## B.Voc. DEGREE EXAMINATION, NOVEMBER 2024

### First Semester

### Banking and Financial Services

### INTRODUCTION TO INSURANCE

### (CBCS – 2023 onwards)

Time : 3 Hours                    Maximum : 75 Marks

**Part A**                    (10 × 2 = 20)

Answer **all** the questions.

1.  Who is an Insurer?

2.  What is Insurance premium?

3.  Spell out the meaning of General Insurance.

4.  List out the types of Marine Insurance.

5.  What is IRDA?

6.  What do you understand by Public Insurance Companies?

7.  What is Contribution?

8.  Define Investments.

9.  State the objectives of Pricing in Insurance.

10. What are Distribution Channels in Insurance?

**Part B**                          $(5 \times 5 = 25)$

Answer **all** the questions, choosing either (a) or (b).

11. (a)   State the Nature of Insurance.

Or

(b)   Infer the Functions of Insurance.

12. (a)   Narrate the Features of Fire Insurance.

Or

(b)   Distinguish between Nomination and Assignment.

13. (a)   What are the Powers of IRDA?

Or

(b)   Explain the Structure of the Indian Insurance Industry.

14. (a)   How do reserves differ from surplus?

Or

(b)   Write a short note on Proximate cause.

15. (a)   List out the Objectives of Insurance Marketing.

Or

(b)   Identify the promotion Strategies of Insurance companies.

**Part C**                          $(3 \times 10 = 30)$

Answer any **three** questions.

16. Summarize the Fundamental Principles of Insurance.

17. Outline the procedure for settlement of claims in Life Insurance.

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18. Portray the Functions of Insurance Regulatory and Development Authority (IRDA).

19. Enumerate the procedure for Computation of Surplus in Insurance.

20. Explain opportunities and threats in Marketing of Insurance products.

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**B.Voc. DEGREE EXAMINATION, NOVEMBER 2024**

**Banking and Financial Services**

**Allied — ELEMENTS OF ACCOUNTING**

**(CBCS – 2023 onwards)**

Time : 3 Hours                    Maximum : 75 Marks

**Section A**          $(10 \times 2 = 20)$

Answer **all** questions.

1.   What is book keeping?

2.   What are subsidiary books?

3.   What is 'Gross profit'?

4.   How do you show interest on capital and interest on drawings in final accounts?

5.   State any two salient features of single entry system.

6.   What is 'Conversion method'?

7.   Give the meaning of 'Subscription'.

8.   What is Income and expenditure account?

9.   Define the term depreciation.

10.  What is sinking fund?

**Section B**                    $(5 \times 5 = 25)$

Answer **all** questions, choosing either (a) or (b).

11. (a) Journalise the following transactions in Mohit's books.

    2023

    January 1   Mohit started business by investing cash Rs. 50,000

                He bought goods of Rs. 4,000 and furniture of Rs. 500

          2     Purchased building for Rs. 20,000

          6     Purchase of goods for cash Rs. 10,000

          9     Purchased goods on credit Rs. 7,500

          15    Insurance paid Rs. 500

                        Or

    (b) Prepare ledger account of Sindu from the following transactions:

    2022

    April 1   Bought goods from Sindu for Rs. 60,000 on credit

          4   Paid her by cheque Rs. 36,000

          7   Sold her goods worth Rs. 12,000 on credit

          10  Received from her Rs. 4,000

          12  She returned defective goods costing Rs. 1,000

          15  Purchased from her two sets of articles wroth (i) Rs. 5,000 and (ii) Rs. 4,000. Paid cash immediately for the first set only and agreed to pay the value of the second after a month.

          20  Paid to Sindu Rs. 6,000

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12. (a) From the following, calculate the amount of provision for doubtful debts to be debited to P and L A/c:

Opening provision for doubtful debts Rs. 2,400

Closing sundry debtors Rs. 42,000

Bad debts yet to be written off Rs. 2,000

Provide for doubtful debts at 10% on debtors.

Or

(b) Prepare a trading account of a trader for the year ending 31st December 2023 from the following data:

|  | Rs. |
|---|---|
| Opening stock (1.1.23) | 50,000 |
| Goods purchased during 2023 | 2,80,000 |
| Freight and packing on the above | 20,000 |
| Closing stock (31.12.2023) | 60,000 |
| Sales | 3,80,000 |
| Packing expenses on sales distribution | 12,000 |

13. (a) Distinguish between single entry and double entry system.

