

Exam Code: 112705

Paper Code: 5213

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

Course Title: Introduction to Graphic Designing

Course Code: BVML-5121 ✓

Time Allowed: 3 Hours

Max. Marks: 40

Note: Candidates are required to attempt 5 questions selecting at least one question from each section. Fifth question can be attempted from any section. Each question carries 8 marks.

SECTION - A

1. What do you understand by the term Graphic Designing? Explain in detail.
2. Explain the Term Denotative and Connotative image making.

SECTION - B

3. Name and explain any 4 elements of Design.
4. What do you understand by Color Wheel? Explain in detail.

SECTION - C

5. What is Typography? How it is important in Designing?
6. Explain the Anatomy of letter in detail with example.

SECTION - D

7. What are shapes and how they are important part of designing? Explain with example.
8. What do you understand by Ethics and Copyright laws in Designing? Explain in detail.

Exam Code: 112705
(20)

Paper Code: 5217

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

Course Title: Designing in Adobe Photoshop

Course Code: BVML-5125

Time Allowed: 3 Hours

Max Marks: 40

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 will carry 8 marks.

Section A

1. Discuss the role of the Pen Tool in vector graphics and its importance in creating precise selections and paths. Provide an example of a graphic design project where the Pen Tool would be indispensable.
2. Explain the functionality of the Eyedropper tool and how it aids in color selection and matching. Give an example of how the Eyedropper tool can be used in graphic design or image editing workflows.

Section B

3. Provide an overview of the Status Bar and Option Bar in Adobe Photoshop. How do these interface elements

assist users in managing and customizing their editing environment?

4. Differentiate between editing an image in Standard Mode and Quick Mask Mode in Photoshop. What are the primary purposes of each mode, and when should they be used in the editing process?

Section C

5. Elaborate on the "Adjust" command in Photoshop, highlighting its role in modifying various image attributes. Provide examples of adjustments that can be made using this command.
6. Provide an overview of the "Extract" and "Liquefy" image commands. How do these commands contribute to more advanced image editing and retouching techniques, and when should they be used?

Section D

7. Explain the view commands available in Adobe Photoshop, such as "Zoom-in," "Zoom-out," "Fit on Screen," and the use of screen modes, rulers, and guides. How do these commands impact the visual representation and editing experience in Photoshop?
8. Discuss the process of exporting and printing a document in Photoshop. What are the key steps and settings to consider when preparing an image for print or digital distribution?

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Exam Code: 112705

Paper Code: 5218

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

Course Title: Introduction to Python Programming

Course Code: BVMM-5126

Time Allowed: 3 Hours

Max. Marks: 50

Note: Candidates are required to attempt 5 questions selecting at least one question from each section. Fifth question can be attempted from any section. Each question carries 10 marks.

SECTION - A

1. Explain literals, identifiers and variables with programming examples.
2. Explain list and tuples in Python with examples.

SECTION - B

3. Explain Logical operators, ls, ln and comparison Operators.
4. Explain Python data types with examples.

SECTION - C

5. Explain if, if else, if elif else statement in Python with programming examples.
6. Explain difference between break and continue statement with examples.

SECTION - D

7. Explain functions in Python. Write a program in Python for recursion.
8. Explain string handling functions in Python with examples.

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Paper Code: 5214

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

Course Title: Fundamentals of Banking

Course Code: BVML-5322

Time Allowed: 3 Hours

Max. Marks: 80

Note: Candidates are required to attempt 5 questions selecting at least one question from each section. Fifth question can be attempted from any section. Each question carries 16 marks.

SECTION - A

1. What are regional rural banks? Explain the role of RRB's in providing rural finance.
2. What are public sector banks? How are they different from private sector banks?

SECTION - B

3. What are Negotiable instruments? Discuss its features and various types.
4. What do you mean by credit creation? Describe the mechanism and limitations of credit creation.

SECTION - C

5. What is electronic fund transfer? Differentiate between NEFT and RTGS.
6. Write a short note on
 - a. Offshore banking
 - b. Mobile banking

SECTION - D

7. What is branch banking? How it is different from unit banking? Discuss the merits and demerits of branch banking.
8. Write a detailed note on prudential norms for Asset classification.

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Paper Code: 5215

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

**Course Title: Fundamentals of Goods and
Services Tax (GST)**

Course Code: BVML-5323 ✓

Time Allowed: 3 Hours

Max Marks: 80

Note :- Attempt five questions in all, selecting at least One question from each section and fifth question may be attempted from any section. Each question will carry 16 marks.

SECTION A

1. Discuss the shortcomings of the previous tax structure in India prior to GST and explain the reasons for introduction of GST. 16
2. Explain GST (Goods and Services Tax) along with pros and cons of GST. 16

SECTION B

3. When registration is required under GST? What is the procedure to get registration? 16
4. Explain the provisions regarding Levy and Collection of GST. 16

SECTION C

5. What is Input Tax Credit? Explain various provisions to claim Credit under GST and its Utilization. 16
6. Explain the norms of Supplies in the Course of Interstate and Intra state trade. 16

SECTION D

7. Explain the provisions regarding payment of taxes under GST. 16
8. Discuss the provisions relating to filling of Returns under GST. 16

Exam Code: 112705

Paper Code: 5216

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

Course Title: Organizational Behaviour

Course Code: BVML-5324 ✓

Time Allowed: 3 Hours

Max. Marks: 80

Note: Candidates are required to attempt 5 questions selecting at least one question from each section. Fifth question can be attempted from any section. Each question carries 16 marks.

SECTION - A

1. What do you mean by Organizational Behaviour? Explain the role and nature of Organizational Behaviour.
2. Explain the term Emotional Intelligence with its importance.

SECTION - B

3. Give a brief note on Maslow's and Herzberg's theory of motivation.
4. Define the term Leadership with its nature and importance.

SECTION - C

5. What do you mean by Organization Culture and what are the various ways to improve Organization Culture?
6. Explain the term Group and types of groups in an organization? What are the reasons of creation of groups in an organization?

SECTION - D

7. What is Organizational Politics? Explain the functions and dysfunctions of Organizational Politics.
8. What are the various types of Organizational Conflicts? Explain the factors influencing Organizational Conflicts.