

**EXAMINATION B.ID-IV - SEMESTER- VIII**

**Course Code: BIID16803**

**Total Marks: 60**

**Course Name: Professional Practice and Office Management**

			Marks
<b>Q.1</b>		<b>Answer</b>	<b>12 Marks</b>
	1.	Full form of PERT is Program Evaluation Review Technique. (True/False)	
	2.	Full form of CPM is Clinical Plan Member. (True/False)	
	3.	What is the full form of LLP in the interior design profession?	
	4.	Clients always determine fees on the basis of conceptual design. (True/False).	
	5.	Retainer Fee is different then Retention money. (True / False)	
	6.	Full form of PMC is Project Management Consultant. (True/False)	
	7.	What is Professional practice?	
	8.	What are Morals?	
	9.	Honesty and punctuality are an examples of good Ethics (True / False)	
	10.	The amount of the E.M.D. varies from 2 to 5 % of the estimated cost of the project (True / False)	
	11.	What are professional ethics?	
	12.	Enlist the various articles that includes in technical bid	
<b>Q.2</b>		<b>Short Questions (Any 2)</b>	<b>12 Marks</b>
	1.	Difference between PERT and CPM.	
	2.	List down minimum 3 types of service tax in the interior design profession and give brief information about each of them.	
	3.	List Down minimum 4 types of business establishments and give brief descriptions about each of them.	
	4.	Enlist minimum 4 types of softwares required in the field of interior design profession and give brief information about their uses.	
<b>Q.3</b>		<b>Long Questions (Any 3)</b>	<b>24 Marks</b>
	1.	List down the Key positions in the interior designers office and their roles and responsibilities.	
	2.	Elaborate the phases of rocess of Interior Design project.	
	3.	Explain in detail about Invitation of tender	
	4.	Explain : E.M.D. , Security deposit, Retention amount	
	5.	Explain in detail about : Item rate tender	
<b>Q.4</b>		<b>Detail Questions (Any 1)</b>	<b>12 Marks</b>
	1.	Design an architects office in 5m x 10m area with detail of partitions and material palette of each cabin. Explain in terms of plan and sectional elevation.	
	2.	Explain in detail about "Tender notice" and draft Draft the tender notice for any interior project.	