

**S-2997**

**Sub. Code**

**23VSD1C1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**First Semester**

**Software Development**

**FUNDAMENTALS OF C PROGRAMMING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. What is an arithmetic expression? Give an example.
2. List different types of operators in C.
3. What is the purpose of the break statement?
4. Define formatted input and output functions.
5. How are two-dimensional arrays initialized?
6. What is the difference between gets() and scanf() for reading strings?
7. Define function prototype and function definition.
8. Explain the difference between structure and union.
9. How do pointers help in dynamic memory allocation?
10. Explain the significance of the EOF marker in file handling.

**Part B**

(5 × 5 = 25)

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

11. (a) Describe different types of C tokens.

Or

- (b) Explain different types of bitwise operators with examples.

12. (a) Differentiate between while, do-while, and for loops.

Or

- (b) Write a program to check whether a given number is prime or not.

13. (a) How do you perform matrix addition using two-dimensional arrays?

Or

- (b) Explain the difference between character arrays and pointers.

14. (a) What are storage classes in C? Explain with examples.

Or

- (b) Write a C program to find the factorial of a number using recursion.

15. (a) Explain self-referential structures and their applications.

Or

- (b) Describe different file I/O operations in C.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain the different data types in C with examples.
  17. Discuss the different decision-making statements in C.
  18. How do you manipulate strings using built-in string functions?
  19. Discuss the importance of pointers in C with example programs.
  20. Explain error handling techniques in file I/O operations.
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**S-2998**

**Sub. Code**

**23VSDA1**

**U.G. DEGREE EXAMINATION, APRIL 2026**

**Software Development**

**Allied – FUNDAMENTALS OF DIGITAL COMPUTERS  
AND PROGRAMMING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. What is the purpose of computer registers? Give one example.
2. What is the ASCII code? Provide an example of an ASCII value for a character.
3. What is the Sum of Products (SOP) method? Give an example.
4. Draw the logic diagram for a NOR gate with two inputs.
5. Define an encoder and give one example of its use.
6. What is the purpose of a parity generator in digital systems?
7. What is a JK flip-flop? State one advantage over an RS flip-flop.
8. Name two types of registers and their functions.

9. Draw the flowchart symbol for a process block and state its use.
10. Write pseudocode to calculate the sum of two numbers.

**Part B**

(5 × 5 = 25)

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

11. (a) Discuss the need for computer literacy in today's world and provide examples of its impact on daily life.

Or

- (b) Explain the binary number system demonstrate the conversion of a decimal number to binary and vice versa with an example.

12. (a) Using a truth table and Karnaugh map, simplify the Boolean expression for a given 3-variable logic function.

Or

- (b) Explain the significance of Boolean laws and theorems in simplifying logic expressions with examples of De Morgan's theorems.

13. (a) Explain the working of a BCD to decimal decoder and its role in digital display systems.

Or

- (b) Discuss the structure and applications of Read-Only Memory (ROM) in digital systems.

14. (a) What is an Arithmetic Logic Unit (ALU)? Explain its role in a computer system with a block diagram.

Or

- (b) Explain the concept of registers in computers and describe the types of registers used in a CPU.

15. (a) Explain the concept of pseudocode and write pseudocode for calculating the factorial of a number.

Or

- (b) Discuss the importance of algorithms in programming and illustrate with an algorithm to find the sum of digits of a number.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Discuss-various number systems used in computers (Binary, Octal, Hexadecimal) Explain the process of converting a decimal number to binary and vice versa, with examples. Also, elaborate on ASCII, Excess-3, and Gray codes.
17. Describe the process of simplifying a Boolean expression using Karnaugh maps. Convert a given truth table to a simplified Sum of Products (SOP) expression using a K-map, and implement it using NAND gates.
18. Elucidate the function of a 1-to-16 decoder and a seven-segment decoder and explain how they are used in digital systems, with suitable diagrams and examples.
19. Describe the operation of an Arithmetic Logic Unit (ALU). Explain how a full adder and subtractor circuit work, with their block diagrams and truth tables.
20. Enumerate about Algorithms, Pseudocode, and Flowcharts.

