

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

Term-End Examination

December, 2011

PGDLPO-02 : PAPER-II

*Note : This paper is to be attempted by students enrolled for
January 2009 batch only.*

Time : 3 hours

Maximum Marks : 100

Note : This paper covers the courses MLEI-05 to MLEI-08.

*Part- A consist of objective questions. Each question is
of 2 marks. All questions are compulsory. Part-B
consists of descriptive questions. Each question carries
15 marks.*

PART-A

1. E-Discovery refers to : **2x20=40**
- (a) Discovery of electronically stored information
 - (b) Discovery of emails only
 - (c) Discovery of online bank statements only
 - (d) Discovery of chat messages only
2. The issue in the IRAC micro outline is all of the following EXCEPT :
- (a) A sub-issue of the question presented
 - (b) An isolation of one element of the problem
 - (c) A combination of a question of law and legally significant facts.
 - (d) A question presented

3. Which of these is not a quality of corporation ?
- (a) Transferability of ownership interest
 - (b) Shared ownership interest based on residual earnings and assets
 - (c) Separate legal identities
 - (d) The organisation ceases to exist on the death of the owner.
4. Which of these is not a part of Copyright Law ?
- (a) Dramatic work
 - (b) Integrated circuits
 - (c) Musical work
 - (d) Artistic work
5. A degree in law is necessary for being an office bearer at the bar council. Further, no one with a felony conviction can be appointed to the bar. Thus, Hari, a lawyer with both a bachelor's and a master's degree, cannot be accepted for the position of chairman, since he has a felony conviction.
- This conclusion follows logically if one of the following is assumed .
- (a) Anyone with a master's degree and a felony conviction is eligible to be appointed as Chairman.
 - (b) Only candidates eligible to be appointed as chairman can be accepted for the position of Chairman.
 - (c) An undergraduate degree is not necessary for acceptance for the position of Chairman.
 - (d) If Hari did not have a felony conviction, he would be accepted for the position of Chairman.

6. Nearly all mail that is correctly addressed arrives at its destination within two business days of being sent. In fact, correctly addressed mail takes longer than this only when it is damaged in transit. Overall, however, most mails arrive three business days or more after being sent. If the statements above are true, which one of the following must be true ?
- (a) large proportion of mail is incorrectly addressed
 - (b) No incorrectly addressed mail arrives within two business days of being sent.
 - (c) Most mail that arrives within two business days of being sent is correctly addressed.
 - (d) More mail arrives within two business days of being sent than arrives between two and three business days after being sent.
7. When the interviewer asks you the question, "tell me about yourself", she really wants what in response ?
- (a) A 10-minute detailed story of your life, from birth to present.
 - (b) A concise narrative of your personal and professional background and goals and how they relate to the job at hand.
 - (c) A short narrative of your personal life, leaving nothing to the imagination
 - (d) A long winded account of your last vacation.

8. Choose the option that best transforms the given sentence as directed :
- Patty ran out of the room. Caron followed her.
- (a) When Patty ran out of the room, Caron followed her
 - (b) Patty ran out of the room before Caron could follow her
 - (c) Patty and Caron ran out of the room
 - (d) Patty ran out of the room, and Caron followed her
9. Choose the best way to complete the sentences below :
- Please tell me _____.
- (a) where is the bus stop
 - (b) where the bus stop be
 - (c) where stops the bus
 - (d) where the bus stop is
10. My brother _____ (live) in Florida.
- (a) Lived
 - (b) Live
 - (c) Lives
 - (d) Living
11. Where does the word "communication" originate from and what does it mean ?
- (a) Latin - Meaning to share or impart
 - (b) German - Meaning Knowledge
 - (c) French - Meaning to listen
 - (d) Greek - Meaning to communicate

12. Choose the option that best transforms the given sentence as directed :

He does not like reading. He does not like playing.
(combine the two sentences into one sentence)

- (a) Reading or playing is liked by him
- (b) Neither he likes reading nor he likes playing
- (c) He neither likes reading nor playing
- (d) He likes neither reading nor playing

13. What does the metadata of a document refer to ?

- (a) Date of creation of the document
- (b) Whether the document is a .doc or .pdf.
- (c) Date of modification of the document
- (d) All of the above

14. Reduction of a document refers to :

- (a) Converting files from their native format to static image formats.
- (b) Editing of the documents so that certain material is not readable by the opposite party.
- (c) Providing all the information about all the documents.
- (d) The refusal to hand over privileged documents during discovery.

15. Once the documents have been organised in folders, ideally you should :
- (a) Arrange the folders alphabetically
 - (b) Index the folders according to size
 - (c) Make an index for the folders, detailing the contents of each folder
 - (d) All of the above
16. The search term "a!n" will yield results NOT containing :
- (a) Assign, attention, abortion
 - (b) Attribution, accusation, authorization
 - (c) Altercation, allocation, agglomeration
 - (d) Abider, abjurer, acquitter.
17. The grounds for a motion to dismiss could be any of the following EXCEPT :
- (a) Lack of personal jurisdiction
 - (b) Lack of subject matter jurisdiction
 - (c) Failure to state a claim
 - (d) Failure to make a cross-claim or counter claim.

18. Identify which of the following technology' applications is NOT typically used in an LPO ?
- (a) MS Visio
 - (b) Lexis Nexis
 - (c) Camtasia
 - (d) MS Word
19. Fill in the blanks with appropriate form of the verb given in the brackets why _____ (he hit) that dog ?
- (a) is he hitting
 - (b) he hit
 - (c) he is hitting
 - (d) he hits
20. Which of the following deal with laws 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

PART - B

Attempt *any* 4 question. Each question carries
15 marks

15x4=60

1. What do you mean by Mergers and Acquisitions ? Give examples. How do we differentiate between them ?
2. You are a Project Manager and have two Senior Associates reporting to you. One of them is working hard, but under performing, while the other is slow with his work but good with the client. How will you deal with such a situation ?
3. Differentiate between note taking and note making and list out some of the points for effective note taking.
4. What is meant by integration and mass storage with reference to document management ? Write a short note on each.
5. What do you mean by Document Management Systems ? What are the stages of Document Management Systems ?