

Paper Code: 1123

Programme	Exam Code	Course Code
Bachelor of Vocation (Animation)	112801	BVAM-1113
Bachelor of Vocation (Retail Management)	122001	BVRM-1126

Semester-I**Course Title Computer Fundamentals
(50)****Time Allowed: 3 Hours****Max Marks: 20**

Note:- Attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Each question carries 4 each marks.

Section A

1. (a) Discuss any four hardware components of a computer with their working. 02
 (b) Discuss the difference between Analog and Digital Computer. 02
2. (a) What are Printers? Discuss two impact printers and two non-impact printers. 02
 (b) Explain the difference between RAM and ROM. 02

Section B

3. What do you mean by Table? Discuss the various functions and features of the table in MS Word. 04

4. Write short note on:
- (a) Spell-Grammar Check 01
 - (b) Printing a document 01
 - (c) Steps to create a MS-Word document 01
 - (d) Steps to insert a picture in MS-Word document 01

Section C

5. (a) What is MS Powerpoint? Discuss the various features of MS Powerpoint. 02
- (b) What are the different ways of creating a presentation? 02
6. (a) Discuss different views available in MS Powerpoint. Explain with steps. 02
- (b) Write steps to Print the slides in a power point presentation. 02

Section D

7. What is Internet? Discuss the advantages and disadvantages of internet. 04
8. (a) Discuss the difference between replying an email, forwarding an email and draft. 02
- (b) Discuss how internet is useful in education field. 02

Paper Code: 1107

Programme	Exam Code	Course Code
Bachelor of Vocation (Retail Management)	122001	BVRL-1031 ✓
Bachelor of Vocation (Animation)	112801	BVAL-1031 ✓
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNL-1031 ✓
Bachelor of Vocation (Beauty and Wellness)	112601	BVBL-1031 ✓
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIL-1031 ✓
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHL-1031 ✓

Semester-I
Course Title: Basic Punjabi
(20)

Time Allowed: 3 Hours**Max Marks: 70**

ਨੋਟ: ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹਨ। ਹਰ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ, ਹਰ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ 14 ਅੰਕ ਹਨ।

ਸੈਕਸ਼ਨ-1

1. ਗੁਰਮੁਖੀ ਲਿਪੀ ਵਿੱਚ ਵਰਨਮਾਲਾ ਦੀ ਤਰਤੀਬ ਲਿਖੋ।

2. ਲਗਾਖਰ ਕੀ ਹੁੰਦੇ ਹਨ? ਉਦਾਹਰਨ ਸਹਿਤ ਲਿਖੋ।

ਸੈਕਸ਼ਨ-2

3. ਸਧਾਰਨ ਸ਼ਬਦ ਕੀ ਹੁੰਦੇ ਹਨ? ਉਦਾਹਰਨ ਸਹਿਤ ਲਿਖੋ।
4. ਹੇਠ ਲਿਖੇ ਅਗੇਤਰ ਲਗਾ ਕੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ ਬਣਾਓ।
ਉਪ, ਖੁਸ਼, ਸੈਰ, ਅਪ, ਕਮ, ਬੇ, ਮਹਾ

ਸੈਕਸ਼ਨ-3

5. ਕੋਈ ਦੱਸ ਰਿਸ਼ਤੇ-ਨਾਤੇ ਦੱਸੋ ।
6. ਕਿੱਤਾਕਾਰੀ ਨਾਲ ਸੰਬੰਧਿਤ ਦੱਸ ਸ਼ਬਦ ਲਿਖੋ।

ਸੈਕਸ਼ਨ-4

7. ਰੁੱਤਾਂ ਦੇ ਨਾਮ ਲਿਖੋ।
8. 1 ਤੋਂ 20 ਤੱਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।

**Exam Code: 122001
(50)**

Paper Code: 1310

**Programme: Bachelor of Vocation (Retail Management)
Semester-I**

Course Title: Computer Applications in Retail

Course Code: BVRL-1125 ✓

Time Allowed: 3 Hours

Max Marks: 70

Note: Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 14 marks.

