

Paper Code : 9402.

Programme	Exam Code	Course Code
Bachelor of Arts ✓	121204	AECE-4221 ✓
Bachelor of Arts (Journalism and Mass Communication)	116404	
Bachelor of Science (Fashion Designing)	119604	
Master of Arts English (FYIP)	508504	
Bachelor of Vocation (Retail Management)	122004	
Bachelor of Vocation (Management and Secretarial Practices)	112704	
Bachelor of Vocation (Animation)	112804	
Bachelor of Vocation (Textile Design and Apparel Technology)	113104	
Bachelor of Vocation (Nutrition Exercise and Health)	112504	
Bachelor of Vocation (Beauty and Wellness)	112604	
Bachelor of Vocation (Hospitality and Tourism)	113004	
Bachelor of Vocation (Artificial Intelligence and Data Science)	112904	

Semester -IV

Course Title: Environmental Studies (Compulsory)

Time Allowed: 3 Hrs.

Max Marks: 60

PART - A

Note: Attempt any 5 questions. Each question carries 4 marks.
Length of the answer should not exceed 1 page.

1. What do you mean by environment education? Give its definition.
2. What do you understand by desertification? Explain its main causes of desertification.
3. What do you mean by global warming? Explain its effect.
4. Define "THERMAL POLLUTION". Write its effects.
5. What is AIDS? How does AIDS spread.
6. Write a note on welfare of children and women.
7. What do you understand by sustainable and non-sustainable development?

PART – B

Note: Attempt any 5 questions. Each question carries 8 marks.

Length of the answer should not exceed 3 pages.

1. What do you mean by floods? Write their causes and methods to prevent them. Write about flood prone areas of India.
2. Define ecosystem. Explain its components, function and structure of ecosystem.
3. What do you mean by "ECOLOGICAL SUCCESSION"? What are its main factors?
4. Define "NOISE & SOIL POLLUTION". Discuss its cause, effects and control measure.
5. What do you understand by Biodiversity? Explain two methods of conservation of biodiversity.
6. Define term natural disaster. Define five types of natural disaster. Explain its effects and causes.
7. Describe various Acts of Environment Protection.
8. Explain Grassland and Aquatic ecosystem. Write their character, structure, functions.

Hindi Version

भाग—ए

नोट— कोई भी 5 प्रश्न हल करें। प्रत्येक प्रश्न 4 अंक का है।
उत्तर की लंबाई 1 पृष्ठ से अधिक नहीं होनी चाहिए।

1. पर्यावरण शिक्षा से आप क्या समझते हैं? इसकी परिभाषा दीजिए।
2. मरुस्थलीकरण से आप क्या समझते हैं? मरुस्थलीकरण के मुख्य कारण बताइये।
3. ग्लोबल वार्मिंग से आप क्या समझते हैं? इसका प्रभाव बताइये।
4. "थर्मल प्रदूषण" को परिभाषित करें। इसके प्रभाव लिखिए।
5. एड्स क्या है? एड्स कैसे फैलता है।
6. बच्चों और महिलाओं के कल्याण पर एक नोट लिखें।
7. सतत एवं गैर-टिकाऊ विकास से आप क्या समझते हैं?

भाग—बी

नोट— कोई भी 5 प्रश्न हल करें। प्रत्येक प्रश्न 8 अंक का है।
उत्तर की लंबाई 3 पेज से अधिक नहीं होनी चाहिए।

1. बाढ़ से आप क्या समझते हैं? उनके कारण तथा उन्हें रोकने के उपाय लिखिए। भारत के बाढ़ प्रवण क्षेत्रों के बारे में लिखें।

2. पारिस्थितिकी तंत्र को परिभाषित करें। पारिस्थितिकी तंत्र के घटकों, कार्यों और संरचना की व्याख्या करें।
3. "पारिस्थितिकीय उत्तराधिकार" से आपका क्या तात्पर्य है? इसके मुख्य कारक क्या हैं?
4. "शोर एवं मृदा प्रदूषण" को परिभाषित करें। इसके कारण, प्रभाव एवं नियंत्रण उपाय पर चर्चा करें।
5. जैव विविधता से आप क्या समझते हैं? जैव विविधता संरक्षण की दो विधियाँ समझाइये।
6. प्राकृतिक आपदा शब्द को परिभाषित करें। प्राकृतिक आपदा के पाँच प्रकार बताइये। इसके प्रभाव एवं कारण बताइये।
7. पर्यावरण संरक्षण के विभिन्न अधिनियमों का वर्णन करें।
8. घास के मैदान और जलीय पारिस्थितिकी तंत्र की व्याख्या करें। उनके चरित्र, संरचना, कार्य लिखिए।