Or

(b) Calculate the capital at the beginning of the year

|  | Rs. |
|---|---|
| Capital at end of the year | 35,000 |
| Drawing during the year | 5,000 |
| Capital introduced during the year | 2,500 |
| Profit during the year | 10,000 |

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14. (a) How do you prepare the Balance sheet of 'Non Trading concern'?

Or

(b) From the following details relating to subscriptions of Coimbatore Sports Club, calculate the subscriptions income for the year ending 31st December 2022. Subscriptions received as per receipts and payments

Account for the year ending 31.12.2022 Rs. 10,000

Subscription outstanding as on 31.12.2021 Rs. 2,000

Subscription outstanding as on 31.12.2022 Rs. 4,000

Subscription received in advance as on 31.12.2021 Rs.3,000

Subscription received in advance as on 31.12.1990, Rs. 2,000

15. (a) What are the causes for depreciation?

Or

(b) A machine was purchased for Rs. 60,000 on 1.1.2023. It is expected to last for 5 years. Estimated scrap at the end of five years is Rs. 10,000. Find out the rate of depreciation under straightline method.

**Section C**        $(3 \times 10 = 30)$

Answer any **three** questions.

16. Following are the ledger balances of Ashwinth. You are asked to prepare trial balance as on 31.12.2022.

|               | Rs.    |              | Rs.    |
|---------------|--------|--------------|--------|
| Opening stock | 10,000 | Capital      | 60,000 |
| Salaries      | 5,000  | Creditors    | 10,000 |
| Bills payable | 5,000  | Loan from TKS | 25,000 |

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|                      | Rs.    |                              | Rs.    |
|----------------------|--------|------------------------------|--------|
| Cash in hand         | 12,000 | Discount allowed             | 700    |
| Bank overdraft       | 4,000  | Accrued interest payable     | 5,000  |
| Debtors              | 15,000 | Purchases                    | 30,000 |
| Cash at bank         | 18,000 | Reserve for bad debts        | 1,200  |
| Sales                | 80,000 | Trade expenses               | 500    |
| Wages                | 1,000  | Outstanding salaries         | 2,000  |
| Prepaid insurance    | 2,500  | Plant and Machineries        | 90,000 |
| Depreciation on plant | 8,000 | Outstanding interest on overdraft | 500 |

17. From the following Trial Balance of Tiru, Kannan as on 31st March 2023, prepare Trading and Profit and Loss A/c and Balance sheet taking into account the adjustments:

| Debit balances    | Rs.    | Credit Balances  | Rs.    |
|-------------------|--------|------------------|--------|
| Land and Building | 42,000 | Capital          | 62,000 |
| Machinery         | 20,000 | Sales            | 98,780 |
| Patents           | 7,500  | Return outwards  | 500    |
| Stock 1.4.2022    | 5,760  | Sundry creditors | 6,300  |
| Sundry debtors    | 14,500 | Bills payable    | 9,000  |
| Purchases         | 40,675 |                  |        |
| Cash in hand      | 540    |                  |        |
| Cash at bank      | 2,630  |                  |        |

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| Debit balances | Rs. | Credit Balances | Rs. |
|---|---|---|---|
| Return in wards | 680 | | |
| Wages | 8,480 | | |
| Fuel and Power | 4,730 | | |
| Carriage on sales | 3,200 | | |
| Carriage on purchase | 2,040 | | |
| Salaries | 15,000 | | |
| General expenses | 3,000 | | |
| Insurance | 600 | | |
| Drawings | 5,245 | | |
| | 1,76,580 | | 1,76,580 |

Adjustments:

(a)   Stock on 31.3.2023 was Rs. 6,800

(b)   Salary outstanding Rs. 1,500

(c)   Insurance prepaid Rs. 150

(d)   Depreciate machinery 10% and patents 20%

(e)   Create a provision of 2% on debtors for bad debts.

