

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code: CCCS101</b>	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper: Computer Fundamental and PC Software</b>	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	<b>Introduction to Computer Systems and Number Systems</b> Block diagram of a simple computer and significance of different functional units. Evolution of computers Definitions of the terms: hardware, software. Applications of computers. Binary, octal, decimal, and hexadecimal number systems Conversion of numbers among binary, octal, decimal, and hexadecimal number systems. Addition and subtraction of binary numbers	20%
II	<b>Parallel Instruction Execution and Memory Organization</b> <b>Introduction to parallel instruction execution</b> Array processors, Multiprocessors, Multiple functional units Pipelining, Primary memory – Introduction to RAM, ROM, Cache, Registers. Secondary memory. Various types and organization of secondary storage devices such as magnetic disks, optical disks, flash memories.	20%
III	<b>Addressing Techniques and I/O Devices</b> Addressing techniques like Immediate, Direct, Indirect, Register, Indexing and Stack, Common types of Input/Output devices, such as Monitors, keyboard, mouse Printers ( Line, Dot Matrix, Inkjet, Laser ) Scanners	20%
IV	<b>PC Software-I</b> Introduction to word processing. Examples of some popular word processing packages. Uses of word processors. Creation, editing, and formatting of documents. Mail merge facility in word processors. Global search & replacement of text Page layout and printing of a document. Spelling checker, Tables, Templates, Advanced features. Introduction to spreadsheets Examples of some popular spreadsheet packages Uses of spreadsheet packages	20%
V	Addressing cells in a spreadsheet Building Spreadsheets using formulas, conditional calculations, built-in functions. Graph-plotting facilities. Sorting and filtering data. Using externally created data files in a spreadsheet package. What-if analysis and protection facility in spreadsheets Using pivot tables. Applications of spreadsheets. Introduction to presentation tools. Creating a presentation. Formatting slides Slide transition and adding special effects. Inserting pictures, sound, charts	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Tanenbaum A.S. : Structured Computer Organization, Prentice-Hall of India Pvt. Ltd.
2.	Rajaraman V. : Computer Fundamentals, Prentice-Hall of India Pvt. Ltd.
3.	Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.

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<b>Title of Paper: Computer Fundamental and PC Software</b>	

<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
I	Q.1 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.1 (B) Medium / Long Questions. (With Internal Option)	08	
II	Q.2 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.2 (B) Medium / Long Questions. (With Internal Option)	08	
III	Q.3 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.3 (B) Medium / Long Questions. (With Internal Option)	08	
IV	Q.4 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.4 (B) Medium / Long Questions. (With Internal Option)	08	
V	Q.5 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.5 (B) Medium / Long Questions. (With Internal Option)	08	

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CCCS102	<b>Total Credit : 4</b>
<b>Title of Paper:</b> Fundamentals of Computer Programming Using C	

Unit	Description	Weighting
I	<b>Concept of Algorithm, Flowchart and Languages</b> Concept of an algorithm and a flow chart, need and definition Symbols used to draw a flow chart. Typical (primitive) examples of flow charts and algorithms Generations of computer languages. High-level and low-level languages. Translators Introduction to editors and details about one of the editors	20%
II	<b>Basics of Programming</b> Problem analysis. Variables, expressions & manipulation Data types in a high-level language, operators I/O statements, Assignment statements Control strategies, Conditions	20%
III	<b>Structured Programming, Library Functions and Arrays</b> Loop statements Method of structured programming Common standard library functions Arrays and its types	20%
IV	<b>Strings, User-Defined Functions and Command-line arguments</b> String handling. Working with user defined functions Calling functions, passing arguments User-defined functions	20%
V	Pointer Structure and Union Bit fields, File Management Command Line Arguments	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Balaguruswami : Programming in ANSI C., Tata McGraw Hill Publication.
2.	Kernighan B., Ritchie D. : The C Programming Language, Prentice Hall.
3.	Cooper H. & Mullish H : The Sprit of C, Jaico Publication House, New Delhi.