Punjabi Version

ਭਾਗ-ਏ

ਨੋਟ: ਕੋਈ ਵੀ 5 ਸਵਾਲ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੋ। ਹਰੇਕ ਸਵਾਲ ਵਿੱਚ 4 ਅੰਕ ਹੁੰਦੇ ਹਨ। ਜਵਾਬ ਦੀ ਲੰਬਾਈ 1 ਪੰਨੇ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

1. ਵਾਤਾਵਰਨ ਸਿੱਖਿਆ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ? ਇਸਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿਓ।
2. ਰੇਗਿਸਤਾਨ ਨੂੰ ਤੁਸੀਂ ਕੀ ਸਮਝਦੇ ਹੋ? ਮਾਰੂਥਲੀਕਰਨ ਦੇ ਇਸ ਦੇ ਮੁੱਖ ਕਾਰਨਾਂ ਬਾਰੇ ਦੱਸੋ।
3. ਗਲੋਬਲ ਵਾਰਮਿੰਗ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ ਇਸਦਾ ਪ੍ਰਭਾਵ ਸਮਝਾਓ।
4. “ਥਰਮਲ ਪ੍ਰਦੂਸ਼ਣ” ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਇਸ ਦੇ ਪ੍ਰਭਾਵ ਲਿਖੋ।
5. ਏਡਜ਼ ਕੀ ਹੈ? ਏਡਜ਼ ਕਿਵੇਂ ਫੈਲਦਾ ਹੈ।
6. ਬੱਚਿਆਂ ਅਤੇ ਔਰਤਾਂ ਦੀ ਭਲਾਈ ਬਾਰੇ ਇੱਕ ਨੋਟ ਲਿਖੋ।
7. ਤੁਸੀਂ ਟਿਕਾਊ ਅਤੇ ਗੈਰ-ਟਿਕਾਊ ਵਿਕਾਸ ਨੂੰ ਕੀ ਸਮਝਦੇ ਹੋ?

ਭਾਗ- ਬੀ

ਨੋਟ: ਕੋਈ ਵੀ 5 ਸਵਾਲ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੋ। ਹਰੇਕ ਸਵਾਲ ਵਿੱਚ 8 ਅੰਕ ਹੁੰਦੇ ਹਨ। ਜਵਾਬ ਦੀ ਲੰਬਾਈ 3 ਪੰਨਿਆਂ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

1. ਹੜ੍ਹਾਂ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ? ਉਹਨਾਂ ਦੇ ਕਾਰਨ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਰੋਕਣ ਦੇ ਤਰੀਕੇ ਲਿਖੋ। ਭਾਰਤ ਦੇ ਹੜ੍ਹ ਪ੍ਰਭਾਵਿਤ ਖੇਤਰਾਂ ਬਾਰੇ ਲਿਖੋ।
2. ਈਕੋਸਿਸਟਮ ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਈਕੋਸਿਸਟਮ ਦੇ ਇਸ ਦੇ ਭਾਗ, ਕਾਰਜ ਅਤੇ ਬਣਤਰ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।
3. “ਈਕੋਲੋਜੀਕਲ ਸਫਲਤਾ” ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ ਇਸਦੇ ਮੁੱਖ ਕਾਰਕ ਕੀ ਹਨ।
4. “ਸ਼ੋਰ ਅਤੇ ਮਿੱਟੀ ਪ੍ਰਦੂਸ਼ਣ” ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਇਸਦੇ ਕਾਰਨ, ਪ੍ਰਭਾਵਾਂ ਅਤੇ ਨਿਯੰਤਰਣ ਮਾਪ ਬਾਰੇ ਚਰਚਾ ਕਰੋ।
5. ਤੁਸੀਂ ਜੈਵ ਵਿਭਿੰਨਤਾ ਦੁਆਰਾ ਕੀ ਸਮਝਦੇ ਹੋ? ਜੈਵ ਵਿਭਿੰਨਤਾ ਦੀ ਸੰਭਾਲ ਦੇ ਦੋ ਤਰੀਕਿਆਂ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।