18.   Describe the procedure to be adopted in the conversion of books maintained by single entry to double entry system.

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19. Prepare receipts and payments A/c of a club for the year ended 31st December 2021 from the following particulars:

| | Rs. | | Rs. |
|---|---|---|---|
| Opening balance | | Rent paid | 1,200 |
| of cash | 40,000 | Payment for | |
| Receipt of | | purchaser of | |
| entrance fees | 8,000 | cricket balls | 500 |
| Subscription received | | Payment for purchase | |
| for 2021 | 16,000 | of cricket bats | 1,600 |
| Previous year's | | Payment for | |
| subscription received | 1,600 | stationery in cash | 100 |
| Paid salaries | 2,000 | | |
| Paid for miscellaneous | | | |
| expenses | 200 | | |

20. A company acquired a machine on 1.1.2023 at a cost of Rs. 40,000 and spent Rs. 1,000 on its installation. The firm writes off depreciation at 10% on the diminishing balance. The books are closed on 31st December of each year. Show the machinery A/c for 3 years.

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**B.Voc. DEGREE EXAMINATION, NOVEMBER 2024**

**Banking and Financial Services**

**Allied — BUSINESS MATHEMATICS**

**(CBCS – 2023 onwards)**

Time : 3 Hours                Maximum : 75 Marks

**Part A**                (10 × 2 = 20)

Answer **all** questions.

1. What is arithmetic progression?

2. Define logarithms.

3. Explain the concepts of set theory.

4. Define the theory of probability.

5. Calculate the probability of rolling a prime number on a fair six-sided die. Show your calculations.

6. What is binomial distribution?

7. Define the normal distribution.

8. Write a short note on the central limit theorem.

9. What are mutually exclusive events?

10. Give an example where Poisson distribution is applicable.

Answer **all** questions, choosing either (a) or (b).

11. (a)  Provide an example and demonstrate how to find the nth term.

Or

(b)  Calculate the present value of an annuity with monthly payments of Rs. 500 for 5 years at an interest rate of 8% per annum. Show your calculations.

12. (a)  Discuss the applications of logarithms in real-life scenarios.

Or

(b)  Discuss the union and intersection of sets with examples.

13. (a)  Draw Venn diagrams to represent the following situations:

(i)  Students who study Mathematics and Physics,

(ii)  Prime numbers less than 10.

Or

(b)  A trader bought a watch for Rs. 2000 and sold it for Rs. 2500. Determine and analyze the following:

(i)  Calculate the profit earned by the trader

(ii)  Calculate the percentage profit earned based on the cost price.

(iii)  If the trader had sold the watch for Rs. 1,800 instead, calculate the loss incurred.

(iv)  Calculate the percentage loss incurred based on the cost price.

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14. (a) Explain the binomial distribution. Discuss its properties and applications in business mathematics.

Or

(b) Solve the equation $\log(x) = 3$ for $x$. Show your steps.

15. (a) Calculate the probability of drawing a red card or a face card from a standard deck of cards.

Or

(b) Calculate the probability of observing exactly 3 occurrences in a Poisson distribution with a mean of 2.5. Show your calculations.

**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. You are considering an investment option where you will receive quarterly payments of Rs. 200 for 5 years. The interest rate for this investment is 6% per annum, compounded quarterly. Calculate the present value of all these future payments.

17. Explain the principles of set theory. Discuss the complement of a set and its properties.

18. Suppose a company manufactures light bulbs and historical data shows that the probability of a randomly selected light bulb being defective is 0.05.

(a) If a customer purchase 10 of these light bulbs, what is the probability that exactly 2 of them are defective?

(b) What is the probability that at most 3 out of 10 light bulbs purchased by a customer are defective?

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19. Discuss the applications of the normal distribution in business mathematics. Provide examples of situations where it is used for analysis and decision making.

20. A population of bacteria doubles every hour. If the initial population is 100 bacteria, determine:

    (a) The population after 5 hours.

    (b) How many hours will it take for the population to reach 3200 bacteria?

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**B.Voc. (B&F)/B.Voc. (SD) DEGREE EXAMINATION, NOVEMBER 2024**

**First Semester**

**LIFE COPING SKILLS – BASIC**

**(CBCS – 2023 onwards)**

Time : 3 Hours                     Maximum : 75 Marks

**Part A**                     (10 × 2 = 20)

Answer **all** questions.

