

CASC -19P	Lab 12: Mobile Application Development		
CASC -20T	Fundamentals of IoT and Applications		
CASC -20P	Lab 14: Fundamentals of IoT and Applications		

Program Outcomes (PO):

- Gain a complete exposure to the theories and practices of Computer Application.
- Get transformed into a skilled learner and active programmer, enabling the students to focus on their higher studies.
- Value computer professionals and programmers.
- Explore how the concepts and applications of Computer lead to innovative thinking with a problem-solving attitude.

Program Specific Outcomes (PSO):

- Understand the basic computer knowledge and concept of operating systems.
- Understanding the concept of programming and develop program in C++.
- Understanding the concept of data structure and implementation with C/C++.
- Understanding the concept of DBMS and implementation in MySQL /Oracle.
- Understanding the concept of OOPs and Java programming and develop program in Java.
- Understanding the concept of web technology and its implementation with HTML/CSS/DHTML/PHP.
- Understand the basic concept of data and computer networks.
- Understanding the basic concept of digital electronics.
- Understanding the basic concept of cyber security and cyber law.
- Understanding the basic concept of Artificial Intelligence.

~~Dr. H.S. Hota~~
(Chairman)

~~Kiran~~
(Dr. K.B. Dubey)

~~Prabin~~
(Dr. S.K. Sahu)

~~U.K.~~
(Dr. U.K. Kumbhar)

~~Annu~~
(Dr. Anil Sharma)

~~Prab~~
(Dr. S. Jain) ~~R. Khuntia~~

~~Sushil~~
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~~Anurag~~
(11/06/21)
(Dr. Anurag Gupta)

~~Anurag~~
(Dr. Anurag Shukla Ma)

~~Sh~~
(Dr. Suresh Thakur)

~~Dr. Suresh~~
18-06-2019
(Dr. Suresh Thakur)

~~An~~
(Shailendra Arora)

~~Anjeeta~~
ANJEETA KUMAR

~~H.S.P. Tanwar~~
(H.S.P. Tanwar)

~~Anurag~~
(Dr. Anurag Gupta)

CURRICULUM STRUCTURE

Scheme

Program: BCA

Discipline: Computer Application

Semester	Course Type	Course Code	Course Title	Total Credit	Total Marks	
					Max	Min
1 st Semester	DSC (Major/Core)	CASC-01	Discrete Mathematics	4	100	40
		CASC-02T	Computer Fundamental and MS-Office	3	100	40
		CASC-02P	Lab 1: MS-Office	1	50	20
		CASC-03T	Operating System	3	100	40
		CASC-03P	Lab 2: Operating System	1	50	20
2 nd Semester	DSC (Major/Core)	CASC-04	Digital Electronics	4	100	40
		CASC-05T	Programming in C++	3	100	40
		CASC-05P	Lab 3: Programming in C++	1	50	20
		CASC-06T	Data Structure	3	100	40
		CASC-06P	Lab 4: Data Structure Using C++	1	50	20
3 rd Semester	DSC (Major/Core)	CASC-07	Software Engineering	4	100	40
		CASC-08T	Relational Database Management System	3	100	40
		CASC-08P	Lab 5: Relational Database Management System (Oracle/MySQL)	1	50	20
		CASC-09T	Programming in Java	3	100	40
		CASC-09P	Lab 6: Programming in Java	1	50	20
	DSE	CASE-01	Cyber Security and Cyber Law	4	100	40
4 th Semester	DSC (Major/Core)	CASC-10	Theory of Computation	4	100	40
		CASC-11T	Web Technology	3	100	40
		CASC-11P	Lab 7: Web Technology	1	50	20
		CASC-12T	Python Programming	3	100	40
		CASC-12P	Lab 8: Python Programming	1	50	20

*JMP
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	DSE	CASE-02	Artificial Intelligence and Expert System	4	100	40
5 th Semester	DSC (Major/Core)	CASC-13	Data Mining and Data Warehousing	4	100	40
		CASC-14T	Programming in .Net	3	100	40
		CASC-14P	Lab 9: Programming in .Net	1	50	20
		CASC-15T	Machine Learning	3	100	40
		CASC-15P	Lab 10: Machine Learning	1	50	20
	DSE	CASE-03	Numerical Analysis	4	100	40
6 th Semester	DSC (Major/Core)	CASC-16	Data Communication and Computer Networking	4	100	40
		CASC-17T	Advanced Java	3	50	20
		CASC-17P	Lab 11: Advanced Java	1	100	40
		CASC-18	Major Project-1	4	50	20
	DSE	CASE-04	Computer System Architecture	4	100	40
7 th Semester	DSC (Major/Core)	CASC-19T	Mobile Application Development	3	100	40
		CASC-19P	Lab 12: Mobile Application Development	1	50	20
	DSE	CASE-05	Computer Graphics	4	100	40
		CASE-06T	Cloud Computing	3	100	40
		CASE-06P	Lab 13: Cloud Computing	1	50	20
		CASE-07	Cryptography and Network Security	4	100	40
		CASE-08	Advanced Operating systems	4	100	40
8 th Semester	DSC (Major/Core)	CASC-20T	Fundamentals of IoT and Applications	3	100	40
		CASC-20P	Lab 14: Fundamentals of IoT and Applications	1	50	20
	DSE	CASE-09	Soft Computing	4	100	40
		CASE-10	Digital Image Processing	4	100	40
		CASE-11	Big Data Analytics	4	100	40
		CASE-12	Major Project - 2	4	100	40

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Dr K.B. Dubey

Dr. S. K. Saha

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Dr. Anil Sharma

Dr. Anil Sharma

Dr. S. Datta

H.S.P. Tondle

Sushil Kumar Saha

Dr. Anil Sharma

Shantilata Das

ANJEETA KUMAR

Dr. Anil Sharma

Dr. Anil Sharma

FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)
DEPARTMENT OF COMPUTER APPLICATION
COURSE CURRICULUM

PART- A: Introduction			
Program: Bachelor in Computer Application (Certificate / Diploma / Degree/Honors)		Semester - I	Session: 2024-2025
1	Course Code	CASC-02T	
2	Course Title	Computer Fundamental and MS office	
3	Course Type	DSC (Discipline Specific Course)	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	After Completing this course, students will be able to: <ul style="list-style-type: none"> • Study and use of basic concepts and terminology of information technology. • Organize files and documents on storage devices. • Acquire knowledge of ICT and Internet applications. • Develop information technology solutions by evaluating user requirements in advance trends of IT. • Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access. 	
6	Credit Value	3 Credits	Credit = 15 Hours - Learning & Observation
7	Total Marks	Max. Marks: 100	Min Passing Marks: 40
PART -B: Content of the Course			
Total No. of Teaching-Learning Periods (01 Hr. per period) - 45 Periods (45 Hours)			
Unit	Topics (Course contents)		No. of Period
I	Introduction to Computer: History of computer, Generations and Classification, Basic Anatomy of Computer: Block Diagram, Central Processing Unit (CPU): Function of each Unit, Memory: Primary, Cache, Flash, Software and its needs, Types of S/W: System Software and Application Software, Types of Programming Language: Machine Language, Assembly Language, High Level Language their advantages and disadvantages, Language Processors/Translators: Assembler, Interpreter and Compiler, Fundamental of Information Technology: Data and Information, Concept of IT, Application of IT, What is ICT?, Components of ICT, Impact of ICT in Society. Advanced Trends in IT: Cloud Technology, Virtual LAN Technology, M-Commerce, Nanotechnology, Virtual Reality, 3-D Printing, Internet of Things (IoT), Artificial Intelligence (AI), Machine Learning (ML), Cloud Computing, Quantum Computing, G-Suite, GoI digital initiatives in higher education: SWAYAM, Swayam Prabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-Yantra and NPTEL.		12
II	MS-Word: Introduction to word processing software and its features, Creating new document, Saving documents, Opening and Printing documents. Home Tab: Setting fonts, Paragraph settings, Various styles (Normal, No spacing, Heading1, Heading2, Title, Strong), Find & Replace, Format painter, Copy paste and paste special. Insert Tab: Pages, Tables, Pictures, Clipart, Shapes, Header & Footer, Word Art, Equation and Symbols. Page Layout Tab: Page setup, Page Background, Paragraph (indent and spacing). Mailing Tab: Create Envelops and Labels, Mail Merge. Review Tab: Spelling and Grammar check, New comment, Protect document, View Tab: Document views, Zoom, Window (New window, Split, Switch window).		11
III	MS-Excel: Introducing Excel, Use of Excel sheet, creating new sheet, Saving, Opening, and Printing workbook. Home Tab: Font, Alignment, Number, Styles and cells and editing, Conditional Formatting. Insert Tab: Table, Charts (column chart, Pie chart, Bar chart, Line chart) and Texts (header & footer, word art, signature line). Page Layout Tab:		11