6. ਕੁਦਰਤੀ ਆਫ਼ਤ ਦੀ ਮਿਆਦ ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਕੁਦਰਤੀ ਆਫ਼ਤ ਦੀਆਂ ਪੰਜ ਕਿਸਮਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿਓ। ਇਸਦੇ ਪ੍ਰਭਾਵਾਂ ਅਤੇ ਕਾਰਨਾਂ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।
7. ਵਾਤਾਵਰਣ ਸੁਰੱਖਿਆ ਦੇ ਵੱਖ-ਵੱਖ ਐਕਟਾਂ ਦਾ ਵਰਣਨ ਕਰੋ।
8. ਗਰਾਸਲੈਂਡ ਅਤੇ ਐਕਵਾਟਿਕ ਈਕੋਸਿਸਟਮ ਦੀ ਵਿਆਖਿਆ ਕਰੋ। ਉਹਨਾਂ ਦੇ ਚਰਿੱਤਰ, ਬਣਤਰ, ਕਾਰਜ ਲਿਖੋ।

Paper Code : 4105

Programme	Exam Code	Course Code
Bachelor of Arts	121204	AECE-4221 ✓
Bachelor of Arts (Journalism and Mass Communication)	116404	
Bachelor of Science (Fashion Designing) ✓	119604	
Master of Arts English (FYIP)	508504	
Bachelor of Vocation (Retail Management) ✓	122004	
Bachelor of Vocation (Management and Secretarial Practices) ✓	112704	
Bachelor of Vocation (Animation) ✓	112804	
Bachelor of Vocation (Textile Design and Apparel Technology) ✓	113104	
Bachelor of Vocation (Nutrition Exercise and Health) ✓	112504	
Bachelor of Vocation (Beauty and Wellness) ✓	112604	
Bachelor of Vocation (Hospitality and Tourism) ✓	113004	
Bachelor of Vocation (Artificial Intelligence and Data Science) ✓	112904	

Semester -IV**Course Title: Environmental Studies (Compulsory)****(240)****Time Allowed: 3 Hrs.****Max Marks: 30**

PART - A

**Note: Attempt any 5 questions. Each question carries 2 marks.
Length of the answer should not exceed 1 page.**

1. What do you mean by environment education? Give its definition.
2. What do you understand by desertification? Explain its main causes of desertification.
3. What do you mean by global warming? Explain its effect.
4. Define "THERMAL POLLUTION". Write its effects.
5. What is AIDS? How does AIDS spread.
6. Write a note on welfare of children and women.
7. What do you understand by sustainable and non-sustainable development?

PART – B

Note: Attempt any 5 questions. Each question carries 4 marks.

Length of the answer should not exceed 3 pages.

1. What do you mean by floods? Write their causes and methods to prevent them. Write about flood prone areas of India.
2. Define ecosystem. Explain its components, function and structure of ecosystem.
3. What do you mean by "ECOLOGICAL SUCCESSION"? What are its main factors?
4. Define "NOISE & SOIL POLLUTION". Discuss its cause, effects and control measure.
5. What do you understand by Biodiversity? Explain two methods of conservation of biodiversity.
6. Define term natural disaster. Define five types of natural disaster. Explain its effects and causes.
7. Describe various Acts of Environment Protection.
8. Explain Grassland and Aquatic ecosystem. Write their character, structure, functions.

Hindi Version

भाग—ए

नोट— कोई भी 5 प्रश्न हल करें। प्रत्येक प्रश्न 2 अंक का है।
उत्तर की लंबाई 1 पृष्ठ से अधिक नहीं होनी चाहिए।

1. पर्यावरण शिक्षा से आप क्या समझते हैं? इसकी परिभाषा दीजिए।
2. मरुस्थलीकरण से आप क्या समझते हैं? मरुस्थलीकरण के मुख्य कारण बताइये।
3. ग्लोबल वार्मिंग से आप क्या समझते हैं? इसका प्रभाव बताइये।
4. "थर्मल प्रदूषण" को परिभाषित करें। इसके प्रभाव लिखिए।
5. एड्स क्या है? एड्स कैसे फैलता है।
6. बच्चों और महिलाओं के कल्याण पर एक नोट लिखें।
7. सतत एवं गैर-टिकाऊ विकास से आप क्या समझते हैं?