1.  State the importance of self-concept in personality development.

2.  Define self-acceptance.

3.  How does positive thinking contribute to personality development?

4.  Signify the role of motivation in achieving self-actualization.

5.  What are the characteristics of self-actualized individuals according to Maslow's theory?

6.  What is personal growth?

7. List out any two strategies of individuals to deal with depression.

8. Mention the impact of fear on personal development.

9. How can anger be managed effectively?

10. Specify the meaning of leadership.

**Part B** (5 × 5 = 25)

Answer **all** questions choosing either (a) or (b).

11. (a) Discuss the differences between intrinsic and extrinsic motivation.

Or

(b) Explain how visualization aids in achieving goals effectively.

12. (a) Explain the concept of resilience and its significance in coping with failure.

Or

(b) Discuss the relationship between self-esteem and coping skills.

13. (a) Analyze the characteristics of effective leadership styles.

Or

(b) How does setting SMART goals contribute to personal development?

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14. (a) Discuss the impact of self-esteem on motivation and goal attainment.

Or

(b) Analyze the relationship between self-actualization and personal fulfillment.

15. (a) Discuss the importance of emotional intelligence in effective leadership.

Or

(b) How can setting goals enhance self-motivation and productivity?

**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Discuss the role of self-acceptance in enhancing resilience and coping skills.

17. How does goal setting contribute to overcoming obstacles? Explain with suitable examples.

18. Analyze the impact of positive thinking on motivation and self-actualization.

19. Discuss the relationship between self-concept and leadership qualities.

20. Explain the importance of developing coping skills in dealing with challenges in personal and professional life.

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| S–4669 | Sub. Code |
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|        | 23VBF2C2  |

## B.Voc. DEGREE EXAMINATION, NOVEMBER 2024

### Second Semester

### Banking and Financial Services

### DIGITAL BANKING

### (CBCS – 2023 onwards)

Time : 3 Hours                    Maximum : 75 Marks

### Part A                    (10 × 2 = 20)

#### Answer **all** questions

1.  What is the significance of digital banking?

2.  List out two channels of digital banking.

3.  Define WAN in the context of digital banking.

4.  What is a core banking system?

5.  Define CDM.

6.  What is a cash recycler ATM?

7.  What do you mean by mobile banking?

8.  What is Rupay?

9.  Give one precaution that banks can take to ensure the security of digital transaction.

10. List out any two risks in digital banking.

**Part B** (5 × 5 = 25)

Answer **all** questions choosing either (a) or (b).

11. (a) Explain the significance of digital banking.

   Or

   (b) What are the channels of digital banking?

12. (a) Write short note on SWIFT.

   Or

   (b) Discuss the infrastructure required for digital banking including LAN and WAN.

13. (a) Difference between brown label and white label.

   Or

   (b) Write short note on (i) CDM (ii) POS.

14. (a) What are the importance of Mobile banking?

   Or

   (b) Write short note on IMPS.

15. (a) Write short note on channel specific risk.

   Or

   (b) What are the various technology related issues associated with Digital banking?

**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Discuss the concept of digital banking in detail ,what is the evolution and progress of digital banking in India.

17. Elucidate the concept of core banking system in detail.

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18. Explain the concept and functions of Debit cards.

19. Discuss the different forms of digital payment systems.

20. Identify the major security and privacy issues under digital banking.

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## B.Voc. (B&F)/B.Voc. (SD) DEGREE EXAMINATION, NOVEMBER 2024.

### Second Semester

### LIFE COPING SKILLS – ADVANCED

### (CBCS – 2023 onwards)

Time : 3 Hours                                  Maximum : 75 Marks

### Part A                                  (10 × 2 = 20)

#### Answer **all** questions.

1. Define success.

2. What are the steps involved in problem-solving with a real-life example?

3. How does effective time management contribute to reducing stress?

4. Why is coping with criticism important in professional settings?

5. Contrast individual decision-making with group decision-making.

6. Describe a situation where you had to manage conflicting priorities.

7. State the importance of effective communication in teamwork.

8. Specify the role of empathy in conflict resolution.

9. How can goal-setting help in achieving success?

10. List out the steps of goal setting.

**Part B** $(5 \times 5 = 25)$

Answer **all** questions choosing either (a) or (b).

11. (a) How does constructive criticism differ from destructive criticism? Provide examples.

Or

(b) Discuss the role of self-awareness in effective time management.

12. (a) Describe a situation where you had to make a difficult decision. How did you approach it?

Or

(b) Explain the concept of stressors and their impact on individuals.