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 R. Khudhey
 Dr. Anshika Shukla
 Dr. Anshika Shukla

	Page setup options, Scale to fit (width, height, scale). Formulas Tab: Auto sum (sum, average, min, max), Logical (IF, and, or, not, true, false), Math & Trig (sin, cos, tan, ceiling, floor, fact, mod, log), Sort and Filter options, Data validation, Group and ungroup. Review Tab: Protect sheet, Protect workbook, and Share workbook. View Tab: Page breaks, Page layout, Freezing Panes, Split and hide.	
IV	<p>Working with PowerPoint and MS-Access</p> <p>PowerPoint: Introducing PowerPoint, Use of PowerPoint presentation, Creating new slides saving, Opening and printing. Home Tab: New slide, Layout, Reset, Delete, Setting text direction, Align text, Convert to smart art, Drawing options. Insert Tab: Table, Picture, Clipart, Photo album, Smart art, Shapes and chart, Movie and sound, Hyperlink and action, Text box, Word art, Object. Design Tab: Page setup options, Slide orientation, Applying various themes, Selecting background style and formatting it. Animations Tab: Custom animation for entrance, Exit and emphasis, Applying slide transition, Setting transition speed and sound, Animation on rehearse timing. Slideshow & View Tab: Start slide, Show options, and Setup options. View tab: Presentation views, Colors and Window option.</p> <p>MS-Access: Introduction to DBMS, features of DBMS, creating blank databases, Saving it in accdb format, Defining data type in MS Access, Creating tables, creating reports, query wizard.</p>	11
<i>Keywords</i>	<i>Information Technology (IT), Information and Communication Technology (ICT), G-Suite, MS Word, MS Excel, MS Power Point, MS-Access.</i>	
<i>Name and Signature of Convener & Members of CBoS:</i>		

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended:

- Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
- Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
- Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
- Computer Fundamentals and Office Automation, Dr. Santosh Kumar Miri, Iterative International Publisher IIP.
- Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
- Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

Reference Books Recommended:

- Introduction to Information Technology, V. Rajaraman, PHI publication.
- Fundamental of IT, Leon and Leon, Leon Tec world.
- Introduction to Information Technology, Aksoy and Denardis, Cengage learning.
- Computers Today, Suresh K. Basandra, Galgotia Publications.
- Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.
- OFFICE 2013 in Simple Steps, Kogent Solution Inc., DremTech Press.
- Access 2010 in Simple Steps by Kogent Learning Solutions Inc.

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 (Dr. K. B. Dabey)
 (Dr. S.K. Sahay)
 (Suresh Thakur)
 (Dr. S. Jain)
 (R. Khuntia)
 (Dr. Armita Shukla Sen)

Online Resources:

- Introduction to Computer Fundamental from W3school:
<https://www.w3schools.blog/computer-fundamentals-tutorial>
- Introduction to MS-Word from W3school:
<https://www.w3schools.blog/ms-word-tutorial>
- Introduction to MS-Excel from W3school:
https://www.w3schools.com/excel/excel_introduction.php
- Introduction to MS-PowerPoint from W3school:
<https://www.w3schools.blog/powerpoint-tutorial>
- Introduction to MS-Access from W3school:
https://www.w3schools.com/sql/sql_ref_msaccess.asp
- Fundamentals of Computers & Information Technology (in Hindi) :
<https://www.mcu.ac.in/wp-content/uploads/2020/04/1PGDCA1-Unit-I-Fundamentals-of-Computers-Information-Technology.pdf>
- Fundamentals of Computers & Information Technology (in Hindi):
https://hte.rajasthan.gov.in/dept/dte/board_of_technical_education_rajasthan/government_polytechnic_college_hanumangarh/uploads/doc/fundamental_final-rkd.pdf
- Information and Computers Technology: https://cbseacademic.nic.in/web_material/doc/2014/11 ICT-IX.pdf.pdf
- Microsoft Office (in Hindi):
<https://www.scribd.com/document/534988849/9-Microsoft-office-in-hindi-www-GkNotesPDF-com>
- MS-OFFICE:
<https://www.rgyesm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf>
- MS-OFFICE:
Hindi Notes: <https://www.copaguide.com/2020/04/ms-office-topics.html>
- Microsoft Office Full Crash Course:
<https://www.youtube.com/watch?v=SH4oyV5AJ6A>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: **100 Marks**
 Continuous Internal Assessment (CIA): **30 Marks**
 End Semester Exam (ESE): **70 Marks**

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20	Better marks out of the two Test / Quiz obtained marks in Assignment shall be considered against 30 Marks
	Assignment / Seminar - 10 Total Marks - 30	
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10 x1 = 10 Mark; Q2. Short answer type- 5x4 = 20 Marks Section B: Descriptive answer type qts. 1 out of 2 from each unit-4x10 =40 Marks	

Name and Signature of Convener & Members of CBoS:

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Chairman

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(Sushil Kumar Sahu)

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(H. S. P. Tonde)

(Shashi Kant Sharma)

(Anjeeta Kujur)

ANJEETA KUJUR

FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)
DEPARTMENT OF COMPUTER APPLICATION
COURSE CURRICULUM

PART- A: Introduction			
Program: Bachelor of Computer Application (Certificate / Diploma / Degree)		Semester - I	Session: 2024-2025
1	Course Code	CASC-02P	
2	Course Title	Lab 1: MS-Office	
3	Course Type	Practical	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	After Completing this course, students will be able to: <ul style="list-style-type: none"> • Gain Practical knowledge of MS-Office. • Organize files and documents on storage devices. • Acquire knowledge of ICT and Internet applications. • Develop information technology solutions by evaluating user requirements in advance trends of IT. • Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access. 	
6	Credit Value	1 Credits	Credit =30 Hours Laboratory or Field Learning/Training
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20

PART -B: Content of the Course

Total No. of learning-Training/performance Periods: 30 Periods (30 Hours)

List of Experiments		No. of Period
Application of Information Technology <ol style="list-style-type: none"> How to create mail in a Gmail account? Write the uses of Inbox, Sent, Outbox, Draft, Spam and Trash labels. How to design Google form? Write the steps with appropriate windows. How to create different student classes in Google classroom. How do teachers create assignments and provide due dates, or grades in Google Classroom? How do students find assignments, due dates, or grades in Google Classroom? How to use social media platforms like twitter, Facebook and YouTube? How to use social media platforms like Flickr, Skype, yahoo and WhatsApp? How to use Google spreadsheets, Google Slides and Google forms? How to share files between mobile phone and computer system/Laptop using Bluetooth. 		30
***** MS-Word <ol style="list-style-type: none"> Prepare a grocery list having four columns (Serial number, the name of the product, quantity and price) for the month of April, 06. <ul style="list-style-type: none"> > Font specific actions for Title (Grocery List):14-pointArialfontinboldanditalics. > The headings of the columns should be in12-point and bold. > The rest of the document should be in10-point Times New Roman. 		

