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Assalam-o-Alykum VU Students,

This is MS Rehman from MS-Team, and I hope you are all doing well. As you all know, we have been providing assistance to VU students through our virtual university WhatsApp groups and communities for quite some time now.

Currently, many of you are preparing for the final term exams, and we understand the importance of having access to previous years' papers to prepare effectively. That's why we have created a special group named "Final Term current papers," where we are collecting papers from various sources and sharing them with you all.

We also understand the significance of keeping these papers for future use, which is why we are creating video files of these papers and uploading them on our channel "MS CreatiVePlatForm" for your convenience. We are also compiling all the papers of each date and subject into separate files to make it easier for you to find and use them.

I would like to take this opportunity to thank the entire MS-Team for their tireless efforts in providing assistance to VU students. We are a group of dedicated individuals who believe in helping students achieve their academic goals. We provide support not only for exams but also for assignments, GDBs, and other academic activities.

- **We hope that our efforts are helpful to you, and we encourage you to join our communities and groups to stay updated with the latest information and assistance.**

  Best of luck for your exams.

  JazakAllah Khair.

As we continue on our academic journey

I humbly request your prayers for our team and the success of our shared goals.

May Allah bless **us** with the strength, guidance, and wisdom to achieve our academic pursuits, and may our efforts be fruitful and beneficial for ourselves and others.

Jazak Allah Khairan (may Allah reward you with goodness)."

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Important Note!

Some questions are concept-based, so finding exact answers directly from slides or handouts was not always possible. I have tried my best to search and extract the most relevant material from the handouts/slides so students can understand the concepts properly instead of only memorizing answers.

For a few questions, additional explanation and guidance have also been taken with the help of ChatGPT and other learning resources to make the answers more understandable and complete. However, the main effort was to keep the content aligned with the handouts and course concepts as much as possible.

I hope this file helps you a lot. I have tried my level best to provide the most relevant and authentic answers, but since some questions may slightly differ from the actual paper or slides, I strongly recommend that every student verify the answers according to their own handouts and understanding before using them. I am not responsible for any mistakes or differences in the content.

May Allah grant you success, ease your efforts, and bless you with wisdom, patience, and perseverance. Keep your faith strong, because with prayer and hard work every difficulty becomes easier. And please remember us in your prayers as well.

Thank you, and best of luck for your exams!

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Short Q1. When the head office makes key decisions, which manager will follow the decision? Also name the decision type.

Answer:
The manager will follow the decision made by the head office because it is a **Top-Level Management Decision**.

Decision Type: Programmed/Centralized Decision.

Note: The exact manager depends on the Syniad organizational structure provided in the case study. If the structure is not available, only the decision type can be identified with certainty.

Short Q2

Employee categories in Syniad Software structure

Answer:
Employees are categorized according to their roles and responsibilities within the organizational structure.

Note: The exact employee categories cannot be identified without the Syniad Software organizational chart or case-study diagram.

Long Q1

Random fluctuation in Syniad Software

Answer:
In a situation involving random fluctuations or unexpected changes, a professional should demonstrate:

- **Trait #3: Dealing with the Unexpected** – A true professional rises to the occasion when things change unexpectedly.
- **Trait #8: Cool under Pressure** – A professional remains calm, level-headed, and effective during stressful situations.

Note: The exact answer may vary depending on the complete scenario provided in the case study.

Long Q2

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Traits 6–10 Table

Situation/Requirement	Relevant Trait
Teamwork and helping others	Trait #6 – Helpfulness
Getting work done without being told	Trait #7 – Taking the Initiative
Remaining calm during stressful situations	Trait #8 – Cool under Pressure
Staying focused on goals and tasks	Trait #9 – Remains Focused
Guiding others and finding new solutions	Trait #10 – Don't Follow, Lead

Note: If the question contains specific situations in the table, the exact trait should be matched according to the wording of each situation.

Short Question 1

Sole business ki 2 examples

Answer:

1. Grocery Shop
2. Beauty Salon

Note: Examples may vary depending on the course material or case study.

Short Question 2

Communication ke 3 C's

Answer:

1. Clear
2. Concise
3. Confident

Short Question 3

Three reasons for the capital or cash needed to start a new business

Answer:

1. Purchase of equipment and tools
2. Payment of operating expenses
3. Purchase of inventory or stock

Note: The exact reasons should be matched according to the handout if specific points are provided.

