

**POST GRADUATE DIPLOMA IN LEGAL
PROCESS OUTSOURCING (PGDLPO)**

Term-End Examination

June, 2015

00420

MLEI-008 : VIRTUAL INTELLIGENCE METHODS – II

Time : 2 hours

Maximum Marks : 50

Note : The paper is divided in to two parts, Part A and Part B. Both the parts are compulsory.

PART A

All questions are compulsory in this part. Each question carries 2 marks. 10×2=20

Write the correct answer in the following questions :

1. Which of the following deals with the law relating to client confidentiality in India ?
 - (a) The Indian Evidence Act
 - (b) The Constitution of India
 - (c) The Bar Council Rules
 - (d) All of the above
2. Document integrity means that
 - (a) The document pertains only to true facts.
 - (b) The document is an actual copy of the document.
 - (c) The document is an earlier version of that document.
 - (d) The document is printed upon durable long-lasting paper.

3. The Federal rules of Civil Procedure deal with _____ of subpoenas.
- (a) Rule 26 (b) (1)
 - (b) Rule 26 (b) (2)
 - (c) Rule 26 (f)
 - (d) Rule 45
4. If you are provided with a copy of a document that your client has submitted in court in response to discovery request of the opposite party, which folder will you put the document in ?
- (a) Privileged documents
 - (b) Produced documents
 - (c) Client's documents
 - (d) E-discovery documents
5. A 'Clawback Agreement' is an agreement
- (a) Between the parties whereby the parties agree to refuse to hand over the privileged documents.
 - (b) Between the parties to waive the privileged documents during discovery.
 - (c) Between the parties to return the privileged documents inadvertently produced through discovery.
 - (d) Between the parties to return all documents produced during discovery.
6. The essential components of workflow are
- (a) Document search and retrieval
 - (b) Document collection
 - (c) None of the above
 - (d) Options (a) and (b) both

7. Document management refers to
- (a) The characteristics of document
 - (b) A practice by which documents are organised
 - (c) A method by which files are indexed
 - (d) A method of preserving documents
8. If you are provided with a copy of a document titled "E-mails from client" which folder will you put the document in ?
- (a) Privileged documents
 - (b) Third party documents
 - (c) E-discovery documents
 - (d) Produced documents
9. Produced documents means
- (a) Documents produced by your LPO
 - (b) Documents produced by the opposite party
 - (c) Documents produced by your client
 - (d) Documents pertaining to communications between you and your client
10. The process of 'petrifying' a document refers to
- (a) The process of converting documents from their native format to static image formats, such as tiff and jpeg files.
 - (b) The process of printing soft copies of a document.
 - (c) The process of converting documents from static image format to their native formats.
 - (d) The process of protecting documents by password to prevent changes.

PART B

Answer any **three** questions from this part. Each question carries 10 marks. 3×10=30

11. Discuss, in brief, the stages of document management system.
 12. Write a note on Metadata with the help of examples.
 13. Discuss the important stages of e-discovery.
 14. Discuss the benefits of effective management system.
 15. What is workflow ? Discuss its importance.
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