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 (Shubhendra Singh)
 (R. Khadke)
 (Dr. Anil Sharma)
 (Dr. Anil Sharma)

d. Calculate Amount=Rate*Total.

2. Given the following worksheet

	A	B	C	D
1	Roll No.	Name	Marks	Grade
2	1001	Sachin	99	
3	1002	Sehwag	65	
4	1003	Rahul	41	
5	1004	Sourav	89	
6	1005	Harbhajan	56	

Calculate the grade of these students on the basis of following guidelines:

If Marks	Then Grade
≥ 80	A+
≥ 60 and < 80	A
≥ 50 and < 60	B
< 50	F

3. Given the following worksheet

	A	B	C	D	E	F	G
1	Salesman	Sales in(Rs.)					
2	No.	Qtr1	Qtr2	Qtr3	Qtr4	Total	Commission
3	S001	5000	8500	12000	9000		
4	S002	7000	4000	7500	11000		
5	S003	4000	9000	6500	8200		
6	S004	5500	6900	4500	10500		
7	S005	7400	8500	9200	8300		
8	S006	5300	7600	9800	6100		

Calculate the commission earned by the salesman on the basis of following Candidates:

If Total Sales	Then Commission
< 20000	0% of sales
> 20000 and < 25000	4% of sales
> 25000 and < 30000	5.5% of sales
> 30000 and < 35000	8% of sales
≥ 35000	11% of sales

The total sales are the sum of sales of all the four quarters.

4. Company XYZ Ltd. pays a monthly salary to its employees who consist of basic salary, allowances & deductions. The details of allowances and deductions are as follows:

- HRA Dependent on Basic
 - 30% of Basic if Basic ≤ 1000
 - 25% of Basic if Basic > 1000 & Basic ≤ 3000
 - 20% of Basic if Basic > 3000
- DA Fixed for all employees, 30% of Basic
- Conveyance Allowance (CA)

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 Dr. R. Khuntley
 Dr. A.S. Sharma
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 Dr. S. G. Thakre
 Dr. Anurag Kumar
 Dr. Anjeeta R.D. Jais
 Dr. A.S. Sharma

Rs.50/- if Basic is ≤ 1000
 Rs.75/- if Basic > 1000 & Basic ≤ 2000
 Rs.100 if Basic > 2000

- Entertainment Allowance (EA)
 NIL if Basic is ≤ 1000
 Rs.100/-if Basic > 1000

Deductions

- Provident Fund
 6% of Basic
- Group Insurance Premium
 Rs.40/-if Basic is ≤ 1500
 Rs.60/-if Basic > 1500 & Basic ≤ 3000
 Rs.80/-if Basic > 3000

Calculate the following:

Gross Salary = Basic + HRA + DA + CA + EA

Total Deduction = Provident Fund + Group Insurance Premium

Net Salary = Gross Salary - Total Deduction

5. Create Payment Table for a fixed Principal amount, variable rate of interests and time in the form at below:

No. of Installments	5%	6%	7%	8%	9%
3	XX	XX	XX	XX	XX
4	XX	XX	XX	XX	XX
5	XX	XX	XX	XX	XX
6	XX	XX	XX	XX	XX

6. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

Rate of Interest	8%
Time	5 Years
Principal	Simple Interest
1000`	?
18000	?
5200	?

7. The following table gives a year wise sale figure of five salesmen in Rs.

Salesman	2019	2020	2021	2022
S1	10000	12000	20000	50000
S2	15000	18000	50000	60000
S3	20000	22000	70000	70000
S4	30000	30000	100000	80000
S5	40000	45000	125000	90000

- Calculate total sale year wise.
- Calculate the net sale made by each salesman
- Calculate the maximum sale made by the salesman
- Calculate the commission for each salesman under the condition.

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ANJEETA

Dr. Anil Sharma

>> If total sales > 4, 00,000 give 5% commission on total sale made by the salesman.

>> Otherwise give 2% commission.

- e. Draw a bar graph representing the sale made by each salesman.
- f. Draw a pie graph representing the sale made by a salesman in 2000.

8. Enter the following data in Excel Sheet

PERSONAL BUDGET FOR FIRST QUARTER

Monthly Income(Net): 1,475

EXPENSES	JAN	FEB	MARCH QUARTER TOTAL	QUARTER AVERAGE
Rent	600.00	600.00	600.00	
Telephone	48.25	43.50	60.00	
Utilities	67.27	110.00	70.00	
Credit Card	200.00	110.00	70.00	
Oil	100.00	150.00	90.00	
AV to Insurance	150.00			
Cable TV	40.75	40.75	40.75	
Monthly Total				

- a. Calculate Quarter total and Quarter average.
- b. Calculate Monthly total.
- c. Surplus=Monthly income-Monthly total.
- d. What would be the total surplus if monthly income is 1500.
- e. How much does the telephone expense for March differ from quarter average?
- f. Create a 3D column graph for telephone and utilities.
- g. Create a pie chart for monthly expenses.

9. Enter the following data in Excel Sheet

TOTAL REVENUE EARNED FOR SAM'S BOOK STALL

Publisher Name	1997	1998	1999	2000	Total
A	Rs. 1,000.00	Rs. 1100.00	Rs. 1,300.00	Rs. 800.00	
B	Rs. 1,500.00	Rs. 700.00	Rs. 1,000.00	Rs. 2,000.00	
C	Rs. 700.00	Rs. 900.00	Rs. 1,500.00	Rs. 600.00	
D	Rs. 1,200.00	Rs. 500.00	Rs. 200.00	Rs. 1,100.00	

- a) Compute the total revenue earned.
 - b) Plot the line chart to compare the revenue of all publishers for 4 years.
 - c) Chart Title should be Total Revenue of Sam's Book stall(1997-2000)
 - d) Give appropriate categories and value axis title.
10. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in the range 50-60.

MS-Power Point

1. Do the following task:

- Start a new blank presentation
- Your first Slide is going to be a Title Slide
- Write the Text as in the preview below:

Dr. B. S. Bhatia
 Chairman
Sushil Kumar
Dr. K. B. Dubey
Dr. S. K. Saly
Suresh (Tah)
Dr. S. J. Jha
R. Khundley
ANJEEA
S. Sharma

- Lighthouse Co Ltd
- Make the Font of "Lighthouse" Arial Black and size 88
- Insert a second slide this should be with a layout of Bulleted List
- Write the Text as in preview below
- [Title]: Lighthouse Co Ltd
- [Body]:
 - Mission Statement
 - Company Objectives
 - Management Team
 - Employees
 - Sales

Make the Font Color of the Points to Green

Insert a third slide that should be an Organization Chart.

Include the following people in the chart:

- David Brent, General Manager
- Tim Canterbury, Head of Sales
- Gareth Keenan, Assistant to the General Manager
- Dawn Tinsley, Human Resources Manager

Add a fourth slide and this should be a Table Chart.

The chart should look like the following:

New Products	Discontinued Products
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs21"	Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

- Make the titles New Products and Discontinued Products with a shadow effect and centered in the cell. Widen columns to fit Text as above.
- The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

	January	February	March	April
TVs	20	27	90	75
DVDs	30	38	34	31
Wifi equipment	45	46	45	43
Video Recorders	25	29	15	40

- Change the colours of the chart so that the series of bars are red, yellow, pink, and green.
- Add a light coloured background to all slides in the presentation.
- Add also Transition effects between each slide and also different effects for all text and pictures in the presentation.
- Reverse the order of the second and third slides
- Save the presentation as Light House Ltd.