Section-A

1. What do you mean by information technology? Give a detail note on the history and evolution of information technology in detail. (14)
2. Briefly explain the various features and core areas of point of sales software. (14)

Section-B

3. Give a detail note on the important issues involved and challenges in IT management. (14)

4. What are the important components of network architecture? Also explain the various types of networks in detail. (14)

Section-C

5. Explain in detail the various IT tools required in the process of supply chain management. (14)
6. Why knowledge management is significant? Also describe its nature and scope in detail. (14)

Section-D

7. Describe the framework and the major applications of m-commerce in detail. (14)
8. Explain the various types of e-business models. Also mention its various strategies used to improve the customer satisfaction. (14)

**Exam Code: 122001
(50)**

Paper Code: 1308

**Programme: Bachelor of Vocation (Retail Management)
Semester-I**

Course Title: Fundamentals of Management

Course Code: BVRL-1323 ✓

Time Allowed: 3 Hours

Max Marks: 70

Instructions: Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Each question will carry 14 marks.

Section-I

1. Define management? Discuss the nature, scope and importance of management. 14
2. Explain the various modern approaches of management. 14

Section-II

3. What is planning? Explain the various features and process of planning. 14

4. Define organising. Explain various forms of organisation and differentiate between formal and informal organisation. 14

Section-III

5. What is performance appraisal? Explain various modern techniques of measuring the performance appraisal. 14
6. Define leadership. Describe in detail different styles of leadership. 14

Section-IV

7. What is coordination? Explain the principles and techniques of coordination. 14
8. Define controlling. Discuss the importance and limitations of controlling. 14

**Exam Code: 122001
(50)**

Paper Code: 1309

**Programme: Bachelor of Vocation (Retail Management)
Semester-I**

Course Title: Basics of Retail Management

Course Code: BVRL-1324 ✓

Time Allowed: 3 Hours

Max Marks: 70

Note: Candidates are required to attempt five questions, selecting at least one from each section. The fifth question may be attempted from any section. Each question will carry 14 marks.

SECTION-A

1. What do you mean by retailing? Explain various benefits of retailing to wholesalers, Manufacturers and Customers and retail structure in India. 14
2. Explain the Wheel of Retailing Theory and its strategies on the basis of Innovation, Trading- up and Vulnerability stage? 14

SECTION-B

3. What do you mean by Strategic Planning in Retail? Explain Strategic Retail Planning Process also? 14

4. What do you understand by an ideal store location?
What factors affecting site location and common errors
while selecting store location? 14

SECTION-C

5. Explain the term Human Resource Management and
objectives of HRM in retailing? 14
6. What is Retail Communication Mix? Describe the role of
communication in retailing and various modes of
communication? 14

SECTION-D

7. Explain various retail selling skills for efficient selling.
14
8. Explain various legal and ethical issues involved in
retailing. 14

Paper Code: 1103

Programme	Exam Code	Course Code
Bachelor of Vocation (Retail Management)	122001	BVRL-1421 ✓
Bachelor of Vocation (Animation)	112801	BVAL-1421 ✓
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNL-1421 ✓
Bachelor of Vocation (Beauty and Wellness)	112601	BVBL-1421 ✓
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHL-1421 ✓
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIL-1421 ✓

Semester-I

Course Title: Punjabi (Compulsory)
(150)

Time Allowed: 3 Hours**Max Marks: 70**

ਨੋਟ- ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹਨ। ਹਰ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ 14 ਅੰਕ ਹਨ।