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code: CCCS102</b>	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper: Fundamentals of Computer Programming Using C</b>	

Unit	Description	Total Marks
I	Q.1 (A) Short Questions. (Definitions, Blanks, Full Forms, True/False, Match the Following)	04
	Q.1 (B) Short Questions / Medium Questions (With Internal Option)	06
	Q.1 (C) Questions Based on Flowchart / Algorithm (With Internal Option)	04
II	Q.2 (A) Short Questions. (Definitions, Blanks, Full Forms, True/False, Match the Following)	04
	Q.2 (B) Short Questions / Medium Questions (With Internal Option)	06
	Q.2 (C) Questions Based on Program in C (With Internal Option)	04
III	Q.3 (A) Short Questions. (Definitions, Blanks, Full Forms, True/False, Match the Following)	04
	Q.3 (B) Short Questions / Medium Questions (With Internal Option)	06
	Q.3 (C) Questions Based on Program in C (With Internal Option)	04
IV	Q.4 (A) Short Questions. (Definitions, Blanks, Full Forms, True/False, Match the Following)	04
	Q.4 (B) Short Questions / Medium Questions (With Internal Option)	06
	Q.4 (C) Questions Based on Program in C (With Internal Option)	04
V	Q.5 (A) Short Questions. (Definitions, Blanks, Full Forms, True/False, Match the Following)	04
	Q.5 (B) Short Questions / Medium Questions (With Internal Option)	06
	Q.5 (C) Questions Based on Program in C (With Internal Option)	04

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CCCS103	<b>Total Credit : 6</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Practical Based on CCCS101	

Unit	Description	Weighting
	<p><b>Sample Practical Exercises:</b></p> <p><b>[A] 1. Microsoft Word</b>            Creating the documents with Special effects like underline, bold, different size, different font, different color. Etc.            Find and Replace operations like cut, paste, copy, and clipboard.            Inserting Date &amp; Time, Pictures, Bullets &amp; Numbering etc.            Paragraphs, bullets, indentation etc. Formatting features.            Printing the documents, it includes paper-size, margins, header and footer, page no. etc.            Creating a table.            Mail merge, spell-check, drawing table. Template.</p> <p><b>2. Microsoft PowerPoint</b>            Creating a presentation            Inserting/Deleting slides            Different slide views            Editing slides            Formatting slides            Slide transition &amp; adding special effects            Inserting sound, picture, chart, organization chart</p> <p><b>3. Microsoft Excel</b>            Creating Worksheets            Printing, Inserting, Deleting, Copying, Moving worksheets.            Formulas, built-in functions            Graph-Plotting facilities            Database Management System            Using extexternally created data files.            What – if analysis            Formatting cells, Worksheets etc.            Custom Controls            Protection facility            Pivot tables            Macro facility</p>	--

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CCCS103	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Practical Based on CCCS101	

<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
Unit I to V	Q.1(A) Viva Voce	20	70
	Q.1 (B) Practical	50	

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code: CCCS104</b>	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper: Practical Based on CCCS102 and Elective Courses</b>	

