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

Course Title: Digital Data Management

Course Code: BVML-4122

Time Allowed: 3 Hours   Max Marks: 40

**NOTE: Students are required to attempt five questions,
selecting one question from each section. Each will carry(8)
equal marks. Fifth question may be attempted from any
section.**

SECTION A

1. What is Workflow? Explain different types of Workflow.
2. Explain different types of file formats in detail.

SECTION B

3. What is 2D Transformation? Explain its types in detail.
4. What is fixed point? Explain scaling, sharing and
reflection about X axis and Y axis with proper diagram.

SECTION C

5. What is Database? Explain different types of database.
6. What is Data Warehouse and Data Mining? Explain in detail.

SECTION D

7. What do you mean by security? Explain principals of network security.
8. What is digital rights management? Explain in detail.

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

Course Title: Secretarial Practices

Course Code: BVML-4321

Time Allowed: 3 Hours   Max Marks: 40

NOTE: Students are required to attempt five questions,
selecting one question from each section. Fifth question
may be attempted from any section. Each question
carries equal marks.

SECTION A

1. "A company is an artificial person, created by law with a
   perpetual succession and a common seal". Explain this
   statement.   (8 marks)

2. What are the contents of Articles of association. Explain
   the difference between AOA and MOA.   (8 marks)

SECTION B

3. Define Company secretary? Explain the procedure of
   appointment of a company secretary in detail?

                                                 (8 marks)

4. What are the requirements for the conduct of a valid meeting? (8 marks)

SECTION C

5. Who can become a director'? What are the various powers of a director? (8 marks)
6. Briefly discuss the types of directors in detail. (8 marks)

SECTION D

7. Explain briefly the different modes of winding up of a company. (8 marks)
8. Write a detailed note on:
   A) Forfeiture of shares (4 marks)
   B) Allotment of shares (4 marks)

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

Course Title: Managerial Skills

Course Code: BVML-4323

Time Allowed: 3 Hours   Max Marks: 40

Candidates are required to attempt Five questions (8 marks each), selecting at least one question from each Section (A to D). The fifth question may be attempted from any Section.

Section-I

1. Why communication skills are considered important for managers. How this skill can be improved?

2. How attitude is being formed? Can attitude change?

Section-II

3. What are various problem solving techniques? Mention in detail.

4. How creativity is good to an organization? Give various approaches to creativity.

Section-III

5. How relationship skills are important for interpersonal skills. How these help in resolving conflict in organizations?

6. What are various advantages of team building in organization? How cohesive team can be built?

Section-IV

7. What is delegation? How it helps in empowering employees in organization?

8. How project report is being written? Give in detail

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

Course Title: Statistical Analysis

Course Code: BVML-4324

Time Allowed: 3 Hours   Max Marks: 40

Note: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries equal marks (8 marks). Non-scientific calculator is allowed in this paper.

SECTION-A

1. "Statistics affects everybody and touches life at many places". Discuss the importance of statistics in view of above statement.

2. Give an overview on various measures of central tendency.

SECTION-B

3. What is Dispersion. Write a detailed note on Standard Deviation with its calculation and properties of Standard deviation.

4. From the following data, calculate the coefficient of correlation between 'age' and 'playing habits'.

Age (Yrs):	15-16	16-17	17-18	18-19	19-20	20-21
No.of students	200	270	340	360	400	300
No. of Regular Players	150	162	170	180	180	120

SECTION-C

5. Define Index Numbers. Explain various methods of construction of Index Numbers.

6. Compute Laspeyer's, Paasche's, Fisher's and Marshall Edgeworth's index numbers from following table.

Item	2021		2022	
	Price	Quantity	Price	Quantity
A	5	25	6	30
B	3	8	4	10

SECTION-D

7. Discuss briefly the importance of Time Series Analysis. What are the components of Time Series? Give an example of each component.

8. Write a short note on following estimation of trend method:

(a) Graphical method

(b) Semi- Averages method

Exam Code: 111604   **Paper Code: 4286**
(30)

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

Course Title: Entrepreneurial Skills

Course Code: BVML-4325

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

**NOTE: Students are required to attempt five questions,
selecting one question from each section. Fifth question
may be attempted from any Section. Each questions
carries equal marks.**

SECTION — A

1. What do you mean by Entrepreneurship? Explain in
    detail nature and process of Entrepreneurship.

    (2,6)

2. Give the meaning of new venture. Write a detailed note
    on various sources of new venture ideas.

    (2,6)

SECTION — B

3. Define Motivation. Explain Maslow's theory of
    motivation in detail.   (2,6)

4. Entrepreneurial Development depends upon the support provided by government. Do you agree? Explain the role of government towards Entrepreneurial Development. (8)

SECTION — C

5. What do you mean by Business plan? Why is it important? Explain various steps involved in preparation of a Business plan. (2,2,4)

6. 'Finance is the life blood of the business. Explain various sources of finance in detail. (8)

SECTION — D

7. Write a detailed note on Women Entrepreneurship.
   (8)

8. Write short notes on following :
   (a) Entrepreneurial Society
   (b) Rural Entrepreneurship (4,4)