ਸੈਕਸ਼ਨ-1

- ਹੇਠ ਲਿਖਿਆਂ ਕਾਵਿ ਟੁਕੜਿਆਂ ਦੀ ਪ੍ਰਸੰਗ ਦੱਸ ਕੇ ਵਿਆਖਿਆ ਕਰੋ:
ਖਾਨਗਾਹੀਂ ਦੀਵਾ ਬਾਲਦੀਏ,

ਕੀ ਲੋਚਦੀਏ? ਕੀ ਭਾਲਦੀਏ।
 ਕੀ ਰੁੱਸ ਗਿਆ ਤੇਰਾ ਢੋਲ ਕੁੜੇ?
 ਯਾ ਸਖਣੀ ਤੇਰੀ ਝੋਲ ਕੁੜੇ?
 ਯਾ ਸਰਘੀ ਵੇਲੇ ਤੱਕਿਆ ਈ
 ਕੋਈ ਡਾਢਾ ਭੈੜਾ ਸੁਫਨਾ ਨੀ?
 ਜੋ ਕਰਦੀ ਮਾਰੋ ਮਾਰ ਕੁੜੇ,
 ਤੂੰ ਪਹੁੰਚੀ ਵਿੱਚ ਉਜਾੜ ਕੁੜੇ।

2. “ਅੱਜ ਆਖਾਂ ਵਰਿਸ਼ ਸ਼ਾਹ ਨੂੰ ” ਕਵਿਤਾ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।

ਸੈਕਸ਼ਨ-II

3. “ਦੂਜਾ ਵਿਆਹ” ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ ਲਿਖੋ।
 4. “ਬ੍ਰਹਮ ਭੋਜ” ਇਕਾਂਗੀ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।

ਸੈਕਸ਼ਨ-III

5. ਹੇਠਾਂ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ ਉੱਤੇ ਪੈਰਾ ਰਚਨਾ ਲਿਖੋ:
1. ਕਾਲਜ ਦੀ ਕੰਟੀਨ
 2. ਦਿਵਾਲੀ ਦਾ ਤਿਉਹਾਰ
 3. ਘਰੇਲੂ ਬਗੀਚਾ

6. ਹੇਠ ਲਿਖੇ ਪੈਰੇ ਨੂੰ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ:

ਸਾਡੇ ਜੀਵਨ ਦਾ ਇੱਕ ਪ੍ਰਤੱਖ ਅਤੇ ਬੜਾ ਮਹਾਨ ਅੰਗ ਉਪਜੀਵਿਕਾ ਕਮਾਉਣਾ ਹੈ। ਇਸ ਦ੍ਰਿਸ਼ਟੀਕੋਣ ਤੋਂ ਵੇਖਿਆ ਪਤਾ ਲੱਗਦਾ ਹੈ ਕਿ ਜਿਸ ਮਨੁੱਖ ਜਾਂ ਇਸਤਰੀ ਨੇ ਆਪਣੀ ਪਹਿਲੀ ਅਵਸਥਾ ਵਿੱਚ ਆਪਣੇ ਆਪ ਨੂੰ ਉਪਜੀਵਿਕਾ ਕਮਾਉਣ ਦੇ ਯੋਗ ਬਣਾਉਣ ਲਈ ਘਾਲ ਨਹੀਂ ਘਾਲੀ, ਉਹ ਇਸ ਖੇਤਰ ਵਿੱਚ ਪਿੱਛੇ ਰਹਿ ਜਾਂਦਾ ਹੈ। ਜੇ ਕਿਸੇ ਵਿਹਾਰ ਜਾਂ ਕਾਰਜ ਉੱਤੇ ਦਿਲ ਲਗਾ ਕੇ ਮਿਹਨਤ ਕਰਨ ਵੱਲੋਂ ਅਵੇਸਲੇ ਹੋ ਜਾਣ, ਉਹਨਾਂ ਦਾ ਇਸ ਸੰਸਾਰ ਵਿੱਚ ਝੱਟ ਨਹੀਂ ਟੱਪਦਾ। ਨਿਰੀ ਉਪਜੀਵਿਕਾ ਕਮਾਉਣ ਵਾਸਤੇ ਹੀ ਜਿਉਣਾ ਬਹੁਤ ਉੱਚ ਆਦਰਸ਼ ਨਹੀਂ। ਮਿਹਨਤ ਦਾ ਮਨੁੱਖੀ ਸੁਭਾਅ ਉੱਤੇ ਅਦੁੱਤੀ ਪ੍ਰਭਾਵ ਪੈਂਦਾ ਹੈ। ਉਪਰੋਕਤ ਪੈਰੇ ਨੂੰ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹੋ ਤੇ ਹੇਠਾਂ ਲਿਖੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ-