भाग—बी

नोट— कोई भी 5 प्रश्न हल करें। प्रत्येक प्रश्न 4 अंक का है।
उत्तर की लंबाई 3 पेज से अधिक नहीं होनी चाहिए।

1. बाढ़ से आप क्या समझते हैं? उनके कारण तथा उन्हें रोकने के उपाय लिखिए। भारत के बाढ़ प्रवण क्षेत्रों के बारे में लिखें।

2. पारिस्थितिकी तंत्र को परिभाषित करें। पारिस्थितिकी तंत्र के घटकों, कार्यों और संरचना की व्याख्या करें।
3. "पारिस्थितिकीय उत्तराधिकार" से आपका क्या तात्पर्य है? इसके मुख्य कारक क्या हैं?
4. "शोर एवं मृदा प्रदूषण" को परिभाषित करें। इसके कारण, प्रभाव एवं नियंत्रण उपाय पर चर्चा करें।
5. जैव विविधता से आप क्या समझते हैं? जैव विविधता संरक्षण की दो विधियाँ समझाइये।
6. प्राकृतिक आपदा शब्द को परिभाषित करें। प्राकृतिक आपदा के पाँच प्रकार बताइये। इसके प्रभाव एवं कारण बताइये।
7. पर्यावरण संरक्षण के विभिन्न अधिनियमों का वर्णन करें।
8. घास के मैदान और जलीय पारिस्थितिकी तंत्र की व्याख्या करें। उनके चरित्र, संरचना, कार्य लिखिए।

Punjabi Version

ਭਾਗ-ਏ

ਨੋਟ: ਕੋਈ ਵੀ 5 ਸਵਾਲ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੋ। ਹਰੇਕ ਸਵਾਲ ਵਿੱਚ 2 ਅੰਕ ਹੁੰਦੇ ਹਨ। ਜਵਾਬ ਦੀ ਲੰਬਾਈ 1 ਪੰਨੇ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

1. ਵਾਤਾਵਰਨ ਸਿੱਖਿਆ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ? ਇਸਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿਓ।
2. ਰੇਗਿਸਤਾਨ ਨੂੰ ਤੁਸੀਂ ਕੀ ਸਮਝਦੇ ਹੋ? ਮਾਰੂਥਲੀਕਰਨ ਦੇ ਇਸ ਦੇ ਮੁੱਖ ਕਾਰਨਾਂ ਬਾਰੇ ਦੱਸੋ।
3. ਗਲੋਬਲ ਵਾਰਮਿੰਗ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ ਇਸਦਾ ਪ੍ਰਭਾਵ ਸਮਝਾਓ।
4. “ਥਰਮਲ ਪ੍ਰਦੂਸ਼ਣ” ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਇਸ ਦੇ ਪ੍ਰਭਾਵ ਲਿਖੋ।
5. ਏਡਜ਼ ਕੀ ਹੈ? ਏਡਜ਼ ਕਿਵੇਂ ਫੈਲਦਾ ਹੈ।
6. ਬੱਚਿਆਂ ਅਤੇ ਔਰਤਾਂ ਦੀ ਭਲਾਈ ਬਾਰੇ ਇੱਕ ਨੋਟ ਲਿਖੋ।
7. ਤੁਸੀਂ ਟਿਕਾਊ ਅਤੇ ਗੈਰ-ਟਿਕਾਊ ਵਿਕਾਸ ਨੂੰ ਕੀ ਸਮਝਦੇ ਹੋ?

ਭਾਗ- ਬੀ

ਨੋਟ: ਕੋਈ ਵੀ 5 ਸਵਾਲ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੋ। ਹਰੇਕ ਸਵਾਲ ਵਿੱਚ 4 ਅੰਕ ਹੁੰਦੇ ਹਨ। ਜਵਾਬ ਦੀ ਲੰਬਾਈ 3 ਪੰਨਿਆਂ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