Unit	Description	Weighting
	<p><b>Sample Practical Exercises:</b>  <b>Develop algorithms/flow charts/C programs for the following :</b>            To prepare a cup of tea.            To open a bank account.            To find maximum from the given three numbers.            To find simple interest and Compound Interest            To read three sides of a triangle and print whether it will form a triangle or not            To find the solution of quadratic equation.            To find out N! (Factorial of N).            To find out minimum and maximum from N numbers.            To find whether given number is prime or not.            To print the N terms of Fibonacci series. (i.e. 1, 1, 2, 3, 5, 8, 11 ...).            To read a number &amp; check whether it is a palindrome or not.</p> <p><b>Find the sum of the following series :</b>            Sum = 1 + 3 + 5 + 7 ..... up to N terms.            Sum = 5 - 10 + 15 - 20 + 25 ..... up to N terms.            Sum = 1 + 1 + 2 + 3 + 5 + 8 + 13 ..... up to N terms.            Sum = 1<sup>2</sup> + 2<sup>2</sup> + 3<sup>2</sup> + 4<sup>2</sup> + 5<sup>2</sup> ..... up to N terms.            Sum = 1! + 2! + 3! + 4! ..... up to N terms.</p> <p><b>Read marks of three subjects and find the percentage of it. Also, print the appropriate class.</b> Here,            If percentage &lt; 40 then class is 'fail'            If 40 &lt;= percentage &lt; 48 then class is 'pass'            If 48 &lt;= percentage &lt; 60 then class is 'second'            Else class is 'first'.</p> <p><b>Find the value of SUM for the following.</b></p> <p>SUM = X + X / 2! + X / 3! + X / 4! ..... up to N terms.            SUM = 1 - 1/2 + 1/3 - 1/4 + 1/5 ..... up to N terms.            To find the sum of the digits in a given positive numbers.            To input a time as a number of seconds after midpoint and outputs it as hours: minutes: seconds. For example, if the input were 50000 the output should be 13: 53: 20.            To read the price of one dozen bananas and calculate and print the total cost of N bananas.            To read a number and find whether it is divisible by two or not.            To accept a positive integer and check whether it is one-digit, two-digit or three-digit otherwise print appropriate message.</p>	--

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CCCS104	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Practical Based on CCCS102 and Elective Courses	

<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
Unit I to V	Q.1(A) Viva Voce	20	70
	Q.1 (B) Practical	50	



**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS101	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Multimedia Application Development	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	<b>Introduction</b> Multimedia : meaning Various facets of multimedia : audio, text, graphics, animation, video Classification of multimedia technology Multimedia: hardware/software essentials, different categories of multimedia software.	20%
II	<b>Working with Audio, Text and Graphics</b> Multimedia audio : introduction, digital audio and sound card fundamentals, sound card functionalities, audio jacks, connectors, digital audio playback, audio editing Multimedia text : introduction, designing text for multimedia, hypermedia, hypertext Multimedia graphics : introduction, basic concepts of color displays, monitor video modes, color monitors and their parameters, graphics in multimedia projects	20%
III	<b>Working with Video</b> Multimedia video : introduction, video in multimedia projects, digital video fundamental, full motion and full screen videos, digital video files sizes, digital video production techniques – video production in multimedia, shooting the sequences, video capture techniques, video capture boards, video capture software, editing video, embedding sound clips	20%
IV	<b>Working with Animation</b> Multimedia Animation : introduction, classifications, two-dimensional animation and three dimensional animation technology, animation development process, names of animation software tools for 2D and 3D	20%
V	A brief Introduction to Flash, Flash Movie development, Seating of Document Property, Creating share with oval tool, Adding text to button, Converting a share into symbol, Editing buttons symbols, Adding key frame, Verifying changes with Test Movie, Adding layers to a movie, Viewing layers in the Timeline, Working with layers, Create Graphic symbols, Insert Instance, Motion Tweezing, Motion Tween settings.	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Multimedia Magic. By S. Gokul, BPB Publications, 1998.
2.	Introduction to Multimedia : By Ana Weston Solomon, Tata McGraw-Hill Publishing Company Limited, 2005

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS101	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Multimedia Application Development	

<b>Unit</b>	<b>Description</b>	<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06
	Q.1(B) Short / Medium Questions (With Internal Option)	08
II	Q.2(A) Short / Medium Questions (With Internal Option)	06
	Q.2(B) Short / Medium Questions (With Internal Option)	08
III	Q.3(A) Short / Medium Questions (With Internal Option)	06
	Q.3(B) Short / Medium Questions (With Internal Option)	08
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06
	Q.4(B) Short / Medium Questions (With Internal Option)	08
V	Q.5(A) Short / Medium Questions (With Internal Option)	06
	Q.5(B) Short / Medium Questions (With Internal Option)	08

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS102	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> System Analysis and Design	

