

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.

Exam. Code : 111602

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.

Exam. Code : 111602

Subject Code : 4821

**Bachelor of Vocation (Management & Secretarial
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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.

$10 \times 2 = 20$

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 ?

$4 \times 5 = 20$

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 ?