1. ਹੜ੍ਹਾਂ ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ? ਉਹਨਾਂ ਦੇ ਕਾਰਨ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਰੋਕਣ ਦੇ ਤਰੀਕੇ ਲਿਖੋ। ਭਾਰਤ ਦੇ ਹੜ੍ਹ ਪ੍ਰਭਾਵਿਤ ਖੇਤਰਾਂ ਬਾਰੇ ਲਿਖੋ।
2. ਈਕੋਸਿਸਟਮ ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਈਕੋਸਿਸਟਮ ਦੇ ਇਸ ਦੇ ਭਾਗ, ਕਾਰਜ ਅਤੇ ਬਣਤਰ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।
3. “ਈਕੋਲੋਜੀਕਲ ਸਫਲਤਾ” ਤੋਂ ਤੁਹਾਡਾ ਕੀ ਮਤਲਬ ਹੈ ਇਸਦੇ ਮੁੱਖ ਕਾਰਕ ਕੀ ਹਨ।
4. “ਸ਼ੋਰ ਅਤੇ ਮਿੱਟੀ ਪ੍ਰਦੂਸ਼ਣ” ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਇਸਦੇ ਕਾਰਨ, ਪ੍ਰਭਾਵਾਂ ਅਤੇ ਨਿਯੰਤਰਣ ਮਾਪ ਬਾਰੇ ਚਰਚਾ ਕਰੋ।
5. ਤੁਸੀਂ ਜੈਵ ਵਿਭਿੰਨਤਾ ਦੁਆਰਾ ਕੀ ਸਮਝਦੇ ਹੋ? ਜੈਵ ਵਿਭਿੰਨਤਾ ਦੀ ਸੰਭਾਲ ਦੇ ਦੋ ਤਰੀਕਿਆਂ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।

Programme	Exam Code	Course Code
Bachelor of Vocation(Management and Secretarial Practices)	112702	BVMM-2102 ✓
Bachelor of Vocation (Beauty and Wellness)	112602	BVBM-2102 ✓
Bachelor of Vocation (Textile Design and Apparel Technology)	113102	BVTM-2102 ✓
Bachelor of Science (Fashion Designing)	119602	BFDM-2102 ✓

**Course Title: Communication Skills in English
(Semester-II)**

Time Allowed: 3 Hours

Max Marks: 25

Note: Attempt five questions in all selecting atleast question from each section the fifth question can be attempted from any section. Each question carries 5 marks

Section-A

Q.1 What are the barriers to listening? How can they be minimised?

Q.2 What are feedback skills? What are its characteristics?

Section-B

Q.3 What are the guidelines for attending and making telephone calls?

Q.4 What is note taking and note making?

Section-C

Q.5 What are the components of a meaningful and easy conversation?

Q.6 What are the forms of polite speech?

Section –D

Q. 7 What are the essentials of spoken English?

Q.8 Write the phonetic transcription of the following words

I. Sleep

II. Seen

III. Fish

IV. Dip

V. lips

(5x5=25)

6. ਕੁਦਰਤੀ ਆਫ਼ਤ ਦੀ ਮਿਆਦ ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕਰੋ। ਕੁਦਰਤੀ ਆਫ਼ਤ ਦੀਆਂ ਪੰਜ ਕਿਸਮਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿਓ। ਇਸਦੇ ਪ੍ਰਭਾਵਾਂ ਅਤੇ ਕਾਰਨਾਂ ਦੀ ਵਿਆਖਿਆ ਕਰੋ।
7. ਵਾਤਾਵਰਣ ਸੁਰੱਖਿਆ ਦੇ ਵੱਖ-ਵੱਖ ਐਕਟਾਂ ਦਾ ਵਰਣਨ ਕਰੋ।
8. ਗਰਾਸਲੈਂਡ ਅਤੇ ਐਕਵਾਟਿਕ ਈਕੋਸਿਸਟਮ ਦੀ ਵਿਆਖਿਆ ਕਰੋ। ਉਹਨਾਂ ਦੇ ਚਰਿੱਤਰ, ਬਣਤਰ, ਕਾਰਜ ਲਿਖੋ।

Exam Code: 112704

Paper Code: 4276

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-IV**

Course Title: Management Information System

Course Code: BVML-4121 ✓

Time: 3 Hours

Theory: 80

Note: Attempt five questions in all, selecting at least one question from each section. The fifth question may be attempted from any section. Each question carries 16 marks.

SECTION- A

1. Explain various ways of capturing Online Information with suitable layouts.
2. Differentiate between Data, Information and Knowledge. What are the characteristics of valuable information? Discuss.

SECTION- B

3. Development life cycle of Information System consists different phases. Explain the working of each phase.
4. (a) Explain structured, unstructured and semi-structured decision in Information System.
(b) What are Systems? Explain its various components.

SECTION- C

5. Write the characteristics, types and components of Decision Support System (DSS).
6. Describe the role of planning, implementation and controlling Management Information System (MIS) with suitable case-study.

SECTION- D

7. Explain Accounting Information System in detail along with its advantages and disadvantages.
8. Design a case-study for Transaction Processing System (TPS) by representing its components.