ੳ) ਜਿਹੜੇ ਜ਼ਿੰਦਗੀ ਦੇ ਮੁੱਢ ਵਿੱਚ ਮਿਹਨਤ ਨਹੀਂ ਕਰਦੇ ਉਹ ਪਿੱਛੋਂ ਰੋਜ਼ੀ ਕਮਾਉਣ ਵਿੱਚ ਕਿੰਨੇ ਕੁ ਸਫਲ ਹੁੰਦੇ ਹਨ?

ਅ) ਨੌਕਰੀ ਜਾਂ ਕੰਮ ਕਰਨ ਵਿੱਚ ਲਾਪਰਵਾਹੀ ਕਰਨ ਦਾ ਸਿੱਟਾ ਕੀ ਹੁੰਦਾ ਹੈ?

ੲ) ਕੀ ਕੇਵਲ ਰੋਜ਼ੀ ਕਮਾਉਣ ਲਈ ਜੀਵਨ ਬਤੀਤ ਕਰਨਾ ਬੜੀ ਚੰਗੀ ਗੱਲ ਹੈ?

ਸ) ਲਕੀਰੇ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ ਲਿਖੋ।

ਹ) ਇਸ ਪੈਰੇ ਦਾ ਸਿਰਲੇਖ ਲਿਖੋ।

ਸੈਕਸ਼ਨ-IV

7. ਭਾਸ਼ਾ ਤੇ ਉਪਭਾਸ਼ਾ ਦਾ ਅੰਤਰ ਸਪਸ਼ਟ ਕਰਦੇ ਹੋਏ ਪੰਜਾਬੀ ਦੀਆਂ ਉਪਭਾਸ਼ਾਵਾਂ ਬਾਰੇ ਚਰਚਾ ਕਰੋ।
8. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਿਕਾਸ ਅਤੇ ਵਿਕਾਸ ਤੇ ਨੋਟ ਲਿਖੋ।

Paper Code: 1111

Programme	Exam Code	Course Code
Bachelor of Vocation (Retail Management)	122001	BVRL-1431
Bachelor of Vocation (Animation)	112801	BVAL-1431
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNL-1431
Bachelor of Vocation (Beauty and Wellness)	112601	BVBL-1431
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHL-1431
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIL-1431

Semester-I**Course Title: Punjab History and Culture****(20)****Time Allowed: 3 Hours****Max Marks: 70**

Candidates shall attempt 5 questions in 800 words, by atleast selecting One question from each section and the 5th question may be attempted from any of the four section. Each question will carry 14 marks.

Section-I

1. How has the geography of the Punjab affected its history.

2. Describe the sources of the ancient history of Punjab.

Section-II

3. Describe the Social and religious life of people of Indus Valley People.
4. Describe the original home and settlement of Indo Aryans in Punjab.

Section-III

5. Describe the Social and economic life of people of Rig Vedic Age?
6. Describe the religious and economic life of people of Later Vedic Age?

Section-IV

7. Describe the life and teachings of Mahatma Buddha.
8. Describe the life and teachings of Mahavira.

Hindi Version

सैक्शन-1

1. पंजाब के भूगोल ने इसके इतिहास को किस प्रकार प्रभावित किया है ?
2. पंजाब के प्राचीन इतिहास के स्रोतों का वर्णन करें।

सैक्शन-2

3. सिंधु घाटी के लोगों के सामाजिक और धार्मिक जीवन का वर्णन करें।
4. पंजाब में इंडो आर्यों के मूल घर और बस्ती का वर्णन करें।

सैक्शन-3

5. ऋग्वैदिक युग के लोगों के सामाजिक और आर्थिक जीवन का वर्णन करें ?
6. उत्तर वैदिक युग के लोगों के धार्मिक और आर्थिक जीवन का वर्णन करें ?

