



SARVAJANIK UNIVERSITY

S-2026 Date: 05-08-26 Time: 09:30 AM to 11:30 AM
Interim-Backlog Exam

B.I.D.-IV - SEMESTER- VIII EXAMINATION

Course Code : BIID16803

Total Marks: 60

Course Name: Professional Practice and Office Management

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

Q-1. Do as Directed (Attempt All)

12
Marks

1. What is the full form of PERT?
2. Full form of PMC is Project Management Consultant. (Say True/False)
3. Goods & Service tax(GST) is applied at 18% in the Interior Design Profession (Say True / False)
4. Full form of I.I.I.D. is Institute of Indian Interior Design (Say True/False)
5. Project Management consultant always provides design which is executed by interior designer (Say True / False)
6. The amount of the E.M.D. varies from ____ to ____ % of the estimated cost of the project
7. Full form of LLP is _____.
8. Give some examples of Good professional Ethics
9. Enlist the various methods of invitation of tender
10. Full form of R.M.D. is _____
11. Lump Sum fees are always based on carpet area of the site. (Say True/False)
12. _____ % of the final bill amount will be retained with the owner as a "Retention amount"

Q-2 Answer the following in brief (Any Two)

12
Marks

1. What are the responsibilities of an interior designer?
2. What are the advantage & Disadvantage of Item rate tender?
3. Enlist minimum 4 types of software required in the field of interior design profession and give brief information about their uses.
4. What are the advantage & disadvantage of sole proprietorship?

p.t.o.

Q-3 Answer the following in detail (Any Three)

1. Enlist the types of tender and explain any one in detail
2. What is a importance of time management skills in professional practice?
3. Explain in detail about : Demolition work tender
4. What are the challenges that you are going to face while running your office?
5. What is a importance of contract in profession of interior design?

Q-4 Answer the following with sketch / note (Any One)

1. Explain in detail about “Tender notice” and Draft a tender notice for any interior project. (assume the relevant data about any interior project)
2. Design an architect’s office in 5m x 10m area with detail of partitions and material palette of each cabin. Explain in terms of plan and sectional elevation. Assume the other relevant data