Bachelor of Vocation (Management & Secretarial Practices)

5th Semester

COMMERCIAL LAWS

Paper—I

Time Allowed—3 Hours]　　　　[Maximum Marks—75

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

1. Define the term Contract. What are the essentials of a valid contract ?

2. Discuss the various remedies available to a party in case of breach of contract.

3. Define a Contract of Bailment. State briefly the rights and duties of a Bailee.

4. Define Agency. Explain the methods of creating Agency.

5. What is Contract of Sale ? Distinguish between sale and agreement to sell.

6. What do you mean by Delivery of Goods ? Discuss the rules regarding the Delivery of Goods.

7. Discuss the rules regarding the ascertainment of price in a Contract of Sale.

8. Explain the Procedure of Redressal of Grievances under the Consumer Protection Act, 1986.

Exam. Code : 111605
Subject Code : 4859

Bachelor of Vocation (Management & Secretarial
Practices) 5ᵗʰ Semester

BUSINESS ECONOMICS AND STATISTICS

Paper—II

Time Allowed—Three Hours]   [Maximum Marks—75

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

1. Define Elasticity of Demand. Explain various methods
   to measure elasticity of demand.

2. Discuss the Law of Equi-Marginal Utility. Discuss its
   importance.

3. Discuss the Law of Variable Proportions.

4. Distinguish between traditional and modern theory of
   cost with the help of diagrams.

5. Define Statistics. Discuss its functions.

6. Define Median. Calculate Median from the following
   series :

Marks	0−10	10−20	20−30	30−40	40−50
Frequency	22	38	46	35	20

7. Calculate Standard Deviation from the following data :

Item (X)	0 – 10	10 – 20	20 – 30	30 – 40
Frequency (F)	2	3	4	1

8. Define Correlation. Calculate Rank Correlation for the following variables :

X	52	53	42	60	45	41	37	38	25	27
Y	65	68	43	38	77	48	35	30	25	50

Exam. Code : 111605
Subject Code : 4860

Bachelor of Vocation Management & Secretarial Practices 5th Semester

BUSINESS ETIQUETTES AND BASIC MANAGERIAL SKILLS

Paper—III

Time Allowed—Three Hours]   [Maximum Marks—50

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

1. What do you mean by business etiquettes ? Why is Business Etiquette Important ?

2. What do you mean by model speech ? Write steps for writing a model speech.

3. Write short notes on :

   (a) E-mail and Net etiquettes

   (b) Body language and gestures.

4. What do you mean by Presentation ? Write steps for making an effective presentation.

5. Differentiate between listening and hearing. How one can master the art of effective listening ?

6. What is a panel interview ? State the importance of gestures, body posture during an interview.

7. What are emotions ? Discuss in detail how to manage emotions more effectively.

8. What do you mean by coping management ? What are the types of coping strategies ?

Exam. Code : 111605

Subject Code : 4861

Bachelor of Vocation (Management & Secretarial Practices) 5th Semester

FUNDAMENTALS OF GRAPHIC DESIGNING

Paper—IV

Time Allowed—Three Hours]   [Maximum Marks—50

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

1. Describe the Current scenario and future of Graphic Design.

2. Describe the Computer equipment.

3. What are the Elements of design ?

4. What are the Principals of design ?

5. What are Typographic standards and Guidelines ?

6. What are the differences between Raster and Vector images ?

7. Describe the different image formats.

8. Explain image editing.

Exam. Code   : 111605
Subject Code :   4862

Bachelor of Vocation (Management & Secretarial Practices)
5ᵗʰ Semester
DESKTOP PUBLISHING (DTP)
Paper—VI

Time Allowed—3 Hours]   [Maximum Marks—50

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

1. Define Printing. What are the various types of Printing ? Discuss and differentiate between them.

2. Discuss the uses and advantages of DTP with examples.

3. Discussing various formatting features available in PageMaker, explain the steps of creating a document in PageMaker.

4. Explain the following custom styles in PageMaker :

   (i)   Body text

   (ii)   Body lead

   (iii) Caption

   (iv)   Figure

   (v)   Hanging indent

   (vi)   Headline.

5. Discuss the various tools available in Toolbox of CorelDraw.

6. What is the concept of layers in Photoshop ? What are the advantages of layers in Photoshop ? Discuss with example.

7. Explain the following tools in Photoshop :

   (a) Blur

   (b) Sharpen

   (c) Smudge

   (d) Dodge.

8. Write short notes on the following :

   (a) Laser Printers

   (b) Concept of Layers.