सैक्शन-4

7. महात्मा बुद्ध के जीवन और शिक्षाओं का वर्णन करें।
8. महावीर के जीवन और शिक्षाओं का वर्णन करें।

Paper Code: 1113

Programme	Exam Code	Course Code
Bachelor of Arts (Journalism and Mass Communication)	116401	BJMM-1102
Bachelor of Science (Fashion Designing)	119601	BFDMM-1102 ✓
Bachelor of Science (Home Science)	119701	BHSM-1102
Bachelor of Computer Applications	117901	BCAM-1102 ✓
Bachelor of Science (Information Technology)	118001	BITM-1102 ✓
Bachelor of Science (Bio-Technology)	120601	BBTM-1102
Bachelor of Science (Medical Laboratory Technology)	509701	BMLM-1102
Bachelor of Business Administration (Airlines and Airport Management)	509501	BBMM-1102 ✓
Bachelor of Vocation (Retail Management)	122001	BVRM-1102 ✓
Bachelor of Vocation (Animation)	112801	BVAM-1102 ✓
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNM-1102 ✓
Bachelor of Vocation (Beauty and Wellness)	112601	BVBM-1102 ✓
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIM-1102 ✓
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHM-1102 ✓

Semester-I

Course Title: Communication Skills in English – I
(300)

Time Allowed: 3 Hours**Max Marks: 50**

Note: The candidates will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 10 marks.

Section – A

1. Describe the various kinds of reading.
2. What is PSQ5R model of reading?

Section – B

3. Read the following passage and answer the questions in multiple choice form. Mark (✓) in front of the right answer:

Trees give shade for the benefits of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit by which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their life. What matters it whether men praise them or not. What difference does it make whether they die at this moment or whether their lives are prolonged? Happen

what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

I. There is great similarity between trees and good men, which is:

- a) both do good to others
- b) both live long
- c) both face hardships
- d) both do not complain of suffering

II. Life itself is ^{un}profitable if man does not live for others.

This statement means:

- a) Man should serve others
- b) he should improve his well-being
- c) he should give away to others whatever he has
- d) he should do good to others when they need help.

III. Sandalwood, when rubbed more, gives

-
- a) solace
 - b) more scent
 - c) relief
 - d) satisfaction

IV. A noble person does not set his foot in :

- a) other's shoes
- b) wet land
- c) slush
- d) the wrong path

V. 'Endure' can be replaced with _____

- a) beat
- b) assure
- c) last long
- d) care

4. Read the following passage carefully and answer the question the follow:

That science has become one of the most powerful factors in modern life is a generally accepted and indeed obvious fact. The proper role of the scientist himself is, however, a point on which there is no general agreement. On the one hand are those diehards who, ignoring the changed circumstances of the outside world, contend that outside the laboratory, the personal influence of the scientist should be no more than that of any other citizen. On the other hand are extremists who advocate a state verging on a technocracy in which scientists would have special privileges and a large measure of control. Those who tend towards the latter view are much more vociferous than their conservative and much more numerous

colleagues, with unfortunate result that there is a widespread impression that scientists generally share these views and wish to claim a far larger share in the control of the world affairs than they possess at present. It is therefore, time to attempt an assessment of the proper status of the scientist in modern society.

Questions:

- a) What is the present position of science and that of a scientist in society?
- b) Is there any common view about the role of a scientist in modern society?
- c) What is the argument advanced by the conservatives?
- d) How do the extremists contradict the conservatives?
- e) What is the need of the hour?

Section – C

5. What are the different guidelines for effective writing?
6. Write a letter to your father requesting him to allow you to attend the marriage of your friend.

Section – D

7. As Coordinator of a Youth Club you conducted a meeting of all the members regarding a Tree Plantation Drive to be organized in the coming week. Draft a notice, agenda and minutes of the meeting.

8. Write in detail the meaning and tips for effective blog writing.