



[3796] – 101

**Post Graduate Diploma in Print Administration Examination, 2010**  
**101 : PRINTING PROCESSES AND TECHNIQUES (New)**  
**(2008 Pattern)**

Time : 3 Hours

Max. Marks : 70

**Instructions :** i) *All questions are compulsory.*  
ii) *Figures to the right indicates full marks.*

1. Compare all processes of printing viz letter press, lithography, stencil, gravure etc. giving their applications, suitability, limitations and cost. **12**

OR

Explain single colour sheet fed offset machine with following units :

- a) Feeding unit
  - b) Dampening Unit
  - c) Inking unit
  - d) Printing unit
  - e) Delivery unit
2. State working principle of internal drum, external drum and flat bed computer to plate machines with labelled diagram. **12**

OR

State additive colour synthesis and subtractive colour synthesis with its application and limitations with primary and secondary colours.

3. Explain nonimpact printers like ink-jet, desk-jet, bubble-jet and LASER with their working principle like DoD and piezo-electric techniques. Give example of ink and substrate. **12**
4. Differentiate between vector image and raster image (Bitmap). State any two lossy and any two non-lossy file formats in detail. **12**

P.T.O.



5. Enlist the tools and equipments in binding and finishing with their use. Draw a labelled diagrams. 12

OR

State the different methods of rigid and flexible packaging giving advantages and limitations.

6. Solve **any two** : 10

- a) Carbon tissue method
- b) Large format printing
- c) PMT and CCD
- d) Bar coding
- e) Colour management.



[3796] – 102

**Post Graduate Diploma in Print Administration Examination, 2010**  
**103 : PRODUCTION PLANNING AND CONTROL (New)**  
**(2008 Pattern)**

Time : 3 Hours

Max. Marks : 70

**Instructions :** i) *All questions are compulsory.*

ii) *Figures to the **right** indicates **full** marks*

1. Why PPC department is called as backbone ? Explain meaning, objectives, organisational position etc. with respect to printing industry. 12

OR

State the role of production manager in an organisation related to print production.

2. What is cost ? Describe the factors involved in direct and indirect cost. Differentiate between estimated and actual cost. 12

OR

Explain material handling. State the different documents used in press to maintain the records.

3. Which factors governs the site-section (Plant location) and plant lay out for newspaper industry ? Explain with case study. 12

4. a) Estimate the number of sheets required for printing 2000 copies of book. 6

a) Book size demy 1/4

b) No. of pages 64

c) Paper size double demy

- b) Estimate the materials for printing 50000 booklets containing 32 pages black and white matter and four colour cover. Assume suitable data if necessary. 6

P.T.O.



5. Explain planning, scheduling and routing for optimum output, considering men, materials, machinery, market and money (finance) **12**

OR

What is production planning and planning control ? How it is applied in controlling the wastage and achieve the goals in time ?

6. Solve **any two**. **10**

- a) Types of production
- b) Decision making
- c) Stock Control
- d) Printing in India Vs abroad.

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[3796] – 103

**P.G. Diploma in Print Administration Examination, 2010**  
**104 : PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL**  
**BEHAVIOUR**  
**(2008 Pattern) (New)**

Time : 3 Hours

Max. Marks : 70

*N.B : 1) Q. No. 1 is compulsory.*

*2) Solve **any two** questions from Q. 2 to Q. 4 and **any two** questions from Q. 5 to Q. 7.*

*3) Figures to the **right** indicates **full** marks.*

1. What is scientific management ? Explain in detail principles of scientific management. **10**
2. What is management ? How management is a process and as a discipline ? **15**
3. “Planning lays foundation for other management functions”. Explain. **15**
4. Write short notes on : **15**
  - a) Coordinating
  - b) Theory x and Theory y.
5. “Man resist to change”. Comment on the statement with forces responsible to change. **15**
6. Explain the concept of conflict management with its process. **15**
7. Write short notes on (**any two**) : **15**
  - a) Organisational Effectiveness
  - b) Job satisfaction
  - c) Organisational culture.



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**P.G. Diploma in Print Administration Examination, 2010**  
**105 : BUSINESS APPLICATIONS (New)**  
**(2008 Pattern)**

Time: 3 Hours

Marks: 70

*Note : Q. 1 must be answered.*

*Attempt **any 5** from remaining.*

*State assumptions **clearly**, if required.*

1. a) Explain the process of supplier's bill passing with the help of block diagram. **15**  
b) State the need of maintaining stock in stores. **5**
2. Explain equipment down-time analysis. Give examples. **10**
3. State the purpose of processing customers' pending orders. **10**
4. Discuss the need of training to the employees, working in a factory. **10**
5. How to process trial balance ? What are the limitations of trial balance ? **10**
6. What is the role of sub-contractor in a factory ? Explain with example. **10**
7. Write short note (**any 2**) : **10**

Prov. Fund and Pension Fund.

