# JAMMU & KASHMIR BOARD OF TECHNICAL EDUCATION

Roll No..1623-2212-17744

MJ-22
Subject: Shorthand
Branch: OMCA
Scheme: New

Semester: 2nd
Time: 03 Hours

M. Marks: 100

Note:- Do any five only

Q1. A) Explain circle S and Z in shorthand with left and right motion
B) Write outline of following words in shorthand
Poison, Dusky, Fossil, Facing, Muscle, Risk, Sorrow, Justice, Razor, Source

Q2. A) Explain how SW and SS circle is written in shorthand with two examples for each.
B) Write outline of following words in shorthand
Selection, Deputation, Oppression, Magician, Fiction, Division, Vision, Satisfaction, Justification, Information

Q3. Explain Shun hook with examples.

Q4. A) Explain medial NS or NZ with examples in shorthand
B) Explain circle added to F-V hook with examples in shorthand
C) Explain curves followed by NS with examples in shorthand
D) Explain straight stroke followed by NS with examples.

Q5. Write outline for following words in shorthand
Glove, Knife, Plenty, Agent, Divide, Suddenness, Defence Agency, Carried on, Out of

Q6. A) Describe F-V hook and N hook with three examples for each
B) Explain LN and SHN hooks with syllable —NER with examples for each

Q7. A) How is alternative forms for FR, FV used in shorthand with three examples for each.
B) Write short note how hooks are used medially and N and F hooks in phraseography

Q8. A) Explain loop ST in shorthand with examples
B) Explain loop STR in shorthand with examples

Q9. Write briefly with three examples in every part
A) SW circle.
B) SS circle
C) Large circle in phraseography
D) Stroke L and circle

Q10. Write following words in shorthand
As, Because, Thus, Answer, Faster, Receipt, Language, Young, Challenge, Rotation

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Q1. What is Memory? Explain different types of memory in detail.

Q2. Explain the term Computer. Discuss various Characteristics of Computer.

Q3. What do you understand by the term Multimedia? Explain how is Multimedia used in Education & Entertainment.

Q4: Explain how Information Technology is useful in Railways, Banking & Airlines.

Q5. What is the use of Scanner? Explain the various types of Scanner in detail.

Q6: Discuss the relationship between Hardware & Software. Write examples of both.

Q7: Discuss any 5 Output Devices in detail.

Q8: Explain Optical Disks and its types in detail.

Q9. Define the term RAM. Discuss different types of RAM in detail.

Q10: What is Compiler? Explain the use of Compiler in detail & Name any 5 high level languages.

Roll No....... (़़.़)़़्ध़्यूய................

MJ-22
Subject: Principle of Management
Branch: OMCA
Scheme: New                M. Marks: 100

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Q1. Write ten principles of management by Henry Fayol.

Q2. Explain the meaning and process of planning.

Q3. Explain leadership with importance. Also write qualities of good leader.

Q4. Give the concept of communication with importance and process.

Q5. Explain feature and process of motivation.

Q6. (A) Explain the concept and importance of delegation. (B) How is delegation different from decentralization.

Q7. (A) Explain the types of leaders.

(B) Explain meaning and importance of management.

Q8. (A) What are types of organizational structure. (B) Write the process of selection

Q9. (A) Explain meaning and features of organizing.

(B) Explain concept of team with nature and importance .

Q10. Write short note on following

a) On the job training

b) Off the job training

c) Directing

d) Controlling