

**Exam Code: 111605**  
(30)

**Paper Code: 5221**

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

**Course Title: Introduction to Graphic Designing**

**Course Code: BVML-5121**

**Time Allowed: 3 Hours** **Max Marks: 40**

**Note: Students are required to attempt five questions out of eight, selecting at least one question from each section. The fifth question may be attempted from any section. All questions carry 8 marks.**

**Section-A**

1. What is Graphic Designing? Explain the importance of Graphic Designing in contemporary times.
2. Explain the Various tools of Graphic Designing.

**Section-B**

3. Explain Color Wheel and Various Color Scheme
4. Explain the Principles of Graphic Design.

**Section-C**

5. What is Typography? Explain the Elements and Anatomy of Letter.
6. Explain in brief Typefaces, Font & Type families.

**Section-D**

7. Explain the Various file formats and also Give difference between Raster Vs Vector Image.
8. Explain Ethics and Copyright Laws.

**Exam Code: 111605**

**Paper Code: 5222**

**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: 40**

**Note:** Candidates are required to attempt five questions in all, selecting atleast one question from each section. The fifth question may be attempted from any section. Each question carries 8 marks.

**Section A**

1. Discuss the functions and importance of commercial banks.
2. What are regional rural banks? Explain the role of RRB's in providing rural finance.

**Section B**

3. What is central bank? Discuss various techniques of credit control used by Central bank?
4. What are Negotiable instruments? Discuss its features and various types.

**Section C**

5. What is electronic fund transfer? Differentiate between NEFT and RTGS.
6. What is internet banking? Differentiate between wholesale and retail banking.

**Section D**

7. Write a short note on
  - a. Investment banking
  - b. Chain banking
8. State the norms and need of know your customer (KYCs).

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**Paper Code: 5223**

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

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

**Course Code: BVML-5323**

**Time Allowed: 3 Hours**

**Max Marks: 40**

**NOTE: Attempt five questions in all, selecting at least one question from each section on and fifth question from any section. Each Question carries 8 Marks.**

**SECTION A**

1. "GST is VAT based". Discuss in detail the features and challenges of GST. 8
2. Explain the tax structure in India pre-GST and post GST. 8

**SECTION B**

3. What is Composition Levy Scheme? Explain its salient Provisions. 8

4. Discuss in detail the persons who are liable for Registration. 8

### SECTION C

5. Discuss the provisions of determination of :-
- i. Time of Supply of Goods under forward charge 4
  - ii. Time of supply of Goods under reverse charge 4
6. What is Input Tax Credit? Explain its significance. 8

### SECTION D

7. How to calculate taxable value and tax liability? Explain with suitable example 8
8. Discuss the provisions relating to filling of Returns under GST. 8

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Exam Code: 111605

Paper Code: 5224

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

Course Title: Organizational Behaviour

Course Code: BVML-5324

Time Allowed: 3 Hours

Max Marks: 40

Note: Attempt five questions in all, selecting atleast one question from each section. The fifth question may be attempted from any section. Each question carries 8 marks.

#### SECTION A

1. Explain the term Organisational Behaviour with its opportunities and challenges. (8 marks)
2. What do you mean by Perception? Explain the various factors affecting perception. (8 marks)

#### SECTION B

3. Explain the Expectancy Theory of motivation in detail. (8 marks)
4. Define the term Leadership with its nature and importance. (8 marks)

#### SECTION C

5. What do you mean by Work Team? Explain the nature of work team and difference between group and work team. (8 marks)
6. What is Organisational Culture? Explain the nature and importance of Organisational Culture. (8 marks)

#### SECTION D

7. What is Organisational Politics? Explain the functions and dysfunctions of Organisational Politics. (8 marks)
8. What is Organisational Change? Explain the Process and Causes of Organisational Change. (8 marks)

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**Exam Code: 111605**  
(30)

**Paper Code: 5225**

**Programme: Bachelor of Vocation (Management &  
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. Fifth question may be attempted from any section. Each question carries 8 Marks.**

**Section A**

1. Describe the differences between the following image file formats: Bitmap, JPEG, PSD, PNG, TIFF, GIF, and TGA. Discuss when it is appropriate to use each format.
2. What are the fundamental differences between RGB, CMYK, LAB, and grayscale color modes in digital images? How do these color modes impact image editing and printing?

**Section B**

3. What is the role of the Paths palette in Photoshop, and how does it relate to creating and manipulating vector paths in an image?

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4. Explain the functions of the Character and Paragraph palettes in Photoshop. How do they facilitate text formatting and layout in design projects?

#### Section C

5. Define the "Define Brush" command and explain its significance in image editing. How can custom brushes be created and utilized in Photoshop?
6. Describe the uses and applications of the "Inverse" command in Photoshop. Provide examples of situations where inverting a selection or image is beneficial.

#### Section D

7. Discuss select commands in Photoshop, such as "Deselect," "Reselect," and "Inverse." How do these commands help in the manipulation of selections, and what are common use cases for each?
8. Provide an overview of various filter effects in Photoshop, including "Blur," "Distort," "Noise," "Pixelate," "Sharpen," and "Stylize." How can these filter effects be applied to enhance or alter an image?

**Exam Code: 111605**

**Paper Code: 5226**

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

**Course Title: Introduction to Python Programming**

**Course Code: BVMM-5126**

**Time Allowed: 3 Hours**

**Max Marks: 25**

**Note: Attempt five questions in all, selecting atleast one question from each section. The fifth question may be attempted from any section. Each question carries 5 marks.**

**Section – I**

1. Explain applications and limitations of Python. 5
2. Explain Python development environment. 5

**Section – II**

3. Explain identifier. Explain various rules for writing identifiers. 5
4. Explain dictionaries and strings in detail. Explain various operations that can be applied on them. 5

**Section – III**

5. Write a program to print check whether the given number is Prime. 5
6. Explain various decision making statements with programming examples. 5

**Section – IV**

7. Explain the functions. Also explain lamda function with programming examples. 5
8. Explain Object Oriented Programming. Write a program in Python demonstrating the concept of OOPs. 5