2. Do the following:

Load your Presentation Application and start a new presentation

- The first slide is a Title Slide. Select the appropriate layout and enter the title:
Annual Food Fair
- Add the subtitle: **A Celebration of Eating**
- Insert a small, red circle at the bottom right of the title slide.

Dr. H.S. Hota
Chairman

Dr. K.B. Dubey

Sushil Kumar Saha

Shankar Prasad

Dr. S.K. Saha

Suresh Kumar

Shobhana Kumar

Dimple Kotaraja

Dr. Anil Sharma

ANJETA K.U.T.R.

Chris Jain

R. Khuntia

Dr. A.S. Sharma

Devi

J.P. Saha

- Change the font color for the whole title and subtitle to blue, and apply a text shadow effect just to the words **Food** and **Fair**
- Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **The Menu**. Enter the following text:
 - Chocolate Desserts
 - Cakes and Puddings
 - Roast Meals
 - Using Pasta Creatively
- Change the line spacing for these bullet points to 1.5 lines.
- Increase the font size for the words **The Menu** in the title.
- Add a footer with your name and the text: **Food Fair** so they both appear on every slide, and number all the slides. (Make sure the number is not obscured by the red circle on the title slide)
- Insert a third slide, which is to be an organization chart. Use the title **Meet The Team**. Enter: **Maggie Peet, Manager** at the top of the chart, and show the following three as reporting to Maggie Peet: **Brian Webb, Bookings; Janine Newton, Publicity; Gregg Brown, Accounts**
- Embolden the text in the title of the third slide, and change the font to Arial.
- Apply a light coloured background to all the slides in the presentation
- On the third slide, insert an image suitable for the topic of food from an image library. Reduce the size of the image and place it where it will not interfere with text.
- Save the presentation as **foodfair**.
- Print the presentation with three slides per page, and close the presentation.

3. Do the followings:

- Load your Presentation Application and start a new presentation
- The first slide is a Title Only Slide. Select the appropriate layout and enter the title: **Cook Family Cruises**.
- Add a small blue rectangle at the top left of this slide.
- Change the font color for the whole title to red, and apply a text shadow effect just to the word **Cruises**.
- Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary**. Enter the following text:
 - Canary Islands
 - Mediterranean
 - Greek Islands
- Change the line spacing for these bullet points to 2 lines. Increase the font size of the word **Itinerary** in the title. Add a footer with your name and the text: **Cruise Information** so they both appear on every slide, and number all the slides.
- Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: Cook 54%; Jackson 28%; Wilson 12%; Bennett 5%
 Embolden the text in the title of the third slide, and change the font to Arial.
- Apply a different background to each slide in the presentation.
- On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text.
- Add a 4-slide containing nothing but the text: **Travel with us for less!!**
- Save the presentation as a holiday.
- Print the presentation with 4 slides per page, and close the presentation.

4. Creating an animation looks like the leaf is falling in a tree.

Dr. H.S. Hotg
 Chair man
 Sushil Kumar Sahu
 (Dr. K.B. Dubey)
 (Dr. S. Saly)
 (Suresh Babu)
 (Dr. Anil Sharma)
 Anjita Kujur
 (Dr. S. Jain)
 R. Khuntia
 AS. Iken

5. Creating an animation looks like demolishing a world trade center in America.

MS-Access

1. Create a database named "college" and perform the following tasks:
 - A. Create a table named "student" having following fields:
Class, Roll no and Name with these Information i.e., Field Name, Data type and Description
 - B. Fill at least 5 records.
 - C. Prepare a query to display all records and Name should be in ascending order.
2. Create the employee table in MS-Access with the referential integrity-foreign key.

Note: This is a tentative list; the teachers' concern can add more program as per requirement.

Keywords: Information Technology (IT), Information and Communication Technology (ICT), G-Suite, MS Word, MS Excel, MS Power Point, MS-Access.

Name and Signature of Convener & Members of CBoS:

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended:

- Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
- Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
- Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
- Computer Fundamentals and Office Automation, Dr. Santosh Kumar Miri, Iterative International Publisher IIP.
- Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
- Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

Reference Books Recommended:

- Introduction to Information Technology, V. Rajaraman, PHI publication.
- Fundamental of IT, Leon and Leon, Leon Tec world.
- Introduction to Information Technology, Aksoy and Denardis, Cengage learning.
- Computers Today, Suresh K. Basandra, Galgotia Publications.
- Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.
- OFFICE 2013 in Simple Steps, Kogent Solution Inc., DremTech Press.
- Access 2010 in Simple Steps by Kogent Learning Solutions Inc.

Online Resources:

- Introduction to Computer Fundamental from W3school:
<https://www.w3schools.blog/computer-fundamentals-tutorial>
- Introduction to MS-Word from W3school:

Dr. H.S. Haba (Chairman) *Dr. K.B. Dubey* *Dr. S.K. Sahu* *Dr. B.S. Sharma* *Dr. R. Khuthey*
Sushil Kumar Sahas *Shalini Arora* *Dr. Anjeeta Kujur* *Dr. Anjeeta Kujur*

- <https://www.w3schools.blog/ms-word-tutorial>
- Introduction to MS-Excel from W3school:
https://www.w3schools.com/excel/excel_introduction.php
- Introduction to MS-PowerPoint from W3school:
<https://www.w3schools.blog/powerpoint-tutorial>
- Introduction to MS-Access from W3school:
https://www.w3schools.com/sql/sql_ref_msaccess.asp
- Fundamentals of Computers & Information Technology (in Hindi) :
<https://www.mcu.ac.in/wp-content/uploads/2020/04/1PGDCAI-Unit-I-Fundamentals-of-Computers-Information-Technology.pdf>
- Fundamentals of Computers & Information Technology (in Hindi):
https://hte.rajasthan.gov.in/dept/dte/board_of_technical_education_rajasthan/government_polytechnic_college_hanumangarh/uploads/doc/fundamental_final-rkd.pdf
- Information and Computers Technology: https://cbseacademic.nic.in/web_material/doc/2014/11_ICT-IX.pdf.pdf
- Microsoft Office (in Hindi):
<https://www.scribd.com/document/534988849/9-Microsoft-office-in-hindi-www-GkNotesPDF-com>
- MS-OFFICE:
<https://www.rgydsm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf>
- MS-OFFICE:
Hindi Notes: <https://www.copaguide.com/2020/04/ms-office-topics.html>
- Microsoft Office Full Crash Course:
<https://www.youtube.com/watch?v=SH4oyV5AJ6A>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks
 Continuous Internal Assessment (CIA): 15 Marks
 End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks
	Assignment/Seminar + Attendance - 05 Total Marks - 15	
End Semester Exam (ESE):	Laboratory / Field Skill Performance:	Managed by Course teacher as per lab. status
	On spot Assessment A. Performed the Task based on lab. work - 20 Marks B. Spotting based on tools & technology (written) - 10 Marks Viva-voce (based on principle/technology) - 05 Marks	

Name and Signature of Convener & Members of CBoS:

Dr. H.S. Hong (Chairmen)

 Dr. K.B. Dubey

 Dr. S.K. Saha

 Dr. Anil Sharma

 Dr. Anjeeta Kujur

 Dr. R. Khurshid

 Dr. Suresh Thakkar

 Dr. V.K. Saha

 Dr. AS. Saha

 ANJEETA Kujur

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended:

- Peter Baer Galvin, Greg Gagne, Operating System Concepts – Abraham Silberschatz, 8th edition, Wiley-India, 2009.
- Andrew S. Tanenbaum, Modern Operating Systems, 3rd Edition, PHI
- Elmasri, Carrick, Levine, Operating Systems: A Spiral Approach – TMH Edition

Reference Books Recommended:

