodine solution, safranin
- Crystal violet, iodine solution, alcohol, safranin
- Crystal violet, safranin, alcohol, iodine solution
- Iodine solution, crystal violet, alcohol, Safranin

18. Skin contains peptide antibiotics called *

Mark only one oval.

- antibodies
- defensins
- paracetamol
- none of above

19. "Swimmer's ear," a painful infection of the external ear canal that is frequently caused by__.*

Mark only one oval.

- Pseudomonads
- Azotobacter
- M tuberculosis
- Defensins

20. ___ consists of the brain and the spinal cord.*

Mark only one oval.

- central nervous system (CNS)
- peripheral nervous system (PNS)
- above Both
- None of Above

21. The causative agent of tetanus__.*

Mark only one oval.

- Encephalitis
- Clostridium tetani
- M tuberculosis
- None of above

26. ____ Condition in which the presence of viruses in the blood. *

Mark only one oval.

- Leukaemia
- Viremia
- Malaria
- None of above

27. The ____ feed on tissue in the gastrointestinal tract. *

Mark only one oval.

- M tuberculosis
- Trophozoites
- Chlorella
- None of above

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Business Organization (SY BSc.ID)

Academic year 2020-2021

INTERNAL EXAMINATION (OCTOBER 2020)

Class : SY

Branch : BSc. ID

Semester : III

Subject : Business Organization

Course Code: USIDB001

Total marks : 20

Time : 01:00 - 01:30 pm

Duration : 30 minutes

* Required

1. Email address *

2. Full Name *

3. Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc.ID

5. Semester *

Mark only one oval.

III

10. _____ Owned by central or state government *

Mark only one oval.

- Co-operative warehouse
- Cold warehouse
- Government warehouse
- Export warehouse

11. PUC Stands for *

Mark only one oval.

- Private Utility Commission
- Public Utility Commission
- Personal Utility Commission
- People Utility Commission

12. Following is not a type of Marine Insurance Policy *

Mark only one oval.

- Floating Policy
- Voyage Policy
- Time Policy
- Freight Insurance

13. An industry that manages credit, cash, and other financial transactions is called *

Mark only one oval.

- Mobilizing
- Business
- Banking
- Funding

18. Following is not a Functions of Warehousing *

Mark only one oval.

- Storage
- Price Stabilization
- Contract
- Risk bearing

19. This is type of life insurance *

Mark only one oval.

- Claim Process
- Exclusions in Fire Insurance Policy
- Coverage under Fire Insurance Policy
- Variable universal life insurance

20. PSC Stand for ----- *

Mark only one oval.

- Public Service Commission
- People Service Committee
- Personal Security Commission
- Public Social Commission

21. An unattended electronic machine in a public place, connected to a data system is called *

Mark only one oval.

- ATM
- Withdrawal machine
- Banking equipment
- Counting machine

26. Goods can be packed in convenient sizes as per the instructions of the owner *

Mark only one oval.

Grading and Packing

Financing

Price Stabilization

Business firms

27. A legal agreement between two parties i.e. the insurance company (insurer) and the individual (insured). *

Mark only one oval.

Contract

Outsourcing

Insurance

Organization

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Foundation Course-III (SY BSc ID)

* Required

1. Email address *

2. Full Name *

3. Roll No. *

4. Class and Department *

Mark only one oval.

SY BSc.ID

5. Semester *

Mark only one oval.

III

6. Subject *

Mark only one oval.

Foundation Course-III

All Questions are Compulsory

11. Constitutions rights of schedule castes *

Mark only one oval.

- Social safeguard
- Non-economic
- Non safeguards
- All of above

12. Forms of violations of rights of SCS *

Mark only one oval.

- Problem of untouchability
- Economic exploitation
- Bonded labour
- All of above

13. What are not violations of SCS *

Mark only one oval.

- Destruction of property
- Murders
- Humailiation
- None of above

14. What are the constitutions rights of ST *

Mark only one oval.

- Article 164
- Article 341
- Article 19
- Article 20

19. What are not rights of women *

Mark only one oval.

- Bonded labours
- Special marriages
- IPC
- None of above

20. Violations against women *

Mark only one oval.

- Domestic
- Workplace
- Woes of widows
- All of them

21. Rights of children *

Mark only one oval.

- Free and compulsory education
- Prohibition of child marriage
- Both of above
- None of them

22. Forms of violations of minority *

Mark only one oval.

- Discrimination
- Customs
- Both of Above
- None of them

