

**Exam Code: 111606
(30)**

Paper Code: 6205

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

Course Title: Fundamentals of Insurance

Course Code: BVML-6321

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).

SECTION A

1. What do you mean by Insurance. Explain in detail need and implications of Reforms in Indian Insurance sector.
2. Explain the Principle of Insurable Interest, Principle of Subrogation, Principle of Indemnity in detail.

SECTION B

3. Write a detailed note on Insurance Act, 1938.
4. Give an overview on various types of Insurance.

SECTION C

5. What is Underwriting. Explain the process of Underwriting.
6. What do you mean by Reinsurance? Explain in detail features of reinsurance and difference between reinsurance and double insurance.

SECTION D

7. What is the Role and Code of Conduct by IRDA for Agents.
8. Write a short note on:
 - (a) Underwriters
 - (b) Actuaries

**Exam Code: 111606
(30)**

Paper Code: 6206

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

Course Title: Human Resource Management

Course Code: BVML-6322

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 each)

SECTION A

1. What do you mean by Human Resource Management? Explain changing trends in HRM.
2. Give a detailed note on Human Resource Planning.

SECTION B

3. What do you mean by recruitment and What are the various methods of recruitment?
4. Explain the various steps involved in selection process.

SECTION C

5. Explain the various methods of Training in detail.
6. Explain the term Job Analysis, its objectives and process in detail.

SECTION D

7. What do you understand by Performance Analysis? Explain various modern methods of Performance Analysis.
8. What do you mean by Labour Turnover? Explain the various reasons of Labour turnover.

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(30)

Paper Code: 6207

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

Course Title: Indian Financial System

Course Code: BVML-6323

Time Allowed: 3 Hours

Max Marks: 40

Note: Attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section. Each question carries 8 marks.

SECTION -A

1. What do you mean by Indian Financial System? Explain various components of Indian Financial System.
(2,6)
2. Write a detailed note on classification of Financial Markets.
(8)

SECTION-B

3. What is New Issue Market? Explain in detail various methods of floating new issues.
(2,6)

4. Define Stock Exchange. Give the functions and Organisation of Stock Exchange. (2,6)

SECTION-C

5. What do you mean by Money Market? Give the Functions of Money Market. Explain difference between Capital Market and Money Market. (2,3,3)
6. What is Call money market? Explain various features and benefits of Call Money Market. (2,3,3)

SECTION- D

7. Write a detailed note on types of Financial Services. (8)
8. Write short notes on the following:
- (a) Mutual funds
 - (b) Credit Rating Agencies (4,4)

Exam Code:111606

Paper Code: 6208

Programme : Bachelor of Vocation (Management & Secretarial Practices) *✓*

Course Title: Introduction to Python Programming

Course Code: BVMM-6124

Time Allowed: 3 Hours

Max Marks: 25

Note: Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Each question carries equal marks (5 MARKS)

Section – I

1. What do you mean by Identifiers? Explain various rules for writing identifiers. 5
2. Explain applications and features of Python Programming Language. 5

Section – II

3. Explain Arithmetic operators, Membership Operators and Logical operators. 5
4. Explain input and output statements in Python. 5

Section – III

5. Explain if, if else, if elif else statement in Python with programming examples. 5
6. Explain various looping and jump statements with programming examples. 5

Section – IV

7. Explain differences between iteration and recursion with examples. 5
8. Explain string handling functions in Python with examples. 5

**Exam Code: 111606
(30)**

Paper Code: 6209

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

Course Title: Desktop Publishing in Adobe In- Design

Course Code: BVMM-6125

Time Allowed: 3 Hours

Max Marks: 40

Note: Attempt 5 questions out of the 8 attempting at-least one question from each section. All questions carry equal marks (8 each). Fifth question may be attempted from any Section.

Section A

1. Write a short note on Interface and tools of Adobe-InDesign.
2. How do you Create and save document in Adobe-InDesign.

Section B

3. What is bleed in InDesign. How do you set up bleeds in InDesign document.
4. How can text be arranged using Text frames. Explain with the help of an example.

Section C

5. How graphics are imported and placed using frames in InDesign.
6. What is benefit of using TEXT WRAP feature. Explain.

Section D

7. What are various Paragraph and Character formatting and styling options available in InDesign?
8. What are the steps to Design a brochure using Master pages in InDesign. Discuss with the help of an example.