**S-2999**

**Sub. Code**

**23VSD2C1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Second Semester**

**Software Development**

**WEB TECHNOLOGY**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. Define URL.
2. What is the role of DNS in the Internet?
3. List any two text styling tags in HTML.
4. Differentiate between ordered and unordered list.
5. Define selector in CSS. Give an example.
6. What is the difference between inline and external style sheets?
7. Write the syntax of the “if” statement in JavaScript.
8. Differentiate between while and do.. while structures in JavaScript.
9. What is the purpose of “onClick” event in JavaScript?
10. Define XML namespace.

**Part B**

(5 × 5 = 25)

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

11. (a) Explain the concept of WWW and its working.

Or

- (b) Describe the functions of different types of web servers.

12. (a) Explain with examples the use of HTML forms.

Or

- (b) Write short note on special characters and horizontal rulers in HTML.

13. (a) Explain the box model in CSS with a neat diagram.

Or

- (b) Write short notes on the use of '<span>' and '<div>' tags in CSS.

14. (a) Explain different control structures available in JavaScript.

Or

- (b) Write short note on increment and decrement operators in JavaScript with examples.

15. (a) Explain the structure and importance of DTD in XML.

Or

- (b) Write short notes on JavaScript events 'onMouseMove' and 'onMouseOut'.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Enumerate the different types of web browsers and their features.
  17. Discuss about the use of tables and frames in HTML with examples.
  18. Explain various selector forms and property-value forms in CSS with suitable examples.
  19. Explain JavaScript logical operators with examples.
  20. Write note on XML structuring of data with an example.
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**S-3000**

**Sub. Code**

**23VSDA2**

**U.G. DEGREE EXAMINATION, APRIL 2026**

**Software Development**

**Allied — OPERATIONS RESEARCH**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. Define the scope of OR.
2. Differentiate between OR and statistics.
3. State any two limitations of LPP.
4. State the feasible region in LPP.
5. Differentiate between balanced and unbalanced assignment problems.
6. What is a dummy row/column in assignment problem?
7. Mention about MODI method.
8. State any two assumptions of TP.
9. Differentiate between PERT and CPM.
10. What is variance in PERT?

**Part B**

(5 × 5 = 25)

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

11. (a) Explain three phases of O.R.

Or

- (b) What are the General Solution Methods for O.R, Models? Explain in briefly.

12. (a) Use Graphical method to solve the following LPP :

$$\text{Maximize } Z = 4x_1 + 10x_2$$

subject to the constraints :

$$2x_1 + x_2 \leq 50$$

$$2x_1 + 3x_2 \leq 100$$

$$2x_1 + 3x_2 \leq 90 \text{ and } x_1, x_2 \geq 0$$

Or

- (b) Solve the following LPP by Two-Phase Simplex method :

$$\text{Maximize } Z = x_1 - 2x_2 - 3x_3$$

subject to the constraints

$$-2x_1 + x_2 + 3x_3 = 2$$

$$2x_1 + 3x_2 + 4x_3 = 1 \text{ and } x_1, x_2, x_3 \geq 0$$

13. (a) Solve the following Assignment Problem.

	I	II	III	IV
1	5	7	11	6
2	8	5	9	6
3	4	7	10	7
4	10	4	8	3

Or

(b) Write short note on Travelling Salesman Problem.

14. (a) Obtain the initial basic feasible solution to the following transportation problem by NWCM.

Origin	D <sub>1</sub>	D <sub>2</sub>	D <sub>3</sub>	D <sub>4</sub>	D <sub>5</sub>	Availability
O <sub>1</sub>	5	1	8	7	5	15
O <sub>2</sub>	3	9	6	7	8	25
O <sub>3</sub>	4	2	7	6	5	42
O <sub>4</sub>	7	11	10	4	9	35
Demand	30	20	15	10	20	

Or

(b) Write the procedure for Least Cost Method.

