

Exam. Code : 111602

Subject Code : 4817

**Bachelor of Vocation (Management & Secretarial
Practices) 2nd Semester**

COMMUNICATION SKILLS IN ENGLISH

Paper—I

Time Allowed—3 Hours]

[Maximum Marks—35

Note :— All the questions are compulsory. Each question carries 5 marks.

- I. What points are borne in mind while attending a telephone call ?
- II. What are the components of a good conversation ?
- III. You are Jasleen, a student of B.Voc. (Photography and Journalism). You are asked to speak on the theme of religious intolerance in India and some parts of the world. You are to address the morning assembly. How will you go about it ?
- IV. India should improve the health of its citizens with the help of private participation. Do you agree with the proposition ?
- V. You are Seerat. You are to stay at Mumbai for two days along with your friend. Book a double-room at a good hotel. Enquire about the services provided by the hotel.

VI. Write the following words in IPA symbols :

- (i) Peacock
- (ii) Bamboo
- (iii) Singer
- (iv) Improve
- (v) Choose
- (vi) Spread
- (vii) Mother
- (viii) Fifth
- (ix) Toy
- (x) But.

VII. Makes stress on the following words :

- (i) Employee
- (ii) Engineer
- (iii) Consist
- (iv) Again
- (v) Blackbird
- (vi) Afar
- (vii) Magic
- (viii) Capacity
- (ix) Tomorrow
- (x) Never.

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Subject Code : 4819

Bachelor of Vocation (Management & Secretarial Practices)

2nd Semester

ਮੁੱਢਲੀ ਪੰਜਾਬੀ

Paper-II(ii)

Time Allowed—3 Hours] [Maximum Marks—50

ਨੋਟ : ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਜ਼ਰੂਰੀ ਹਨ।

ਭਾਗ—ਪਹਿਲਾ

1. (ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦਾਂ ਤੋਂ ਕੀ ਭਾਵ ਹੈ ? ਕੋਈ ਪੰਜ ਸੰਯੁਕਤ ਸ਼ਬਦ ਲਿਖੋ। 5
- (ਅ) ਈ, ਕਾਰ, ਦਾਰ, ਤਾ, ਲਾ, ਪਿਛੇਤਰ ਲਗਾ ਕੇ ਸ਼ਬਦ ਬਣਾਉ। 5
- (ੲ) ਪੜਨਾਵ ਕੀ ਹੁੰਦਾ ਹੈ ? ਉਦਾਹਰਣਾਂ ਸਹਿਤ ਸਪਸ਼ਟ ਕਰੋ। 5
- (ਸ) ਪੰਜ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ ਲਿਖੋ। 5

ਭਾਗ—ਦੂਜਾ

2. (ੳ) ਭਾਸ਼ਾ ਨੂੰ ਪਰਿਭਾਸ਼ਤ ਕਰੋ। 5
- (ਅ) ਮਾਤ ਭਾਸ਼ਾ ਦਾ ਮਹੱਤਵ ਬਿਆਨ ਕਰੋ। 5
- (ੲ) ਗੁਰਮੁਖੀ ਲਿੱਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਬਿਆਨ ਕਰੋ। 5

ਭਾਗ—ਤੀਜਾ

3. (ੳ) ਸੰਯੁਕਤ ਵਾਕ ਕੀ ਹੁੰਦੇ ਹਨ ? 5
- (ਅ) ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਕੀ ਹੁੰਦੇ ਹਨ ? 5
- (ੲ) ਵਿਆਹ ਵਿੱਚ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਪੰਜ ਵਾਕ ਲਿਖੋ। 5

Exam. Code : 111602

Subject Code : 4820

Bachelor of Vocation (Management & Secretarial Practices)

2nd Semester

PRINCIPLES OF MANAGEMENT

Paper—III

Time Allowed—Three Hours] [Maximum Marks—50

Note :— (1) **Section A** : Attempt all questions from this section. Each question carries **1** mark.

(2) **Section B** : Attempt **TEN** questions from this section. Each question carries **2** marks.

(3) **Section C** : Attempt **FOUR** questions from this section. Each question carries **5** marks.