Long Question 1

Traits of a Professional (Names)

Answer:

Traits of a Profession:

Four Traits of Profession 4 traits profession very imp

1. Varied activities requiring special skills
2. Society-centric motivation
3. Personal standards of excellence
4. Giving back to society

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Long Question 2

Conditions required for a grant for a new business

Answer:

1. A clear business plan
2. A viable business idea
3. Compliance with grant requirements and regulations
4. Proper financial information
5. Evidence that the business can benefit the community or economy

Note: This topic is not present in the Week 1 handout. Match the answer with the relevant handout if available.

Long Question 3

Any two responsibilities of a Technical Manager in Syniad Software Company

Answer:

1. Managing software development activities
2. Supervising and guiding the technical team

Note: The exact responsibilities depend on the Syniad Software case-study structure. If the case study provides specific responsibilities, those should be used in the final answer.

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Long Question 1

Difference between Public and Private Company

Public Company	Private Company
Shares can be offered to the general public.	Shares cannot be offered to the general public.
Usually has a large number of shareholders.	Usually has a limited number of shareholders.
Shares may be traded on a stock exchange.	Shares are privately held and not traded publicly.

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Long Question 2

Two Challenges in Utilizing Human Resources in an IT Environment

Answer:

1. Recruiting and retaining skilled IT professionals.
2. Keeping employees updated with rapidly changing technologies.

Note: Use the wording from your handout if specific challenges are listed there.

Long Question 3

Any Two Responsibilities of the Technical Director in Syniad Ltd.

Answer:

1. Managing and supervising technical operations and software development activities.
2. Providing technical guidance and ensuring the successful implementation of projects.

Technical Director:

The Technical Director is responsible for:

- Quality management;
- Research and development;
- Marketing at a technical level (e.g. arranging for staff to give papers at conferences)
- Technical training (as opposed to training in, say, project management or presentational skills, which are the responsibility of the personnel function).

Note: The exact responsibilities should be taken from the Syniad Ltd. case study if specific duties are mentioned.

Long Question 4

Evaluate the Implications of Using Pirated Software in Professional Settings

Answer:
Using pirated software is unethical and illegal in a professional environment. It violates copyright laws, damages the organization's reputation, and may expose systems to security risks. A professional should act ethically and avoid the use of pirated software.

Reference from Handout: Ethics carries a connotation of "rightness." Breaking the law can result in legal penalties, while breaking ethical principles can affect professional integrity and conscience.

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Short Question 1

Scenario: Should you mark attendance for your colleague who is late every day? Is it legally, ethically, and morally correct?

Answer:
No, it is not legally, ethically, or morally correct to mark attendance on behalf of a colleague. Attendance should reflect the actual presence of an employee. Marking false attendance is dishonest and violates professional ethics.

Reference from Handout: A professional behaves ethically. Ethics carries a connotation of "rightness."

Short Question 2

In Syniad's organization, what are the primary aspects of long-term planning?

Answer:

1. Future growth of the company
2. Strategic business objectives
3. Resource and technology planning

Note: The exact points should be taken from the Syniad organizational structure if specifically mentioned in the case study.

Short Question 3

Grants are a sum of money given to a company. The availability of grants and help for new companies depends on which factors?

Answer:

1. Nature of the business
2. Location of the business
3. Government policies and support programs
4. Business viability and growth potential

Note: This answer should be matched with the specific grant-related handout if available.

Long Question 1

Key Elements of Syniad's Organizational Structure

Answer:

Relevant concept according to handouts

Syniad's Organizational Structure Type:

- ❑ Shows elements of all three of the types of organizational structure.

1. Functional division of responsibilities
2. Geographical element (represented by the director responsible for overseas operations)
3. Centralization and decentralization has little meaning (Centralized policies and procedures are widely used but they have usually been developed within one part of the company and have been adopted by general consent.

1. Board of Directors
2. Managing Director/Chief Executive
3. Technical Department
4. Finance Department
5. Human Resource Department
6. Marketing/Sales Department
7. Operational Teams

Note: Use the exact organizational chart from the Syniad case study if provided.

Long Question 2

Scenario: The software meets functional requirements, but its GUI is not user-friendly and is difficult to use. Which principle is being violated?

Answer:
The principle being violated is **Usability (User-Friendliness)**.

The software performs the required functions correctly, but users find it difficult to operate because the interface is not easy to understand or use. Therefore, the usability principle is not being satisfied.

Note: If the course material uses a different term (such as Human-Computer Interaction, Ease of Use, or User Interface Design), use the wording given in the handout.

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Best Regards : MS-Team

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