13. (a) How can constructive feedback enhance teamwork dynamics?

Or

(b) Discuss a conflict resolution strategy you find most effective.

14. (a) Compare and contrast individual decision-making with group decision-making.

Or

(b) Discuss the different strategies for coping with criticism in professional settings.

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15. (a) Discuss the factors influencing one's attitude towards success.

Or

(b) Analyze the importance of delegation in effective time management and teamwork.

**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Reflect on a time when you had to adapt to criticism positively. How did it contribute to your personal growth?

17. Discuss the impact of emotional intelligence on leadership effectiveness. Provide examples of how a leader's emotional awareness can influence team dynamics.

18. Discuss the challenges in a team project. How does team overcome obstacles and achieve success?

19. Explain the concept of emotional intelligence and its significance in decision-making and conflict resolution.

20. How to manage multiple tasks under pressure. How should one prioritize and manage time effectively?

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**S–4670**

| S–4671 | | Sub. Code |
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| | | 23VBF2S1 |

# B.Voc. DEGREE EXAMINATION, NOVEMBER 2024.

## Second Semester

## Banking and Financial Services

## FUNDAMENTALS OF DIGITAL MARKETING

## (CBCS – 2023 onwards)

Time : 3 Hours                    Maximum : 75 Marks

**Part A**                    (10 × 2 = 20)

Answer **all** questions.

1.    What is digital marketing?

2.    How does digital marketing help businesses reach their target audience?

3.    Name four common elements of the digital marketing mix.

4.    What is online advertising?

5.    List out the advantages of Twitter marketing.

6.    What is snap chat?

7.    What are the main types of digital advertising?

8.    How does Pay-Per-Click (PPC) advertising work?

9.    What is B2B mobile marketing?

10.   List out the advantages of Email Marketing.

**Part B** (5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b).

11. (a) State the concept of Digital marketing.

Or

(b) Compare Digital marketing and Traditional Marketing.

12. (a) What role does a social medium play in influencer marketing?

Or

(b) What are the functions of content marketing?

13. (a) Discuss the importance of Blogs.

Or

(b) What are the advantages of face book marketing?

14. (a) What is display advertising, and where can it appear?

Or

(b) State the importance of digital advertising.

15. (a) What are the features of mail chimp?

Or

(b) State the advantages of Mobile marketing.

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**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Why is digital marketing important for businesses today?

17. How does influencer marketing differ from traditional celebrity endorsements?

18. What is content scheduling, and why is it important in social media marketing?

19. Explain the Role of You Tube advertising in Marketing.

20. What role do email templates play in email advertising?

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| S–4672 | Sub. Code |
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|        | 23VBF3C1  |

## B.Voc. DEGREE EXAMINATION, NOVEMBER 2024.

### Third Semester

### Banking and Financial Services

### PRACTICE OF COMMERCIAL BANKING

### (CBCS – 2023 onwards)

Time : 3 Hours　　　　　　　　　　Maximum : 75 Marks

**Part A**　　　　　　　(10 × 2 = 20)

Answer **all** questions.

1. Define banking.

2. Distinguish between general lien and particular lien.

3. What is trade bill?

4. What is a payment in due course?

5. Mention the features of MICR cheques.

6. What is post-dated cheque?

7. What is joint account?

8. What are Non Resident (External) accounts?

9. What is FDR?

10. What do you mean by KYC norms?

**Part B**                                    (5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b).

11.  (a)  Explain the debtor-creditor relationship between a banker and his customer.

Or

(b)  What are the exceptions to the banker's right of general lien?

12.  (a)  Define Negotiable Instruments. What are its characteristics?

Or

(b)  Define Holder in Due Course.

13.  (a)  Explain any two types of crossings with examples.

Or

(b)  What are the duties of the collecting banker?

14.  (a)  What are the points to be considered by a banker while opening joint accounts?

Or

(b)  Explain any two precautions to be taken by a banker while conducting the accounts of clubs and associations.

15.  (a)  What are the features of a current account?

Or

(b)  Write down the steps involved in the opening of a savings account.

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**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Explain the banker's obligation of maintaining secrecy of customers' account.

17. Discuss the distinguishing features of a cheque, bill and promissory note.

18. Describe the different types of endorsement.

19. Discuss the precautions to be taken by a banker while opening and operating an account in the name of a joint stock company.

