

SARASWAT EDUCATION SOCIETY'S  
SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES  
KHORLIM, MAPUSA – GOA  
F.Y.B.COM – FIRST SEMESTER END ASSESSMENT – NOVEMBER 2023  
BUSINESS DOCUMENTATION  
UNDER NEP 2020 W.E.F. ACADEMIC YEAR 2023-24

Time – 1 hour

Max Marks – 20

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**Instructions:**

i) All questions are compulsory, however internal choice is available.

- Q 1.** Define online document collaboration and identify some of the features to look for in workplace online collaboration tools. 4 Marks
- Q2**   A. Describe Corporate Social Responsibility. 2 Marks  
      B. What is Public Relations? 2 Marks
- Q3**   A. Give some examples of digital platforms used in business communication. 2 Marks  
      B. What is copyright? *OR* 2 Marks  
      C. Google Docs as an online document sharing tool.
- Q4**   A. What are the risks for business organizations due to data trading. 2 Marks  
      B. Describe the role of HR in an organization. *OR* 2 Marks  
      C. Write a short note on business plan.
- Q5**   A. What are the different types of multimedia content that can be used in corporate multimedia presentations? 2 Marks  
      B. Discuss the steps that can be taken by organizations to ensure data privacy.
- OR*
- C. Explain the risks for business organizations due to data hoarding. 2 Marks

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