SECTION—A

1. Write a short note on the following (All are compulsory) :—

(a) Scientific management.

(b) Transformational Leadership.

(c) Policies and rules.

(d) Hawthorne experiment.

(e) Self actualization need.

- (f) Human resource management.
- (g) Functional authority.
- (h) Management as profession.
- (i) Likert management system.
- (j) Formal organization.

SECTION—B

2. Discuss management as an art.
3. Explain the nature of management.
4. Differentiate management and administration.
5. What is Management by Objectives ?
6. What are various types of plans ?
7. Explain span of management.
8. What are various types of authorities ?
9. What are the principles of coordination ?
10. Explain recruitment and selection.
11. Explain democratic style of leadership.
12. What is effective decentralization ?
13. Differentiate coordination and cooperation.

SECTION—C

14. Define Management. Discuss the principles of management as suggested by Henri Fayol.

15. What is organizing ? Discuss various principles of organizing with the help of examples.
16. Critically discuss the McGregor's and Herzberg's Theories of motivation.
17. Differentiate training and development. What are various techniques of training in an organization ?
18. Define Controlling. What is the significance of controlling ? Discuss the process of controlling in brief.

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Subject Code : 4821

**Bachelor of Vocation (Management & Secretarial
Practices) 2nd Semester**

BOOK KEEPING

Paper-IV

Time Allowed—3 Hours] [Maximum Marks—50

SECTION-A

(Attempt all questions)

1. Define drawings
2. Define Assets
3. Explain Net Profit
4. What is transaction ?
5. Define dual concept
6. Single entry system
7. Trade discount
8. What do you mean by capital ?
9. Balancing of accounts
10. Define goods. 10×1=10

SECTION-B

(Attempt any **ten** questions.)

Write notes on :

1. Double Entry System.
2. Convention of materiality.
3. Cash and Accrual basis of accounting.
4. Accounting cycle.
5. Accounting equation approach to prepare vouchers.
6. Rule of debit and credit in case of personal account.
7. Difference between cash discount and trade discount.
8. Purchase and Sales return book.
9. Advantages of accounting.
10. Types of accounting standards.
11. Objectives of preparing trial balance.
12. Meaning of transaction using accounting equation.

10×2=20

SECTION-C

(Attempt any **four** questions)

1. What do you mean by accounting ? What is the difference between book keeping and accounting ?
2. Write notes on sales and purchase book with imaginary figures.
3. What do you mean by journal ? What are the columns of journals ?
4. How trial balance is prepared ?
5. What do you mean by accounting information ? What are the qualitative characteristics of accounting information ?

4×5=20

Exam. Code : 111602

Subject Code : 4822

**Bachelor of Vocation (Management & Secretarial
Practices) 2nd Semester**

MS OFFICE-II

Paper-V

Time Allowed—3 Hours]

[Maximum Marks—50

Note :- Attempt all questions from Section A. Each question carries 1 mark. Attempt 10 questions from Section B. Each question carries 2 marks. Attempt any 4 questions from Section C. Each question carries 5 marks.

SECTION-A

1. What is the difference between 'Save' and 'Save As' options ?
2. How can the text colour in spreadsheet cells be changed ?
3. What does merging of cells mean ?
4. What is Excel template ?
5. What is a table ?
6. What is the use of Print Preview feature ?
7. What is the difference between a function and a formula in Excel ?
8. How is a relationship created between two tables in Access ?
9. What is filtering in Access ?
10. What is sub-query in Access ?

SECTION-B

1. Define and distinguish between worksheet and workbook in Excel.
2. What is a formula ? How a formula is created in MS Excel ?
3. What do you mean by Cell, Cell Pointer and Cell Address ?
4. What is the difference between absolute address and relative address ?
5. How discrete ranges can be selected in Excel ?
6. How Headers and Footers are added in an Excel sheet ?
7. What are data validation rules in Excel ?
8. What is the difference between database and tables in Access ?
9. How is a Table created in Access ?
10. What are the types of relationships in Access ?
11. How is data sorted in Access ?
12. What is a report ?