20. Examine the effect of pass book entries advantageous to the banker.

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**B.Voc. DEGREE EXAMINATION, NOVEMBER 2024**

**Third Semester**

**Banking and Financial Services**

PRINCIPLES OF MANAGEMENT FOR BANKERS

**(CBCS – 2023 onwards)**

Time : 3 Hours             Maximum : 75 Marks

**Part A**         (10 × 2 = 20)

Answer **all** questions.

1. Mention the role of Managers.

2. What is Scientific Management?

3. Define Deposit planning.

4. What is profit planning?

5. State uses of Tall organization.

6. What is Departmentalization?

7. What is Job enrichment?

8. What is man power planning?

9. Who is leader?

10. What is communication?

Answer **all** questions, choosing either (a) or (b).

11. (a) Difference between Management and administration?

Or

(b) Describe about the evolution of management thought.

12. (a) Steps in the Planning Process in Banking.

Or

(b) What are the difficulties in Decision making?

13. (a) What are the advantages of delegation?

Or

(b) State the process of organizing in Banks.

14. (a) What are the objectives of training in Banks?

Or

(b) Explain the purpose of job evaluation.

15. (a) State the significance of motivation.

Or

(b) What is the importance of communication in an Banks?

**Part C** (3 × 10 = 30)

Answer any **three** questions.

16. Explain the functions of Management.

17. Outline the types of plans in Banking.

18. What are the determinants of decentralization?

19. Explain the placement practices in Indian banks.

20. Discuss the Branch Manager as a Leader.

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| S–4674 | | Sub. Code |
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## B.Voc. (B & F)/B.Voc. (SD) DEGREE EXAMINATION, NOVEMBER 2024

### Third Semester

### PROFESSIONAL ETIQUETTES

### (CBCS – 2023 onwards)

Time : 3 Hours          Maximum : 75 Marks

**Part A**          (10 × 2 = 20)

Answer **all** the questions.

1. What information should be included on a business card?

2. What is nonverbal communication?

3. What is personal hygiene?

4. Write about the formal dress code.

5. How should you introduce yourself to a new colleague?

6. How should you answer a colleague's phone call?

7. What is the basic table setting arrangement?

8. How should you hold your fork and knife?

9. What is the proper way to format an email?

10. How should you handle language barriers?

**Part B** (5 × 5 = 25)

Answer **all** the questions, choosing either (a) or (b).

11. (a) Describe the proper way to shake hands in a business setting.

Or

(b) Explain the guidelines for introducing people in a business setting.

12. (a) Explain the significance of accessorizing in a woman's formal attire.

Or

(b) How does grooming reflect a woman's personal style?

13. (a) Describe the appropriate body language for a job interview.

Or

(b) Explain the etiquette of holding doors and elevators for colleagues.

14. (a) Explain the role of the host/hostess in formal dining.

Or

(b) Explain the etiquette for ending a formal meal.

15. (a) Describe the proper way to handle email conflicts.

Or

(b) Explain the etiquette of gift-giving in different cultures.

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**Part C**                          $(3 \times 10 = 30)$

Answer any **three** questions.

16. Describe the tips for remembering names in business settings.

17. Enumerate the key components of a well-groomed man's business attire?

18. Discuss the importance of punctuality and time management.

19. Explain the importance of cutlery awareness in formal dining.

20. Discuss the importance of professionalism at office parties.

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**B.Voc. DEGREE EXAMINATION, NOVEMBER 2024**

**Third Semester**

**Banking and Financial Services**

வணிகக்கடிதங்கள்

**(CBCS – 2023 onwards)**

Time : 3 Hours                     Maximum : 75 Marks

பகுதி அ                     $(10 \times 2 = 20)$

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1.   வணிக கடிதங்கள் என்றால் என்ன?

2.   வணிக கடிதத்தின் முக்கிய பணிகள் யாவை?

3.   விசாரணை கடிதங்கள் என்றால் என்ன?

4.   வணிக கருத்துரை என்பதன் பொருள் யாது?

5.   வசூல் கடிதம் என்றால் என்ன?

6.   விலை விவரப்பட்டியல் முனைவு என்றால் என்ன?

7.   முகமை கடிதங்கள் என்றால் என்ன?

8.   போக்குவரத்து கடிதங்கள் என்றால் என்ன?

