

**Q6)** What do you mean by information security? How it is important to the user?  
Discuss organisational security policy and planning?

**Section - D**

**Q7)** What are various office automation tools available? Describe each of them in the light of their applications?  
(1 × 10 = 10)

**Q8)** What are the architectural constraints involved in content management system? What are its application areas?

**Section - E**

**Q9)** a) Distinguish between data, information and management information.  
b) Difference between a CD-ROM and DVD-ROM.  
c) What is application software?  
(10 × 2 = 20)  
d) Briefly describe various techniques to derive information.  
e) What is the scope of business intelligence?  
f) Give importance of access control.  
g) What are the various characteristics of MIS?  
h) How can we apply formulas in spreadsheet?  
i) Discuss the functionality of spell checker in word processor and how it can be invoked in different ways?  
j) What are the uses of E-Mail clients?

☆☆☆

**R-1380**

**2**

Roll No. ....

Total No. of Questions : 09]

[Total No. of Pages : 02

MCA (Sem. - 1<sup>st</sup>)

INFORMATION MANAGEMENT

SUBJECT CODE : MCA - 101 (2012 & Onward)

Paper ID : [B0128]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Attempt any One question each from Section - A, B, C & D.
- 2) Section - E is **Compulsory**.
- 3) Use of non - programmable **Scientific Calculator** is allowed.

**Section - A**

**Q1)** a) Discuss different types of software.  
b) Explain internal working of any two input and output devices.  
(1 × 10 = 10)

**Q2)** a) Explain the working of various optical disk drives. How they are different from flash drives?  
b) Give different type of data file formats and also discuss their applications.

**Section - B**

**Q3)** a) What is the IT infrastructure used in field of internet research?  
b) Differentiate between information and knowledge. Also explain various data models used?  
(1 × 10 = 10)

**Q4)** What is information management? What are various techniques to derive information?

**Section - C**

**Q5)** a) How MIS is used Decision making process?  
b) How strategic management of information can be done? Illustrate.  
(1 × 10 = 10)

**R-1380**

**P.T.O.**