15. (a) Draw the Network for the Project whose activities and their precedence relationship are given below :

Activity	A	B	C	D	E	F	G	H	I	J	K
Predecessor	—	—	—	A	B	B	C	D	E	H, I	F, G

Or

- (b) A small project is composed of seven activities whose time estimates are listed in the table as follow :

Activity	Estimated Duration (weeks)		
	Optimistic	Most Likely	Pessimistic
1-2	1	1	7
1-3	1	4	7
2-4	2	2	8
2-5	1	1	1
3-5	2	5	14
4-6	2	5	8
5-6	3	6	15

- (i) Draw the Project Network.
- (ii) Find the expected duration and variance of each activity.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain the Methodology of Operation Research.

17. Solve the following LPP by Big M-method :

$$\text{Maximize } Z = 5x_1 + 8x_2$$

Subject to the constraints

$$3x_1 + 2x_2 \geq 3$$

$$x_1 + 4x_2 \geq 4$$

$$x_1 + x_2 \leq 5 \text{ and } x_1, x_2 \geq 0$$

18. Solve the following travelling salesman problem so as to minimize the cost per cycle.

From \ To	A	B	C	D	E
A	—	3	6	2	3
B	3	—	5	2	3
C	6	5	—	6	4
D	2	2	6	—	6
E	3	3	4	6	—

19. Obtain the initial basic feasible solution to the following transportation problem by VAM.

	D	E	F	G	Available
A	11	13	17	14	250
B	16	18	14	10	300
C	21	24	13	10	400
Requirement	200	225	275	250	

20. Draw the network diagram for the following activities  
find critical path.

Activity	A	B	C	D	E	F	G
Duration (Days)	6	4	7	2	4	10	2
Predecessors	—	A	B	A	D	E	—
Activity	H	I	J	K	L	M	
Duration (Days)	10	6	13	9	3	5	
Predecessors	G	J, H	—	A	C, K	I, L	

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**S-3001**

**Sub. Code**

**23VSD3C1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Third Semester**

**Software Development**

**OPERATING SYSTEMS**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. What are the different types of operating systems?
2. List the services of OS.
3. What is a critical section? Give example.
4. Define process synchronization.
5. What are the conditions must hold for a deadlock to occur?
6. State the primary distinction between short-term and CPU scheduler.
7. Define thrashing.
8. What is segmentation?
9. Define the term Disk Bandwidth.
10. What is a file? Mention the different file attributes.

**Part B**

(5 × 5 = 25)

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

11. (a) Explain operating system services with respect to user and system with figure.

Or

- (b) Explain the different types of operating system.

12. (a) Explain about Inter-process communication.

Or

- (b) Illustrate Semaphores with neat example.

13. (a) Explain deadlock detection algorithm with an example.

Or

- (b) Write short note on :

(i) Thread scheduling

(ii) Multiple-processor scheduling.

14. (a) What are the disadvantages of single contiguous memory allocation? Explain.

Or

- (b) State and explain the swap space management.

15. (a) Compare and contrast free space management and swap space management.

Or

- (b) Discuss various directory structures with neat diagrams.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

- 16. What is a system call? Elaborate on the types of system calls.
- 17. With a neat sketch, explain the different states of a process.
- 18. Draw the Gantt chart and calculate average waiting time and turnaround time for the following snapshot of process using ;
  - (a) FCFS
  - (b) SRTF
  - (c) RR (2ms).

Process ID	Burst Time	Arrival Time
P1	6	0
P2	3	1
P3	1	2
P4	4	3

- 19. Discuss the structure of the page table with a suitable diagram.
- 20. What do you mean by RAID Structure? Discuss different types of RAID levels.