9.   நிறுமக் கூட்டம் என்பதை கூறு.

10.  தீர்மானங்கள் பற்றி குறிப்பு வரைக.

அனைத்து வினாக்களுக்கும் விடையளிக்க.

11. (அ) தகவல் தொடர்பின் நோக்கங்கள் யாவை?

   (அல்லது)

   (ஆ) வணிக மடலின் அடிப்படை கூறுகள் யாவை?

12. (அ) வணிகக் கடிதத்திற்கான தேவையை விரிவாக விளக்குக.

   (அல்லது)

   (ஆ) வணிக கடிதத்தின் செயல்பாடுகள் பற்றி விளக்கமாக
   விவரி.

13. (அ) முனைவு கடிதம் எழுதும் போது கவனத்தில் கொள்ள
   வேண்டியவை யாவை?

   (அல்லது)

   (ஆ) சில்லறை விற்பனையாளருக்கான முனைவு கடிதம்
   ஒன்றை வரைக.

14. (அ) நாணய மாற்று கடிதம் மற்றும் பணம் செலுத்துவதற்கான
   நிபந்தனைகளை பற்றி விற்பனையாளர் வாங்குபவருக்கு
   எழுதும் மடல் ஒன்றை வரைக.

   (அல்லது)

   (ஆ) துணி துவைக்கும் கருவிகளை ஒரு குறிப்பிட்ட பகுதியில்
   விற்க முகமை வழங்குவது குறித்து கடிதம் எழுதுக.

15. (அ) சட்டமுறை கூட்டத்தின் மாதிரி அறிவிப்பு ஒன்றே வரைக.

   (அல்லது)

   (ஆ) அறிக்கை தயாரிப்பதால் ஏற்படும் நன்மைகளை கூறுக.

மூன்றனுக்கு மட்டும் விரிவாக விடையளிக்க.

16. தகவல் தொடர்பின் ஐந்து கூறுகளை பற்றி விரிவாக விளக்குக.

17. வணிக கடித வகைப்பாடுகள் யாவை? அவற்றில் உள்ள வகைப்பாடுகளை விரிவாக விளக்குக.

18. விற்பனையாளர் தன் வாடிக்கையாளருக்கு நிலுவைத் தொகை நினைவுறுத்தல் தொடர்பான ஒரு கடிதம் வரைக.

19. அனுப்புனர் சரக்குகளை அனுப்பிடு செய்வதற்கான மடல் ஒன்றை எழுதுக.

20. இயக்குனர் கூட்ட நிகழ்ச்சி நிரல் மாதிரியை தருக.

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**B.Voc. (SD)/ B.Voc (B&F) DEGREE EXAMINATION, NOVEMBER 2024**

**Third Semester**

**IT SKILLS FOR EMPLOYMENT**

**(CBCS – 2023 onwards)**

Time : 3 Hours                    Maximum : 75 Marks

**Part A**                    (10 × 2 = 20)

Answer **all** questions.

1.    List out the types of Scanners.

2.    Differentiate RAM and ROM.

3.    Give short note on Recycle bin.

4.    Write the steps to create a new folder.

5.    What do you mean by Conditional formatting?

6.    What are the two ways to print a document?

7.    Define Bandwidth.

8.    How Google Assistant useful for people?

9.    Compare Spooling and Hacking.

10.   What is cracking?

**Part B**          $(5 \times 5 = 25)$

Answer **all** questions, choosing either (a) or (b).

11. (a) Why we need Open Source? Explain.

Or

(b) Explain the types of storage devices with example.

12. (a) Compare Unix and Windows.

Or

(b) Explain the need and usage of Pendrive.

13. (a) How to insert chart in MS-Excel? Give example.

Or

(b) Difference between Animation and Transition.

14. (a) Describe the procedure to pay online bill.

Or

(b) How to compose mail? Explain.

15. (a) Compare Malware, Adware and Spyware.

Or

(b) Write a detailed note on Hacking.

**Part C**          $(3 \times 10 = 30)$

Answer any **three** questions.

16. Write a detailed note on Printer and its types.

17. Discuss about Disk Space Management.

        **S–4676**

18. How to set custom animation for each object? Explain.

19. What are the E-services available? Explain in detail.

20. Explain in detail about IT act and Cyber laws.

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