Exam Code: 112704
(20)

Paper Code: 4277

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-IV**

Course Title: Digital Data Management

Course Code: BVML-4122

Time Allowed: 3 Hours

Max Marks: 80

NOTE: Students are required to attempt five questions, selecting one question from each section. Each will carry equal (16)marks. Fifth question may be attempted from any section.

SECTION A

1. What is file format? Explain difference between lossy and lossless compression.
2. Explain Digital Imposition in detail.

SECTION B

3. Explain matrix representation in detail with homogenous coordinates.
4. Explain reflection about straight line and reflection through arbitrary line.

SECTION C

5. Explain database languages and query processing in detail.
6. What is distributed database? Explain in detail with backup and recovery.

SECTION D

7. Explain following in detail:
 - (a) Cryptography
 - (b) Fire Walls
8. What are intrusion detection systems? Explain in detail.

Exam Code: 112704
(20)

Paper Code: 4278

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-IV**

Course Title: Managerial Skills

Course Code: BVML-4323

Time Allowed: 3 Hours

Max Marks: 80

Candidates are required to attempt Five questions (16 marks each), selecting at least one question from each Section (A to D). The fifth question may be attempted from any Section.

SECTION - I

1. Why skills are important for managers? Give important skills which should be owned by a manager?
2. How emotional intelligence is considered necessary for today's managers? Comment.

SECTION - II

3. How do you define innovation? Give various approaches to innovation.
4. How creativity is good to an organization? Give various approaches to a creativity.

SECTION - III

5. How interpersonal skills are important for resolving conflicts in organization? Comment.
6. What are various advantages of team building in organization? How cohesive team can be built?

SECTION - IV

7. What do you understand by empowerment? Give various methods of empowering employees in organization.
8. What are cautions while making oral presentations?

Exam Code: 112704
(20)

Paper Code: 4279

Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-IV

Course Title: Statistical Analysis

Course Code: BVML-4324 ✓

Time Allowed: 3 Hours

Max Marks: 80

Note: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries equal marks (16 marks).

Non-scientific calculator is allowed in this paper.

SECTION-A

1. Explain the functions, scope and limitations of statistics with examples.
2. Find Mode from following data :

X:	5	10	15	20	25	30	35	40
F:	5	9	13	21	20	15	8	3

SECTION-B

3. Differentiate between Correlation and Regression. Discuss the concept of Regression with examples.

4. Give the meaning of Correlation? Explain methods of studying correlation in detail.

SECTION-C

5. Define Index numbers. What is the importance of Index numbers in various sectors? Give problems in constructing these numbers.
6. Calculate Fisher's Ideal index number from the following data and show that it satisfies the Time Reversal Test

Commodity	2020		2021	
	Price	Expenditure	Price	Expenditure
A	8	80	10	120
B	10	120	12	96
C	5	40	8	50
D	4	56	3	60
E	20	100	25	150

SECTION-D

7. What do you mean by Time Series Analysis? Write a detailed note on importance of Time Series Analysis.
8. Explain in detail various methods of estimating trends under Time Series Analysis.

Exam Code: 112704
(20)

Paper Code: 4280

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-IV**

Course Title: Entrepreneurial Skills

Course Code: BVML-4325 ✓

Time Allowed: 3 Hours

Max Marks: 80

NOTE: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries 16 marks.

SECTION —A

1. Give the meaning of an entrepreneur. Explain in detail nature and functions of Entrepreneurship.
2. What do you mean by Creativity? Write a detailed note on barriers and process of creativity.

SECTION - B

3. What do you mean by Motivation? Explain McClelland Theory of Motivation in detail.
4. Write a detailed note on role of Entrepreneurship in Economic Development.

SECTION — C

5. Define Small Business Enterprise. Explain various steps in setting up a Small Business Enterprise.
6. Define Venture Capital. Write a detailed note on Venture Capital.

SECTION — D

7. What do you mean by Women Entrepreneurship? Explain in detail.
8. Write short notes on:
 - (a) Entrepreneurial Society
 - (b) Entrepreneurial Culture

**Exam Code: 111606
(30)**

Paper Code: 6205

**Programme: Bachelor of Vocation (Management &
Secretarial Practices) Semester-VI**

Course Title: Desktop Publishing in Adobe In- Design

Course Code: BVMM-6125 ✓

Time Allowed: 3 Hours

Max Marks: 40

Note — Note: Attempt 5 questions out of the 8 attempting at-least one question from each section. Fifth question may be attempted from any section. All questions carry equal (8) marks.