Work-in-process

E.S.I. Act 1948

Sales Tax Act.



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**P.G. Diploma in Print Administration Examination, 2010**  
**101 : PRINTING PROCESSES AND TECHNIQUES**  
**(Old) (2005 Pattern)**

Time : 3 Hours

Max. Marks : 80

*Note : 1) Answer **any five** questions.*

*2) **All** questions carry **equal** marks.*

1. Explain the suitability and limitations of following printing processes :
  - a) Gravure printing
  - b) Offset printing.
2. Explain the theory and principles of colour reproduction, colour measurement methods and colour matching.
3. Explain various type setting softwares and latest type setting methods and equipment.
4. Explain the process of Digital printing in details with a neat diagram of substrates used.
5. Explain the best methods of printing on fabrics in detail. Mention the problems faced and methods to control quality.
6. Explain briefly how paper is made. What are various types and specifications of paper ? How to decide printability ?
7. Explain different surface preparation methods in printing.
8. Write short notes on **any two** :
  - a) Mechanical drive system used in offset
  - b) Latest proofing techniques
  - c) Materials used in printing.

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B/I/10/100



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**P.G. Diploma in Print Administration Examination, 2010**  
**103 : PRODUCTION PLANNING AND CONTROL**  
**(Old) (2005 Pattern)**

Time : 3 Hours

Max. Marks : 80

*N.B. : 1) Answer **any five** questions.*

*2) **All** questions carry **equal** marks.*

1. Draw neat diagrams of **any three** :
  - a) Delivery challan
  - b) Stock Record for materials
  - c) Bill form
  - d) Daily docket of printing department.
2. Explain the objective of “Work study” in Printing Press and methods of improving “Work Flow”.
3. Define quality in printing. What are the different norms in assessing quality ? How is the quality achieved ?
4. Define objectives of production control in printing press. What is scheduling ? What is its importance ?
5. Calculate price of paper and no. of plates required to print a folder of size 8.5” × 11” (closed size) having one fold, to be printed on 90 GSM Indian maplitho in 4+1 colour. 5000 nos. of folders are required and paper is available @ Rs. 48 per kg.
6. Define the terms “stores and store keeping”. What important role does stores play in the printing industry ?
7. What are the various elements of costing ? Briefly explain various methods of costing.
8. Give a total list of standard stock items in printing industry. What are classified as “special items” ? Give stock controlling procedure for the above items.





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**P.G. Diploma in Print Administration Examination, 2010  
(2005 Course) (Old)**

**ORGANIZATION AND MANAGEMENT OF PRINTING BUSINESS**

Time : 3 Hours

Max. Marks : 80

**Instructions :** 1) Answer **any five** questions.

2) Draw neat diagrams **wherever** necessary.

3) Figures to the **right** indicate **full** marks.

1. Discuss the various factors to be considered in site selection for a printing business with appropriate examples. **16**
2. Explain in detail 'Market Research', and correlate the same with the printing business with appropriate examples. **16**
3. Explain the following two types of business organizations, 'Sole Proprietorship', 'Partnership'. **16**
4. Explain the functions of Materials Management department with respect to Commercial, Newspaper and Packaging Printing industry. **16**
5. Elaborate upon the nature, scope and functions of Financial Management with suitable examples. **16**
6. Explain in detail **any two** of the following concepts : **16**
  - a) Economic Viability of Business
  - b) Technical Feasibility of Business
  - c) ABC Analysis
  - d) Working Capital

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B/I/10/110



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**P.G. Diploma in Print Administration Examination, 2010**  
**PERSONNEL MANAGEMENT AND ORGANISATIONAL BEHAVIOUR**  
**(Paper – V) (Old) (2005 Pattern)**

Time : 3 Hours

Max. Marks : 80

**Instructions :** 1) Solve **any four** questions.

2) Figures to the **right** indicate **full** marks.

1. What is job satisfaction ? What is the importance of job satisfaction in organisation ?  
Explain different methods to improve job satisfaction of the employees in  
organisation. **20**
2. What is trade union ? What are the functions of Trade Union ? Explain factors  
affecting the growth of Trade Unions. **20**
3. Explain the role of supervisor in an industry. What are the qualities desirable to  
become effective supervisor ? Why is it essential to have harmonious supervisor-  
subordinate relationship ? **20**
4. Explain Maslow's theory of motivation. Explain different techniques with suitable  
examples for motivating employees of the organisation. **20**
5. Define the term "wages" according to Payment of Wages Act 1936. What are  
the various guidelines to the employers regarding payment of wages as per the  
provisions of the Act ? **20**
6. "Factories Act 1948 is a comprehensive piece of legislation which helps to preserve  
employees welfare, health and hygiene" comment. **20**