**S-3002**

**Sub. Code**

**23VSD4E1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Fourth Semester**

**Software Development**

**Elective — DATA COMMUNICATION NETWORKS**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. Define guided transmission media with examples.
2. What are the main functions of the OSI physical layer?
3. List any two types of wireless transmission.
4. What is meant by multiplexing in a telephone system?
5. Define sliding window protocol.
6. What is the purpose of the Medium Access Layer?
7. What is the difference between static and dynamic routing?
8. Define congestion in a network.
9. Mention any two services provided by the transport layer.
10. What is cryptography?

**Part B**

(5 × 5 = 25)

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

11. (a) Compare OSI and TCP/IP models.

Or

- (b) Write short notes on Ethernet.

12. (a) Explain the structure of a telephone system.

Or

- (b) Write short notes on communication satellites.

13. (a) Explain the channel allocation problem.

Or

- (b) Write short notes on Bluetooth.

14. (a) Explain distance vector routing algorithm.

Or

- (b) Describe Internet Control Protocols.

15. (a) Explain connection management in the transport layer.

Or

- (b) Write short notes on Internet Transport Protocols.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain in detail the theoretical basis for data communication.

17. Discuss in detail the error detection and correction mechanisms in data link layer.

18. Explain sliding window protocols with neat diagrams.
19. Explain in detail the congestion control algorithms.
20. Explain the role of cryptography in network security with examples.

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**S-3004**

**Sub. Code**

**23VSD4C1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Fourth Semester**

**Software Development**

**FUNDAMENTALS OF ACCOUNTING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. What is Journal?
2. Write about double entry system?
3. Write a note on Trading account.
4. Give a specimen of balance sheet.
5. Define Depreciation.
6. What do you meant by Annuity method?
7. How to create a company in tally software?
8. What is TALLY ERP 9?
9. What is a voucher?
10. How to exit from Tally Software?

**Part B****(5 × 5 = 25)**

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

11. (a) The following transaction occurred during the month of March 2017. Prepare Journal entries.

- 2 Purchase of furniture 12,000
- 5 Spent Rs. 5,000 for general expenses
- 10 Received cash from Sankar 14,000
- 15 Purchased goods worth Rs. 25,600 from Arun
- 20 Sold goods for Rs. 18,600 for cash
- 22 Paid cash to Arun Rs. 12,600 on account
- 25 Purchased goods from Asha Rs. 15,525

Or

- (b) How are accounting concept classified?

12. (a) Prepare a Trading Account from the following information:

Name of the account	Amount Rs.	Name of the account	Amount Rs.
Opening Stock	1,80,000	Purchases	3,00,000
Sales	6,00,000	Sales Return	50,000
Carriage Inwards	50,000	Closing Stock	2,00,000
Wages	60,000		

Or

- (b) Prepare a trial balance with the following information:

Name of the account	Amount Rs.	Name of the account	Amount Rs.
Purchases	1,00,000	Sales	1,50,000
Bank Loan	75,000	Creditors	50,000
Debtors	1,50,000	Cash	90,000
Stock	35,000	Capital	1,00,000

13. (a) A company purchased a plant for Rs. 50,000. The useful life of the plant is 10 years and the residual value is Rs. 10,000. Find out the rate of depreciation under the Straight line method.

Or

- (b) Distinguish between Straight line method and Written Down value method.

14. (a) What are the Components of the computerized Accounting Tally ERP9?

Or

- (b) Explain the advantages and disadvantages of computerized accounting.

15. (a) Explain the procedure for entering and altering transaction in voucher.

Or

- (b) How would you create, alter and delete a Ledger in Tally Software?

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. The following are the transaction of Kumaran, prepare ledger accounts.

2017 June

- 5 Started business with cash Rs. 2,00,000
- 8 Opened bank account by depositing Rs. 80,000
- 12 Bought goods on credit from Sri Ram for Rs. 30,000
- 15 Sold goods on credit to Selva for Rs. 10,000
- 22 Goods sold for cash Rs. 15,000
- 25 Paid Sri Ram Rs. 30,000 through NEFT
- 28 Received a cheque from Selva and deposited the same in bank Rs. 10,000.