Unit	Description	Weighting
I	<b>INTRODUCTION TO SYSTEM ANALYSES AND DESIGN</b> Business Process Modeling, Information System Components, Types of Business Information Systems, Organizational Structure, System Development Techniques and Tools, Overview of Systems development Methodologies, The System Development Life Cycle, Information Technology Department, The System Analyst Position. <b>PRELIMINARY INVESTIGATION</b> The importance of strategic planning, A framework for system development, Information System Projects, Evaluation of system requests, Preliminary investigation overview, Steps in preliminary investigation	20%
II	<b>REQUIREMENTS MODELING</b> System analysis phase overview, System development methods, Modeling tools and techniques, system requirements checklist, Scalability and total cost of ownership, Fact finding, Interviews, Other fact finding techniques, Documentation, Preview of data, Process and object modeling <b>DATA AND PROCESS MODELING</b> Data flow diagrams, Data dictionary, Process Description tools, Logical vs. physical models <b>OBJECT MODELING</b> Object oriented terms and concepts, Relationships among objects and classes, Object modeling with the unified modeling language	20%
III	<b>TRANSITION TO SYSTEM DESIGN</b> Evaluating software alternatives, Steps in evaluating and purchasing software packages, Completion of system analysis, Transition to system design, Prototyping, Overview of system design, Designing and using codes User interface design, Input design, Output design issues, Printed output	20%
IV	Data design concepts, Data design terminology, Data relationships, Normalization, Steps in database design, Database models, Data storage, Data control	20%
V	<b>APPLICATION ARCHITECTURE</b> Design checklist, Planning the architecture, Client/server architecture, Impact of the internet, Processing methods, Network models, Modeling application architecture, System management and support, system design completion <b>APPLICATION DEVELOPMENT</b> Quality assurance, Overview of application development, Structured application development, Other application development tools, Coding, Object-oriented application development, Testing the application, Documentation, Management approval	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	System Analyses And Design, 4th Edition, By Shelly/Cashman/Rosenblatt (Thomson)
2.	System Analyses and Design, 3rd Edition, By Elias Awad (Galgotia Publications)
3.	

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS102	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> System Analysis and Design	

<b>Unit</b>	<b>Description</b>	<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06
	Q.1(B) Short / Medium Questions (With Internal Option)	08
II	Q.2(A) Short / Medium Questions (With Internal Option)	06
	Q.2(B) Short / Medium Questions (With Internal Option)	08
III	Q.3(A) Short / Medium Questions (With Internal Option)	06
	Q.3(B) Short / Medium Questions (With Internal Option)	08
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06
	Q.4(B) Short / Medium Questions (With Internal Option)	08
V	Q.5(A) Short / Medium Questions (With Internal Option)	06
	Q.5(B) Short / Medium Questions (With Internal Option)	08

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS103	<b>Total Credit : 3</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Desktop Publishing	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	<b>Introduction</b> Publishing – meaning and planning Graphics and desktop publishing, Publication purpose and effectiveness, Introduction to a popular desktop publishing software and key features	20%
II	<b>Using DTP Software-I (Page Maker)</b> Working with document - creating, saving, printing, etc. Working with tools and pallets, navigation Working with margins, indents, tabs and ruler Working with text , paragraph and graphics	20%
III	<b>Using DTP Software-II (Page Maker)</b> Working with multipage documents Working with master pages, hyperlinks Working with frames, text frames, Using tables Using styles and story board, Working with objects, forms Working with templates, Importing and exporting	20%
IV	Corel Draw Introduction, Surfing the Interface, Getting to know the status bar. Getting to scrollbar and color palette. Understanding Dialog box, Exploring the standard toolbar, Toolbox. Browsing the Menus, File, Edit, View, Layout, Arrange, Effect, Bitmaps, Text, Tools, Drawing and working with Lines and Curves. Drawing and working with Rectangles, Ellipse and Polygons, Adding Text and Formatting Text, Working with Objects, Defining Outline and Fill Color, Working with outlines, The outline pen dialog, The outline color dialog, Understanding fills, Fountain fills, Pattern fills, Creating Special Effects, Using an envelope, Creating perspective effects, Blending objects	20%
V	Photo Shop Photoshop's Environment Graphics and Environment Elements Navigating in Photoshop. Sizing Images, Image Size and Resolution Cropping. Selecting Image Areas. The Rectangular and Elliptical Marquee Tools. The Lasso Tools and Saving Selections. The Magic Wand Tool. The Magnetic Lasso Tool and Modifying Selections Layers, Feathering Edges: Image Modes, Color and Painting, Selecting Colors, Painting Tools and the Clone Stamp Tool. Text, Layer Effects, and Filters, Filters, Merging, and Flattening. Adjusting Images, Brightness/Contrast and Levels Adjustment Layers, Toning Tools and Hue/Saturation	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Jain S. : PageMaker 7 Training Guide, BPB, 2008
2.	Busch : Teach Yourself PageMaker 6.5 for Mac & Windows, BPB, 2002
3.	Connally C. : PageMaker (R) 7 – The Complete Reference, McGraw-Hill/Osborne Media, 2002
4.	Mastering Corel Draw by Rick Altman, BPB 4th Edition