- Akshay Singh , Operating System, RGCSM Publications
- Rusell A Stultz, MS DOS 6.22, BPB Publications
- Brain Underdahl, Teach yourself Windows 2000, Wiley Publications.
- Peter Norton, Maximizing Windows, Teachmedia.
- Ray Duncan, Advances MS-DOS Programming, BPB
- Ray Yao, Shell Scripting in 8 Hours

Online Resources:

- Fundamentals of Computer , Windows Operating System: <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
- Introduction to Operating System: <https://www.w3schools.in/operating-system/tutorials/>
- Introduction to Operating System: <https://www.javatpoint.com/windows>
- Windows : <https://www.javatpoint.com/windows>
- Linux: <https://www.javatpoint.com/what-is-linux>
- DOS: <https://www.geeksforgeeks.org/ms-dos-operating-system/>
- DOS : <https://www.javatpoint.com/ms-dos-operating-system>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 30 Marks
	Assignment / Seminar - 10	
	Total Marks - 30	

End Semester Exam (ESE):	Two section – A & B
	Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks

Name and Signature of Convener & Members of CBoS:

Dr. H.S. Khatke
 Chairman
 Sushil Kumar Sahel
 Anil K. B. Desai
 (Dr. K. B. Desai)
 (Suresh Thakur)
 Shailendra Aggarwal
 Jaydeep Kottam
 Anil Sharma
 (Dr. Anil Sharma)
 Gal (Dr. S. Jain)
 R. Khuntia
 Anjeeta Kujur
 A.S. Phora

FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)
DEPARTMENT OF COMPUTER APPLICATION
COURSE CURRICULUM

PART- A: Introduction			
Program: Bachelor in Computer Application (Certificate / Diploma / Degree)		Semester - I	Session: 2024-2025
1	Course Code	CASC-03P	
2	Course Title	Lab 2: Operating System	
3	Course Type	Practical	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ul style="list-style-type: none"> • Understand the fundamental concepts of DOS, Windows and Linux Operating System. • Understand basics of DOS commands and its types. • Understand features of Windows Operating system. • Understand comparative features of DOS and Windows Operating systems. • Explore functionality of Linux. 	
6	Credit Value	1 Credits	Credit =30 Hours Laboratory or Field Learning/Training
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20

PART -B: Content of the Course

Total No. of learning-Training/performance Periods: 30 Periods (30 Hours)

Module	Topics (Course contents)	No. of Period
List of Practical Experiment	<ol style="list-style-type: none"> 1. Demonstrate different Directory naming listing structure with all options. 2. Create one file and rename file using DOS command 3. Demonstrate all Internal DOS Commands with Output. 4. Demonstrate all external DOS Commands with output. 5. Introduction to Windows and Familiarity with its controls. 6. Study and use of Desktop, my computer, recycle bin, Task bar. 7. Working with Files and Folder. 8. Use of various window applications: Calculator, notepad and MS-Paint. 9. Explaining control panel options. 10. Working with printers. 11. Create a file using Linux command. 12. Write a Linux command which lists all files and directories. 13. Demonstrate use of grep command. 14. Create Directory using Linux command and create 3 different files in this directory. 15. Delete above created files and directory using Linux command. 16. Explaining various flavors of Linux. <p>Note: Concerned teacher can add additional experiment as per requirement.</p>	30

Keywords DOS, Windows, Linux.

Name and Signature of Convener & Members of CBoS:

Dr. H. S. Hota (Chairman)

 Dr. K. B. Dubey

 Dr. S. K. Sah

 Dr. Anil Sharma

 Dr. A. S. Sang

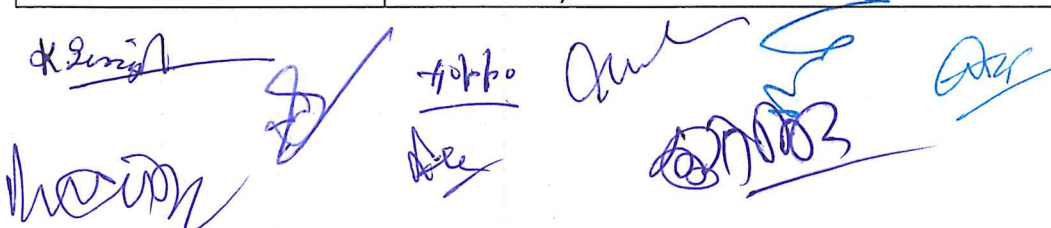
 Anjeeta Kujur

 Sushil Kumar Sahu

 Shreelalaya Agya

**FOUR YEAR UNDERGRADUATE PROGRAM
DEPARTMENT OF ECONOMICS
COURSE CURRICULUM – 2024-28**

PART-A, INTRODUCTION			
PROGRAM: Bachelor in Art (Certificate/Diploma/Degree)		Sem -I	SESSION:2024- 2025
SUBJECT: ECONOMICS			
1	COURSE CODE:	ECGE -01	
2	COURSE TITLE:	BASICS OF ECONOMICS	
3	COURSE TYPE:	DSC	
4	Pre-requisite	As per program	
5	COURSE LEARNING OUTCOME (CLO):	<ul style="list-style-type: none"> This course gives a general idea about the basics of economics. It tries to bridge the gap between higher secondary syllabus and higher education. This paper creates eagerness and enthusiasm among students to know more about economics. It also envisages the basic knowledge of micro and macroeconomics and tries to create an interest. 	
6	CREDIT VALUE:	4 Credits	Credit= 15 Hours- Learning and observation
7	TOTAL MARKS:	Max Marks:100	Min Passing Marks:40
PART-B, CONTENT OF THE COURSE			
Total No. of Teaching-Learning Periods (01Hr per period) -60 Periods (60 Hours)			
UNIT	TOPICS (Course Contents)		No of Periods
UNIT I- What is Economics	<ol style="list-style-type: none"> 1. Origin of economics in Indian culture 2. Definition, Nature and Scope of Economics. 3. Major fields- Micro and Macro 4. Classical, Neo-classical and Modern Economists. 5. Major contribution by various economists (in brief) – Adam Smith, J M Keynes, Marshal, Pigou. 		15
UNIT II- Basics of Macro Economics	<ol style="list-style-type: none"> 1. Circular Flow of Income 2. Measurement of National Income 3. Basics of GDP, GNP, NNP 4. Money and its functions 5. Demand and supply of money 6. Concept of consumption and saving 		15
UNIT III- Basics of Micro Economics	<ol style="list-style-type: none"> 1. Meaning of consumer behavior 2. Concept of utility 3. Demand and elasticity 4. Basics of Production function 5. Various markets in the economy (In brief). 		15



UNIT IV- Economy of Chhattisgarh	<ol style="list-style-type: none"> 1. Agriculture in Chhattisgarh- Agricultural Production, Land use, Irrigation facilities. 2. Industries in Chhattisgarh – Major Industries, Mineral based industries in Chhattisgarh 3. Infrastructure in Chhattisgarh, Road and Railways. 4. Per Capita income and Gross State domestic Product in C.G. 	15
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Signature of Convener & Members CBoS:-

PART-C, LEARNING RESOURCES

AUTHOR	TITLE	PUBLISHER
सिन्हा, वी.सी., पुष्पा सिन्हा	व्यष्टि अर्थशास्त्र	SBPD
पंत जे०सी० एवं मिश्रा	सूक्ष्म अर्थशास्त्र	साहित्य भवन
जैन, के. पी.	आधुनिक माइक्रो अर्थशास्त्र	रतन प्रकाशन मंदिर
Jhingan, M.L.	Micro Economic Theories (Hindi & English)	Vrinda Publications
Ahuja, H.L.	Principles of Micro Economics (Hindi & English)	S Chand & Co
Seth, M.L.	Micro Economics (Hindi & English)	L.N Agrawal
Dhingra, I. C., V. K. Garg	Principles of Micro Economics (Reference)	Sultan Chand & Sons
Bose, D., A. Marimuthu	An Introduction to Micro Economics (Reference)	Himalaya Publishing House