17. Given below are the balances extracted from the books of Nagarajan as on 31.03.2021.

Particulars	Amount Rs.	Particulars	Amount Rs.
Purchases	10,000	Sales	15,100
Wages	600	Commission received	1,900
Freight Inwards	750	Rent received	600
Advertisement	500	Creditors	2,400
Carriage Outwards	400	Capital	5,000

Particulars	Amount Rs.	Particulars	Amount Rs.
Cash	1,200		
Machinery	8,000		
Debtors	2,250		
Bills receivable	300		
Stock (1.4.2020)	1,000		
Total	<u>25,000</u>	Total	<u>25,000</u>

Prepare the trading and profit and loss account for the year ended 31<sup>st</sup> March, 2021 and the balance sheet as on that date after adjusting the following:

- (a) Commission received in advance Rs. 400
- (b) Advertisement paid in advance Rs. 150
- (c) Wages outstanding Rs. 200
- (d) Closing stock on 31<sup>st</sup> March 2021, Rs. 2,100

18. M/s Ramco textile mills purchased machinery on 1<sup>st</sup> April 2021 for Rs. 2,00,000 on credit from M/s. Nila & Co. and spent Rs. 10,000 on its installation. Depreciation is provided at 10% per annum on the written down value method. Prepare machinery account and depreciation account for the first three years. Books are closed on 31<sup>st</sup> March every year.

19. Explain the differences between Computerized Accounting versus Manual Accounting.
  20. How would you create, alter and delete a group in Tally Software?
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**S-3005**

**Sub. Code**

**23VSD5E1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Fifth Semester**

**Software Development**

**Elective — SOFTWARE ENGINEERING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. What is meant by software development project?
2. List any two merits of the Spiral Model.
3. What is project planning?
4. Define COCOMO.
5. Write any two characteristics of a good user interface.
6. What is UML?
7. Define debugging.
8. What is software quality?
9. What is meant by software maintenance?
10. Define software reverse engineering.

**Part B**

(5 × 5 = 25)

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

11. (a) Explain the importance of software life cycle models.  
Or  
(b) Compare classical waterfall model and prototyping model.
12. (a) Write notes on project size estimation metrics.  
Or  
(b) Explain different requirement gathering techniques.
13. (a) Write notes on state chart diagrams in UML.  
Or  
(b) Explain the concept of object modeling with an example.
14. (a) Discuss the significance of integration testing.  
Or  
(b) Write notes on software quality management system.
15. (a) Explain the role of CASE tools in software development.  
Or  
(b) Write notes on software reuse approach.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain iterative waterfall model with neat diagram.
17. Explain risk management strategies in software projects.

18. Discuss object-oriented design using UML diagrams with suitable examples.
  19. Explain unit testing, system testing and debugging with examples.
  20. Explain various types of software maintenance with examples.
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**S-3007**

**Sub. Code**

**23VSD5C1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Fifth Semester**

**Software Development**

**JAVA PROGRAMMING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. List the main benefits of Object-Oriented Programming.
2. State the role of the Java Virtual Machine in the Java environment.
3. What are static members in Java? Provide an example.
4. Mention about method overriding with an example.
5. Define applet in Java and its types.
6. What is the Abstract Windowing Toolkit in Java?
7. State about exception handling in Java.
8. What are custom exceptions in Java? Give an example.
9. Define I/O streams in Java.
10. What are the Reader and Writer classes in Java?

**Part B**

(5 × 5 = 25)

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

11. (a) Explain the key benefits of Object-Oriented Programming with examples.

Or

- (b) Discuss the role of operators in Java. Explain any three types of operators with examples.

12. (a) Define constructor and explain different types of constructors in Java with examples

Or

- (b) Explain about single inheritance with example in Java.

13. (a) Describe the life cycle of an applet with a diagram and explanation.

Or

- (b) Enumerate the role of the Graphics class in applets with an example.

14. (a) Explain the concept of exception handling in Java with an example.

Or

- (b) Elucidate how to create and run a thread in Java with an example.

15. (a) Write note on role of InputStream and OutputStream classes in Java with examples.