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS103	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Desktop Publishing	

<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06	14
	Q.1(B) Short / Medium Questions (With Internal Option)	08	
II	Q.2(A) Short / Medium Questions (With Internal Option)	06	14
	Q.2(B) Short / Medium Questions (With Internal Option)	08	
III	Q.3(A) Short / Medium Questions (With Internal Option)	06	14
	Q.3(B) Short / Medium Questions (With Internal Option)	08	
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06	14
	Q.4(B) Short / Medium Questions (With Internal Option)	08	
V	Q.5(A) Short / Medium Questions (With Internal Option)	06	14
	Q.5(B) Short / Medium Questions (With Internal Option)	08	

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS104	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Personality Development and Soft skills	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	Introduction to Soft Skills and Hard Skills, Break the ice berg – FEAR, Self Development - Etiquette and Manners. The Self Concept: Attitude, The process of attitude formation, positive attitude, How to build a success attitude, You are the chief architecture of yourself. Self Management Techniques. Believe in your self: Self Image and Self Esteem, Building Self Confidence, Environment we mix with, How to build self image?.	20%
II	Meaning and definition of personality, Personal Planning and Success Attitude: Prioritizing, Creating the master plan, Active positive visualization and Spot analysis. Self Motivation and Communication: Levels of motivation, power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, Importance of listening and responding.	20%
III	Motivation Skills & Personality Development, Goal Setting, Career Planning, Resume Building, Psychometric Test, Priority Management & Time Management, Positive Attitude and Self Confidence. Verbal Communication includes Planning, Preparation Delivery, Feedback and assessment of activities like: Public speaking, Group Discussion, Oral Presentation skills, Perfect Interview, Listening and observation skills, body language and use of Presentation aids.	20%
IV	Written communication that includes project proposals, brochures, newsletters, articles. Etiquettes that include: etiquettes in social as well as office settings, email etiquettes, telephone etiquettes. Improving Personal Memory, study skills that include rapid reading, notes taking and creativity.	20%
V	Problem Solving and Decision Making Skills, Perceptive, Conceptual, Creative, Analytical and Decisive. Leadership as a process: co-ordination while working in a team, Leadership styles, Leader and Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, negotiation, Motivating.	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Wallace : Personality Development 1st Edition, 2008 Cengage Learning India.
2.	Kundu, C.I.- Personality development, Sterling Bangalore
3.	Listening and Responding – Sandra D.Collins-Cengage Learning India.
4.	1,001 ways to inspire your organization, your team and your self – David E. Rye- Jaico publishing house.

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS104	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Personality Development and Soft skills	

<b>Unit</b>	<b>Description</b>	<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06
	Q.1(B) Short / Medium Questions (With Internal Option)	08
II	Q.2(A) Short / Medium Questions (With Internal Option)	06
	Q.2(B) Short / Medium Questions (With Internal Option)	08
III	Q.3(A) Short / Medium Questions (With Internal Option)	06
	Q.3(B) Short / Medium Questions (With Internal Option)	08
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06
	Q.4(B) Short / Medium Questions (With Internal Option)	08
V	Q.5(A) Short / Medium Questions (With Internal Option)	06
	Q.5(B) Short / Medium Questions (With Internal Option)	08