SECTION-C

1. What are the types of data that can be entered in a worksheet ? Illustrate your answer with the help of suitable examples.
2. What do you mean by functions in Excel ? Explain the use of any five functions in Excel with examples.
3. What are the various types of charts available in Excel ? Discuss the procedure to create charts in Excel.
4. What is a database ? What are the advantages of a database ?
5. What is a Query ? Write the procedure to create a query using multiple tables in MS Access.

Exam. Code : 111602

Subject Code : 4823

**Bachelor of Vocation (Management and Secretarial
Practices) 2nd Semester**

**DRUG ABUSE : PROBLEM, MANAGEMENT AND
PREVENTION**

Paper-VII

Time Allowed—3 Hours]

[Maximum Marks—50

Note :- Section A : Attempt any **THREE** questions. Each question carries **5** marks. Answer to any of the questions should not exceed **2** pages.

Section B : Attempt any **TWO** questions. Each question carries **10** marks. Answer to any of the questions should not exceed **4** pages.

Section C : Attempt any **ONE** question. Question carries **15** marks. Answer to any of the questions should not exceed **5** pages.

SECTION-A

1. Discuss the consequences of drug abuse on the individual.
2. Elaborate the role of medication for the treatment and to reduce withdrawal effects.

3. Explain the role of family in the prevention of drug abuse.
4. What is relapse management ? Elaborate.
5. How crime in the society is the consequence of drug abuse ?

SECTION-B

1. Discuss the various law and order problems created by drug abusers.
2. Elaborate Psycho-Social management for drug abuse.
3. Role of school in preventing drug abuse.
4. Explain the role of media in preventing drug abuse.

SECTION-C

1. Discuss various consequences of drug abuse.
2. How legislation can help in preventing drug abuse ?

Exam. Code : 111604

Subject Code: 4844

**Bachelor of Vocation (Management & Secretarial
Practices) 4th Semester**

FUNDAMENTALS OF ACCOUNTANCY—II

Paper—I

Time Allowed—3 Hours]

[Maximum Marks—75

Note :— Attempt any **FIVE** questions out of the **EIGHT** questions. Each questions carries **15** marks.

1. Define Partnership. Give its features. Differentiate between fixed and fluctuating capital method.
2. A, B and C are partners in a firm sharing profits and losses in the ratio of 6 : 5 : 3 respectively. Their Balance Sheet as on 1st January, 2016 was as follows :

Liabilities	Rs.	Assets	Rs.
Creditors	9,000	Land and Building	24,000
Bills payable	3,000	Furniture	3,500
<i>Capital :</i>		Stock	14,000
A 19,000			
B 16,000			
C 8,000	43,000		
		Debtors	12,600
		Cash	900
	55,000		55,000

They agreed to take D into partnership and give him a share of $\frac{1}{8}$ th on the following terms :

- (a) That D should bring Rs. 4,200 as goodwill and Rs. 7,000 as his capital.

- (b) That furniture depreciated by 12%.
- (c) That stock be depreciated by 10%.
- (d) That a reserve of 5% be created for doubtful debts.
- (e) What the value of land and building be bought upto Rs. 31,000.
- (f) That after making the above adjustments the capital accounts of the old partners (who continue to share in the same proportion as before) be adjusted on the basis of the proportion of D's capital to his share in the business i.e. actual cash to be paid off to or brought in by the old partners as the case may be.

Give journal entries to record the above and Balance Sheet after D's admission.

3. What is dissolution of partnership ? Discuss its modes.
4. A and B are partners sharing profits and losses equally. On 30th June 2016 their Balance Sheet was as under :
Sheet as on 1st January, 2016 was as follows :

Liabilities	Rs.	Assets	Rs.
Creditors	10,500	Land and Building	4,500
<i>Capital :</i>		Machinery	2,250
A	7,500		
B	6,000		
		Stock	4,875
		Debtors	12,225
		Bank	150
	24,000		24,000

It is agreed that A shall retire on 30th June, 2016 and that B shall take over the business on the following terms :

- (a) The goodwill of the firm to be agreed as worth Rs. 1,500.
- (b) The stock to be agreed as worth Rs. 4,125.
- (c) A provision for doubtful debts (4 percent on the sundry debtors) to be made.
- (d) Machinery to be valued at Rs. 3,000.
- (e) A to be paid out as to Rs. 3,000 of the amount found due to him by a mortgage at 5% per annum secured on the building and as to the balance by a Bill of Exchange (without interest) at 3 months.