Section-A

1. Write a short note on Work area and navigation in Adobe-InDesign.
2. How do you set up a document for working in Adobe-InDesign. Discuss.

Section B

3. What is a Master Page? How do you create apply and override master-pages in InDesign.
4. How can text be effectively place and arranged. Write in steps.

Section C

5. Write down the process of importing, placing, and linking graphics.
6. What is benefit of working in layers. Discuss.

Section D

7. How does Paragraph styling enhance a document. Discuss.
8. What are steps to create a brochure using Adobe-InDesign.

**Exam Code: 111606
(30)**

Paper Code: 6201

**Programme: Bachelor of Vocation (Management &
Secretarial Practices) Semester-VI**

Course Title: Fundamentals of Insurance

Course Code: BVML-6321 ✓

Time Allowed: 3 Hours

Max Marks: 40

NOTE: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries equal marks (8 marks).

SECTION A

1. What do you mean by the term Insurance? Explain the need and characteristics of Insurance.
2. Write a detailed note on various Principles of Insurance.

SECTION B

3. What is the need of LIC Act, 1956? Explain the Act in detail.
4. Give an overview on various types of Insurance.

SECTION C

5. What is Underwriting? Explain the purpose of Underwriting in detail.
6. Give the meaning of Reinsurance. Explain in detail various essentials of Reinsurance as per IRDA Act

SECTION D

7. Write a detailed note on Direct Marketing.
8. Write short note on following:
 - (a) Surveyors and Loss Assessors
 - (b) Third Party Administrator

Exam Code: 111606
(30)

Paper Code: 6202

**Programme: Bachelor of Vocation (Management &
Secretarial Practices) Semester-VI**

Course Title: Human Resource Management

Course Code: BVML-6322 ✓

Time Allowed: 3 Hours

Max Marks: 40

NOTE: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries equal (8) marks.

SECTION A

1. What do you mean by Human Resource Management? Explain its nature, scope and functions.
2. Explain the various factors affecting human resource planning in detail.

SECTION B

3. What do you mean by term Selection? Explain selection process in detail.
4. What do you mean by Recruitment and what are the various methods of recruitment?

SECTION C

5. What do you mean by Training? Explain its objectives and importance of training.
6. Explain the term Job Analysis, its objectives and process in detail.

SECTION D

7. What do you understand by Performance Analysis? Explain various traditional methods of job analysis.
8. How employer can retain good employees in his organisation? Explain this in detail.

Exam Code: 111606
(30)

Paper Code: 6203

**Programme: Bachelor of Vocation (Management &
Secretarial Practices) Semester-VI**

Course Title: Indian Financial System

Course Code: BVML-6323 ✓

Time Allowed: 3 Hours

Max Marks: 40

Note: Attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section. Each question carries 8 marks.

SECTION-A

1. What is Indian Financial System? Explain significance and liberalization of Financial System. (2,3,3)
2. Write a detailed note on classification of Financial Markets. (8)

SECTION-B

3. Define Capital Markets. Explain features and functions of Capital Market. (2,3,3)
4. What is New Issue Market? Explain operations and various problems of New Issue Market. (2,3,3)

SECTION-C

5. Define Money Market. Write a detailed note on various participants of Money Market. (2,6)
6. Explain in detail various functions and defects of Indian Money Market. (4,4)

SECTION-D

7. What are Financial Services? Explain various types of Financial services. (2,6)
8. Write short note on :
 - (a) Merchant Banking
 - (b) Mutual Funds (4,4)

Exam Code: 111606

Paper Code: 6204

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester: VI**

Course Title: Training and Development

Course Code: BVML-6324 ✓

Time Allowed: 3 Hours

Max Marks: 40

Note: Attempt five questions in all, selecting at least one question from each section. Fifth question may be attempted from any section. Each question carries 8 marks.

SECTION-A

1. Explain in detail the various steps involved in the training process.
2. Discuss the various methods of wage and salary determination.

SECTION-B

3. What is Training Needs Assessment? Explain its purpose in achieving growth in an organisation.
4. Explain the various methods of identifying training needs.

SECTION-C

5. What is Development? Explain its objectives and methods.
6. Explain the concept of Role Play along with its merits and demerits.

SECTION-D

7. What is Sensitivity Training and why is it important?
8. Describe the stages and benefits of Transaction analysis.