Or

- (b) What is JDBC-ODBC connectivity? Explain the steps to connect to a database in Java.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Discuss the history of Java, its key features and the role of the Java Virtual Machine (JVM) in making Java platform-independent.
  17. What is a class and object in Java? Explain the concept of constructors and method overloading with examples. How does the static keyword affect class members?
  18. Explain the life cycle of an applet with a diagram. Describe the steps to develop and execute a simple applet, including the applet tag syntax and key methods of the Graphics class.
  19. What is deadlock in Java? Explain inter-thread communication and thread priority with examples to demonstrate their implementation.
  20. Explain the Input Stream and Output Stream classes in Java. Discuss the role of Reader and Writer classes, and provide an example using Data Input Stream and Data Output Stream.
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**S-3008**

**Sub. Code**

**23VSD5G1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Fifth Semester**

**Software Development**

**PYTHON PROGRAMMING**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. What are reserved keywords in Python? Give two examples.
2. Write the difference between “=” and “==” operators.
3. Mention the use of the ‘len()’ function in Python.
4. Write a Python program to calculate the factorial of a number using recursion.
5. What is tuple assignment? Give an example.
6. List two applications of tuples in Python programming.
7. Write syntax to create a dictionary in Python.
8. Define exception. Give an example.
9. What is inheritance in Python?
10. Differentiate between data encapsulation and data hiding.

**Part B**

(5 × 5 = 25)

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

11. (a) Explain the while loop with an example.  
Or  
(b) What are Python variables? Explain with examples.
12. (a) Explain type conversion with suitable examples.  
Or  
(b) Write a Python program to demonstrate string formatting.
13. (a) Explain built-in tuple functions with examples.  
Or  
(b) Write a Python program to traverse and delete elements from a list.
14. (a) Discuss file read and write operations in Python with examples.  
Or  
(b) Write short notes on exception handling in Python.
15. (a) Explain polymorphism in Python with an example.  
Or  
(b) Write a Python program to illustrate single inheritance.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain Python operators with examples.
17. Write notes on built-in and user-defined functions with examples.

18. Explain different list operators and list methods with examples.
  19. What are dictionaries in Python? Explain different dictionary methods with examples.
  20. Explain object-oriented programming concepts in Python with examples.
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**S-3009**

**Sub. Code**

**23VSD6G1**

**B.Voc. DEGREE EXAMINATION, APRIL 2026**

**Sixth Semester**

**Software Development**

**CORPORATE GROOMING AND FINISHING SKILLS**

**(CBCS – 2023 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** the questions.

1. Define professionalism.
2. List any two qualities of an effective executive.
3. What are two good practices for organizing a work table?
4. Mention two energy-saving habits in the workplace.
5. What is the importance of telephone manners?
6. State two key points to remember while receiving visitors.
7. What are two preparations needed before attending an office meeting?
8. State two essentials for holding an office meeting effectively.
9. Write two objectives of documentation.
10. Mention two methods of preparing reports.

**Part B**

(5 × 5 = 25)

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

11. (a) Explain the difference between rational and emotional decision-making.

Or

- (b) Discuss the role of self-confidence in developing professionalism.

12. (a) Describe the importance of cleanliness at the workplace.

Or

- (b) Explain the need for proper office file management.

13. (a) What are the essential qualities of a good receptionist?

Or

- (b) Write a short note on telephone etiquette.

14. (a) Discuss the importance of preparation before attending office meetings.

Or

- (b) Explain the procedure for conducting an office meeting effectively.

15. (a) Describe the structure and objectives of report writing.

Or

- (b) Explain the purpose and format of minutes of a meeting.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Discuss the essential qualities of an effective executive with examples.
  17. Explain housekeeping skills with reference to spatial utility and energy-saving habits.
  18. Write in detail about reception and greeting skills along with visitor appointment management.
  19. Describe in detail the preparation and execution of holding office meetings.
  20. Explain the process of report writing for media with suitable examples.
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