Set out Journal entries recording above matters and the Balance Sheet of B as on 30th June, 2016 after the adjustments have been made.

5. Write a detailed note on the tools used for financial statement analysis. Exemplify your answer.
6. Balance Sheets of M/S Ram and Shyam as on January 1, 2016 and 31st December, 2016 were as follows :

Liabilities	1 Jan. 2016	31 Dec. 2016	Assets	1 Jan. 2016	31 Dec. 2016
	(Rs.)	(Rs.)		(Rs.)	(Rs.)
Creditors	40,000	44,000	Cash	10,000	7,000
Mrs. Ram's Loan	25,000		Debtors	30,000	50,000
Loan from Bank	40,000	50,000	Stock	35,000	25,000
Capital	1,25,000	1,53,000	Machinery	80,000	55,000
			Land	40,000	50,000
			Building	35,000	60,000
	2,30,000	2,47,000		2,30,000	2,47,000

During the year a machine costing Rs. 10,000 (accumulated depreciation Rs. 3,000) was sold for Rs. 5,000. The balance of provision for depreciation against machinery as on 1st January 2016 was Rs. 25,000 and 31st December, 2016 Rs. 40,000. Net profit for the year amounted to Rs. 45,000. Prepare Cash Flow Statement.

7. Give a proforma of financial statements in accordance with the Revised Schedule VI.

8. The following information is given for the year ending March, 2013.

- (i) Stock turnover ratio = 6 times
- (ii) Gross profit ratio = 20% on sales
- (iii) Sales for 2013 = Rs. 30,000
- (iv) Closing stock is Rs. 10,000 more than the opening stock
- (v) Opening creditors = Rs. 20,000
- (vi) Closing creditors = Rs. 30,000
- (vii) Trade debtors at the end = Rs. 60,000
- (viii) Net working capital = Rs. 50,000

Find out :

- (a) Average Stock
- (b) Creditor Turnover Ratio
- (c) Purchases
- (d) Average Payment Period
- (e) Average Collection Period
- (f) Working Capital Turnover Ratio.

Exam. Code : 111604

Subject Code : 4845

**Bachelor of Vocation (Management & Secretarial
Practices) 4th Semester**

ELECTRONIC PUBLISHING SYSTEM (Quark Express)

Paper—II

Time Allowed—3 Hours] [Maximum Marks—75

Note :— There are **EIGHT** questions, attempt any **FIVE**.

All questions carry equal marks.

1. What is Electronic Publishing System ? How does it differ from traditional publishing system ?
2. (a) What is text manipulation ? How can you resize, scale and reposition text ?
(b) What's the difference between Opacity and Shade ?
(c) How can you make items flow with text ?
3. Explain how following operations are performed in Quark Express :
 - Formatting Graphics
 - Rotating and moving of Text blocks and graphics
 - Placing text files.
4. What is use of Master Pages ? How can you print master pages ?

5. What is web document ? What are its features ?
6. What are steps to Import and Export documents and graphics ?
7. (a) How can you group and lock object ? What are its benefits ?
(b) What is trapping ?
8. Explain :
 - (a) Numbering and rearranging pages
 - (b) Wrapping text around graphics.

Exam. Code : 111604

Subject Code : 4847

**Bachelor of Vocation (Management & Secretarial
Practices) 4th Semester**

FUNDAMENTALS OF AUDITING

Paper—IV

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— Attempt any **FIVE** questions. Each question carries
10 marks.

1. (a) Do you agree with the view that there are inherent limitations of audit ? Comment.
- (b) Distinguish between Audit and Investigation.
2. What are the different types of audits ? Give merits and demerits of each.
3. What are the qualities and qualifications required to become an auditor ? Also discuss the powers enjoyed by an auditor.
4. What are the different kinds of Audit Reports ?
5. “Cash transactions represent both receipt and payments and require special attention of the auditor.” State the points an auditor keeps in mind while vouching of cash transactions.

6. (a) Enunciate the general principles of verification of assets.
- (b) How would you verify the following assets/liabilities of a public limited company ?
 - (i) Freehold Land and Building
 - (ii) Capital Commitments
 - (iii) Investment in Bonds of a Company
 - (iv) Trade Creditors
 - (v) Long Term Loans.
7. What do you understand by 'Internal Check' system ? How does it differ from 'Internal Audit' and 'Internal Control' ? To what extent can an auditor rely on a system of Internal Check ?
8. You are recently appointed as an auditor of a manufacturing company, what matters would you consider as very important when examining the company's system of internal control over the issue of spare parts to the production department.

Exam. Code : 111604

Subject Code : 4848

**Bachelor of Vocation (Management & Secretarial
Practices) 4th Semester**

ENVIRONMENTAL STUDIES—II

Paper—ESL-222

Time Allowed—3 Hours] [Maximum Marks—50

Note :— The question paper consists of **three** Sections A, B and C.

- (1) Attempt any **THREE** questions from Section A and restrict your answer to **2** pages.
- (2) Attempt any **TWO** questions from Section B and restrict your answer to maximum of **4** pages.
- (3) Attempt any **ONE** question from Section C and restrict your answer to a maximum of **5** pages.

SECTION—A

1. Biogeographical classifications of India.
2. Discuss noise pollution, its causes and mitigation measures.
3. What do you understand by Road Accident and First Aid ?
4. What are the aims and objective of Civil Defence ?
5. What is the role of NSS/any other social cause for service of society with appropriate examples ? 3×5=15

SECTION—B

6. India as mega diversity nation. Justify this statement.
7. What do you understand by disaster management? Discuss any recent disaster in India.
8. Role of information technology in environmental and human health.
9. How do you think that field visits to any local area to document environmental assets-river/forests/grassland/hills/mountains will help in better learning? Document in your words about any such visit. 2×10=20

SECTION—C

10. Discuss entrepreneurship development in detail. What are the qualities of good entrepreneurship and role of financial planning and support service institutions in success of the new business?
11. Discuss the role of an individual in prevention of pollution. 1×15=15

Exam. Code : 111606
Subject Code : 4869

Bachelor of Vocation (Management & Secretarial Practices)
6th Semester

FUNDAMENTALS OF CAPITAL MARKET

Paper-I

Time Allowed—3 Hours] [Maximum Marks—75

Note :- Attempt any **five** questions. All questions carry equal marks.

- I. "Recent reforms in Indian capital market have made it far more efficient and transparent." Do you agree ? Give your comments. 15
- II. Write a detailed note on the growth of Indian capital market in the last ten years. 15
- III. What functions are performed by SEBI ? Do you think these SEBI functions are sufficient to regulate the Indian capital market ? 15
- IV. Explain the mechanics of floating public issue of shares. 15
- V. Explain the various ownership securities traded in Indian capital market and bring out their characteristics. 15
- VI. Explain the procedure followed for trading of shares at the major stock exchanges of India. 15
- VII. What is security market index ? Discuss the major stock indices of NSE along with their utility. 15
- VIII. Define derivatives. Briefly explain the different types of derivative contracts. 15

Exam. Code : 111606
Subject Code : 4870

Bachelor of Vocation (Management & Secretarial Practice)
6th Semester
FUNDAMENTALS OF MANAGEMENT
Paper—II

Time Allowed—Three Hours] [Maximum Marks—50

Note :— Attempt any **FIVE** questions from the following. All questions carry equal marks.

1. Explain the concept of management. Discuss various principles of management as given by Henri Fayol.
2. Define management by objectives. Critically discuss its benefits and weaknesses in the present day business world.
3. Define planning. What are various elements of planning ? Discuss them along with examples.
4. Write a short note on the following :—
 - (a) Line and staff organization.
 - (b) Formal and informal organization.
5. What do you mean by staffing ? Discuss various factors affecting the staffing process.
6. Critically discuss the Maslow's hierarchy of needs theory. Do you think this theory is still relevant in the present day context ?
7. Explain human resource management. Discuss various functions of human resource management.
8. What is recruitment ? Discuss various sources of recruitment.