Online Resources

1	https://www.swayamprabha.gov.in/index.php
2	https://vidyamitra.inflibnet.ac.in/index.php
3	https://epgp.inflibnet.ac.in/Home/ViewSubject
4	https://descg.gov.in/

PART-D ASSESSMENT & EVALUATION

Suggested Continuous Evaluation Methods:

Maximum Marks	:100 Marks
Continuous Internal Assessment (CIA)	: 30 Marks,
End Semester Exams (ESE)	:70 marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Tests/Quiz-(2) : 20 & 20 Assignment/Seminar/Attendance - 10 Total Marks - 30	Better marks out of the two Test /Quiz +Obtained marks in Assignment shall be considered against 30 Marks
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FOUR YEAR UNDERGRADUATE PROGRAM - (2024-28)
DEPARTMENT OF HINDI
COURSE CURRICULUM

PART -A : Introduction			
Program: Bachelor in Arts Certificate/Diploma/Degree/Honors		Semester - I	Session: 2024-25
1	Course Code	HNGE-01	
2	Course Title	हिन्दी साहित्य का इतिहास (आदिकाल से रीतिकाल तक)	
3	Course Type	GE	
4	Pre-requisite (if any)	As per requirement	
5	Course Learning Outcome (CLO)	1. विद्यार्थी साहित्येतिहास, काल विभाजन एवं नामकरण संबंधी ज्ञान से अवगत हो सकेंगे। 2. युगीन परिस्थितियों और साहित्यिक प्रवृत्तियों के आधार पर साहित्य और समाज के अन्तर्संबंधों को समझ पाने में सक्षम हो सकेंगे। 3. युगीन सामाजिक सांस्कृतिक परिस्थितियों के परिपेक्ष्य में व्यापक दृष्टिकोण की समझ का विकास हो सकेगा। 4. आदिकाल से रीतिकाल तक के सम्पूर्ण रचनाकारों की रचनाओं और उसके विविध विषयों पर विश्लेषणात्मक विचारशीलता का विकास हो सकेगा। 5. हिन्दी गद्य के आविर्भाव के प्रधान कारणों एवं परिस्थितियों को समझ सकेंगे।	
6	Credit Value	4 Credits	(01 Credit = 15 Hours - learning & Observation)
7	Total Marks	Maximum Marks : 100	Minimum Passing Marks : 40

PART -B : Content of the Course		
Total No. of Teaching-Learning Periods (01 Hr. Per Period) - 60 Periods (60 Hours)		
Unit	Topics (Course Contents)	No. of Period
I	हिन्दी साहित्य का इतिहास व काल विभाजन – अ. हिन्दी साहित्य के इतिहास लेखन की परम्परा, समस्या ब. हिन्दी साहित्य के इतिहास का कालविभाजन व नामकरण	15
II	आदिकाल – अ. आदिकाल : सामान्य परिचय प्रमुख प्रवृत्तियां व कवि, सिद्ध साहित्य, नाथ साहित्य ब. रासो काव्य, लौकिक साहित्य, जैन साहित्य	15
III	भक्तिकाल – अ. भक्तिकाल : सामान्य परिचय, प्रमुख प्रवृत्तियां व कवि । निर्गुण भक्तिधारा (प्रेममार्गी, ज्ञानमार्गी) ब. सगुण भक्तिधारा (रामकाव्य, कृष्णकाव्य)	15
IV	रीतिकाल – अ. रीतिकाल : सामान्य परिचय, प्रमुख प्रवृत्तियां व कवि ब. रीतिबद्ध, रीतिसिद्ध एवं रीतिमुक्त काव्यधारा	15
Keywords		

Signature of Convener & members (CBos) :

[Signature]
11-06-24

[Signature]

[Signature]
11/6/2024

[Signature]
11/6/24

PART -C : Learning Resource**Text Books, Reference Books and Others**

1. हिन्दी साहित्य का इतिहास – आचार्य रामचन्द्र शुक्ल, लोक भारती प्रकाशन, इलाहाबाद
2. हिन्दी साहित्य का इतिहास – डॉ. नगेन्द्र, राजकमल प्रकाशन, नई दिल्ली
3. हिन्दी साहित्य का आदिकाल – आचार्य हजारीप्रसाद द्विवेदी, राजकमल प्रकाशन, नई दिल्ली
4. हिन्दी साहित्य उदभव और विकास – आचार्य हजारीप्रसाद द्विवेदी, राजकमल प्रकाशन, नई दिल्ली
5. हिन्दी साहित्य युग और प्रवृत्तियों – डॉ. शिवकुमार शर्मा
6. हिन्दी साहित्य का विवेचनात्मक इतिहास – डॉ. सरयूकांत शास्त्री
7. हिन्दी साहित्य की भूमिका – हजारी प्रसाद द्विवेदी
8. हिन्दी साहित्य का आलोचनात्मक इतिहास – राम कुमार वर्मा, लोक भारती प्रकाशन प्रयागराज
9. हिन्दी भाषा साहित्य का इतिहास तथा काव्यांग विवेचन – डॉ. आर.के.पाण्डेय, शताक्षी प्रकाशन रायपुर

Online Resources -

1. epgpathshala
2. <https://www.hindwi.org>

PART -D : Assessment And Evaluation**Suggested Continuous Evaluation Methods :**




Maximum Marks : 100 Marks

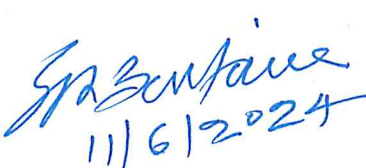
Continuous Internal Assessment (CIA) : 30 Marks



End Semester Exam (ESE) : 70 Marks

Continuous Internal Assessment : (CIA) : (By Course Teacher)	Internal Test/Quiz-(2) : 20 & 20 Marks Assignment/Seminar - 10 Total Marks 30	Better marks out of the two Text/Quiz obtained marks in assignment shall be considered against 30 Marks
End Semester Exam (ESE) :	Two Section - A&B Section A : Q1 Objective - 10X1=10 Marks Section A : Q2 Short Answer Type - 5X4=20 Marks Section B : Descriptive Answer Type Qts. 1 out of 2 From Each Unit - 4X10=40 Marks Total =70 Marks	

Name and Signature of Convener & Members of CBoS:




11-06-24


11/6/2024



11/6/24

FOUR YEAR UNDERGRADUATE PROGRAM (2024 - 28)
DEPARTMENT OF ENGLISH
COURSE CURRICULUM

PART- A: Introduction		
Program: Bachelor in Arts (Certificate/Diploma/Degree/Honors)		Semester - I
Session: 2024-2025		
1	Course Code	ENGE-01
2	Course Title	Introduction to the study of English Literature
3	Course Type	DSC (Discipline Specific Course)
4	Pre-requisite	As per Program
5	Course Learning Outcomes (CLO)	<p>After completion of this course, the students will be able to:</p> <ul style="list-style-type: none"> ➤ Have a deep insight into various genres of English Literature and write clearly, coherently and effectively about them. ➤ Recognize the culture and context of the work of literature. ➤ Develop sensitivity to nature and fellow human beings. ➤ Understand the growth of Indian Literature in English. ➤ Apply the knowledge of literary genres in interdisciplinary fields. ➤ Read and analyze the representative texts as categorized under the various genres
6	Credit Value	4 Credits
<i>Credit = 15 Hours - learning & Observation</i>		
7	Total Marks	Max. Marks: 100
Min Passing Marks: 40		
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) – 60 Periods (60 Hours)		
Unit	Topics (Course contents)	No. of Periods
I	<p>Section A: <i>Types of Poetry: The Sonnet, The Elegy, The Ode, The Epic, The Ballad, The Lyric, The Dramatic Monologue, Allegory.</i></p> <p>Section B: (Any Two) 1. William Shakespeare: <i>Shall I Compare Thee to a Summer's Day?</i> 2. William Wordsworth: <i>The Solitary Reaper</i> 3. Rabindranath Tagore: <i>Waiting</i> 4. Sarojini Naidu: <i>The Autumn Song</i> 5. Toru Dutt: <i>Our Casuarina Tree</i></p>	15
II	<p>Section A: <i>Types of Prose: Autobiography, Biography, Memoir, Travelogue; Periodical Essay; Formal Essay; Personal Essay.</i></p> <p>Section B: (Any Two) 1. Francis Bacon- <i>Of Studies</i> 2. Charles Lamb- <i>Dream Children</i> 3. Joseph Addison- <i>Sir Roger at the Church</i> 4. A.P.J. Kalam- <i>Patriotism Beyond Politics & Religion (from Our Ignited Mind)</i> 5. Amartya Sen- <i>Tagore & His India (from The Argumentative Indian)</i></p>	15
III	<p>Section A: <i>Types of Drama: Tragedy, Comedy, Tragicomedy, Farce, Melodrama, The Problem Play; Theatre of Absurd</i> <i>Elements of Drama: Plot, Character, Diction, Thought, Music, Spectacle.</i></p> <p>Section-B Drama: (Any Two) 1. William Shakespeare: <i>The Merchant of Venice</i> 2. Oliver Goldsmith: <i>She Stoops to Conquer</i></p>	15

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	<p>3. Kalidas: <i>Abhigyan Shakuntalam</i> 4. Mohan Rakesh- <i>Adhe Adhure (Halfway House)</i> Vijay Tendulkar- <i>Kanyadan</i></p>	
IV	<p>Section A: <i>Types of Novel: Bildungsroman, Picaresque, Epistolary, Stream-of-Consciousness, Novel of Social Reality, Psychological Novel, Historical Novel, Science Fiction, Gothic Novel and Graphic Novel.</i></p> <p>Section B: <i>Novels (Any Two)</i> 1. <i>Jane Austen: Pride and Prejudice</i> 2. <i>Robert Louis Stevenson: Dr. Jekyll and Mr. Hyde</i> 3. <i>Mulk Raj Anand: The Untouchable</i> 4. <i>R.K. Narayan: The Guide</i> 5. <i>Bheesham Sahni: Amritsar Aa Gaya</i></p>	15

Signature of Convener & Members (CBoS):

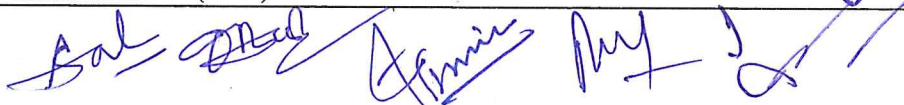
PART-C: Learning Resources		
Text Books, Reference Books and Others		
Reference Books-		
<ul style="list-style-type: none"> • Daiches, D., "A Critical History of English Literature", Supernova Publishers, 2010. • Compton- Rickett, A., "A History of English Literature" Nabu Press, 2010. • Boulton, M., "The Anatomy of Prose", Kalyani, New Delhi, 1982. • Chambers, E., "The Development of English Prose", Oxford University Press, London, 1957. • Kalam, A.P.J., "Ignited Minds: Unleashing the power within India" Penguin, 2014. • W H Hudson, An Introduction to the Study of English Literature, Maple Press, 2003 ed. • P.Varghese, Introduction to English Literature, Alfa Publications, 2011. • Martin Gray, A Dictionary of Literary Terms, Blackwell, 1998. 		
Online Resources-		
<ul style="list-style-type: none"> ➤ https://www.britannica.com/art/English-literature ➤ https://www.slideshare.net/RahilaKhan6/introduction-to-english-literature-70272809 ➤ https://guides.library.illinois.edu/c.php?g=964117&p=7731764 ➤ https://researchguides.library.tufts.edu/EnglishUndergraduateResources ➤ https://instr.iastate.libguides.com/englitres 		
PART -D: Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks		
Continuous Internal Assessment (CIA): 30 Marks		
End Semester Exam (ESE): 70 Marks		
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20 Assignment / Seminar - 10 Total Marks - 30	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 30 Marks
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks	
Name and Signature of Convener & Members of CBoS:		

Convener: [Signature] 10/6/24
 Member 1: [Signature] 10/6/24
 Member 2: [Signature] 10/6/24
 Member 3: [Signature] 10/6/24
 Member 4: [Signature] 10/6/24
 Member 5: [Signature] 10/6/24
 Member 6: [Signature] 10/6/24
 Member 7: [Signature] 10/6/24
 Member 8: [Signature] 10/6/24

FOUR YEAR UNDERGRADUATE PROGRAM (2024–28)
Department of Commerce and Management

COURSE CURRICULUM

PART-A: Introduction			
Program: Bachelor in Business Administration <i>(Certificate / Diploma / Degree/Honors)</i>		Semester-I	Session:2024-2025
1	CourseCode	BBSC-01	
2	CourseTitle	Principles of Management	
	CourseType	Discipline Specific Course (DSC)	
4	Pre-requisite(if,any)	<i>Asperrequirement</i>	
5	CourseLearning Outcomes(CLO)	<ul style="list-style-type: none"> ➤ <i>The students will understand concepts, rules or procedures of Principles of Management.</i> ➤ <i>Improve their cognitive thinking.</i> ➤ <i>The students will learn proficient and effective use of knowledge and ability in performance..</i> 	
6	CreditValue	4Credits	Credit=15Hours-learning&Observation
7	TotalMarks	Max.Marks: 100	MinPassingMarks: 40
PART-B: ContentoftheCourse			
TotalNo.of Teaching–learningPeriods(01 Hr.perperiod)– 60Periods(60 Hours)			
Unit	Topics(Coursecontents)		No.of Period
I	Introduction: Concept, Nature, Process and Significance of Management, Role, Function and Responsibility of Management, Management Thought; Classical and Neo-classical system; Concept Approaches. (Learning through experience in Chhattisgarh area.)		15
II	Planning: Concept of Planning, Characteristics of Planning, Steps in Planning Process; Benefits and Limitations of Planning, Types of Planning, Objective, Strategies, Policies, Environment analysis and diagnosis; Strategy formulation search for advantages and business possibilities in Chhattisgarh.		15
III	Organizing : Concept, nature, process and significance; authority and resident relationship; Centralization and Decentralization; Departmentalization, Organization structure – forms and contingency factors. Decision making: Features of Decision making, Role of Decision making in Management, Types of Managerial Decision, Steps in Decision making process, Decision techniques; Principles of Decision making.		15
IV	Controlling and Budgeting: Nature of Control, Relationship between Planning and Control, Need for Control; Significance and Limitations of Control, Types of Control, Process of Control; Budgetary Control, Performance Budgeting; Zero Based Budgeting; Management Audit; Networks Techniques.		15
Keywords	Management, Planning, Organising, Decision Making, Controlling and Budgeting.		
PART-C: LearningResources			
TextBooks,ReferenceBooksand Others			
TextBooksRecommended –			
1. Drucker Peter F: Management Challenges for the 21 st century; Butterworth Heinemann.			
2. Wehrich and Koontz, Essentials of Management; Tata Mc Graw Hill, New Delhi.			
3. P.C. Tripathi : Principles of Management Mc Graw Hill Education 6 thedition.			
4. Terry and Frankin; Principles of Management; AITBS, New Delhi.			
5. M.Gupta: Principles of Management; Motilal U.K. Books of India New Delhi			
Online Resources–			
https://www.kopykitab.com/			
https://www.hitbullseye.com/grad-			
PART-D:AssessmentandEvaluation			
Suggested Continuous Evaluation Methods:			
Maximum Marks:		100Marks	
ContinuousInternalAssessment(CIA):		30Marks	
EndSemesterExam(ESE):		70 Marks	



Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test/Quiz-(2):20&20 Assignment/Seminar- 10 Total Marks- 30	Better marks out of the two Test/ Quiz + obtained marks in Assignments shall be considered against 30 Marks
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10x1=10 Mark; Q2. Short answer type – 5x4=20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit – 4x10=40 Marks	

Name and Signature of Convenor & Members (CBoS):

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**FOUR YEAR UNDERGRADUATE PROGRAM (2024-28)
DEPARTMENT OF SOCIOLOGY COURSE CURRICULUM**


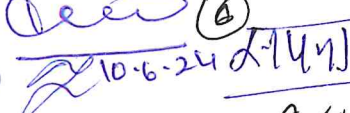




PART-A : INTRODUCTION		
PROGRAM: PROGRAM: Bachelor in Arts (Certificate/Diploma/Degree/Honors)		SEMESTER-I
SESSION:2024-25		
SUBJECT: SOCIOLOGY		
1	COURSE CODE:	SOGE -01
2	COURSE TITLE:	INTRODUCTION TO SOCIOLOGY
3	COURSE TYPE:	DGE 01
4	Pre-requisite	As per Government norms
5	COURSE LEARNING OUTCOME (CLO):	<p>After completion of the course, the student will be able to achieve the following objectives-</p> <ul style="list-style-type: none"> • The course is designed to incorporate all the key concept of sociology which would enable the learner to develop keen insight to distinguish between the common sense knowledge and sociological knowledge • The conceptual learning of society association institution community will help the student with their day to day understanding of society • The concept of Indian social institution such as family marriage kinship will enable students to consider their roles in solving many problems. • Concept of globalization and media imperialism will make students to understand global geopolitical scenario conceptually. • Concept of social stratification and social change will make the students better understand the concept of different generational gap and minimize it in due course.
6	CREDIT VALUE:	04(Credit= 15 Hour- Learning and observation)
7	TOTAL MARKS:	MAX MARKS:100 MIN PASS MARKS:40
PART-B : CONTENT OF THE COURSE		
Total Number of Teaching-Learning Periods(01 hr. Per Period)- 60 Period (60 Hours)		
UNIT	TOPICS	No. of Periods
UNIT-I Introduction to Sociology	1. Sociology as a Discipline: Meaning Emergence and Scope 2. Community and Society, Institution and Association 3. Relationship with other social Sciences 4. Concept of Role and Status	15
UNIT-II Social Institution	1. Relationship between Individual and Society 2. Socialization: Process and Importance 3. Family, Marriage and Kinship 4. Mutual Relationship between Culture and Civilization	15
UNIT-III Social Process	1. Interaction, Cooperation, Competition, Conflict 2. Caste and Class: Concept and Critique 3. Social Control: Characteristics and Impact 4. Industrialization and its Impact	15
UNIT-IV Social Stratification and Social Change	1. Social Stratification: Concept 2. Social Stratification: Factors 3. Social Change : Concept 4. Social Change: Types	15
Signature of Convener & Members :		


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PART-C : LEARNING RESOURCES ,REFERENCE BOOKS& OTHERS		
AUTHOR	TITLE	PUBLISHER
TEXTBOOK		
Haralambos and Holborn	Sociology :Themes and Prespective	Collins
Anthony Giddens and Philip W. Sutton	Sociology	Atlantic Publisher and Distributors Private Limited
C.N.Shankar Rao	Sociology: Principles of Sociology with an introduction of social thought	S Chand and Co.
Vidya Bhushan and D.R. Sachdeva	An Introduction to Sociology	Kitab Bhawan Publication
REFERENCE		
Anthony Giddens	Sociology	Oxford University Press
Vineeta Pandey	Indian Society and Culture	Rawat Publucation
Hortun and Hunt	Sociology- The Discipline and its Dimensions	New Central Book Agency
Online Resources		
1	https://www.swayamprabha.gov.in/index.php	
2	https://vidyamitra.inflibnet.ac.in/index.php	
3	https://epgp.inflibnet.ac.in/Home/ViewSubject	
4	https://descg.gov.in/	

PART-D : ASSESSMENT ANDEVALUATION		
Suggested Continuous Evaluation Methods:		
Maximum Marks:		
	100 Marks	Continuous
Internal Assessment (CIA):	30 Marks	
End Semester Exam (ESE):	70 Marks	
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test/Quiz-(2): 20&20 Assignment/Seminar- 10 Total Marks- 30	Better marks out of the two Test/Quiz +obtained marks in Assignments shall be considered against 30 Marks
End Semester Exam (ESE):	Two section - A & B Section A: Q1. Objective - 10x1=10 Marks; Q2. Short answer type - 5x4=20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit - 4x10=40 Marks	

Name and Signature of Convener & Members of CBoS

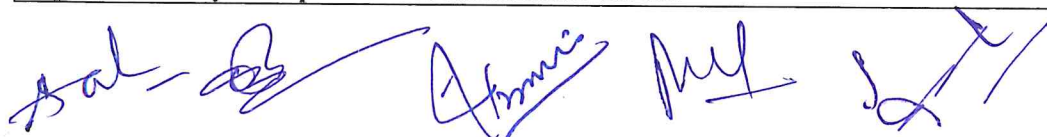
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FOUR YEAR UNDERGRADUATE PROGRAM (2024–28)
Department of Commerce and Management



COURSE CURRICULUM

PART-A: Introduction			
Program: Bachelor in Business Administration (Certificate/ Diploma/Degree/Honors)		Semester- I	Session: 2024-2025
1	Course Code	BBVAC - 01	
2	Course Title	Social Media Marketing	
3	Course Type	Value Addition Course [VAC]	
4	Pre-requisite (if, any)	<i>As per requirement</i>	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> ➤ Create and implement a digital and social media plan that aligns to a brand's overall business objectives. ➤ Interpret digital and social media analytics, trends, tools, and activities to determine the effectiveness of various strategies. ➤ Develop effective communication and interpersonal strategies to foster collaboration, diversity and inclusion within digital and social media project teams. ➤ Evaluate current trends and emerging technologies in digital marketing to inform planning and ongoing effectiveness. 	
6	Credit Value	2 Credits	<i>Credit=15 Hours-learning & Observation</i>
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20
PART-B: Content of the Course			
Total No. of Teaching-learning Periods (01 Hr. per period)-30 Periods (30 Hours)			
Unit	Topics (Course contents)		No. of Period
I	Social Media Marketing: Fundamentals of Social Media Marketing & its significance, Necessity of Social media Marketing, Building a Successful strategy: Goal Setting, Implementation.		08
II	Facebook Marketing: Facebook for Business, Facebook Insight, Different types of Ad formats, Setting up Facebook Advertising Account, Facebook audience & types, Designing Facebook Advertising campaigns, Facebook Avatar, Apps, Live, Hashtags.		07
III	LinkedIn Marketing: Importance of LinkedIn presence, LinkedIn Strategy, Content Strategy, LinkedIn analysis, Targeting, Ad Campaign.		08
IV	Twitter Marketing: Basics, Building a content strategy, Twitter usage, Twitter Ads, Twitter ad campaigns, Twitter Analytics, Twitter Tools and tips for managers. Instagram & Snapchat basic.		08
Keywords	<i>Social Media Marketing, Facebook, Twitter, LinkedIn.</i>		
PART-C: Learning Resources			
Text Books, Reference Books and Others			
Text Books Recommended-			
<ol style="list-style-type: none"> 1. Digital Marketing –Kamat and Kamat-Himalaya 2. Marketing Strategies for Engaging the Digital Generation, D. Ryan, 3. Digital Marketing, V. Ahuja, Oxford University Press 4. Digital Marketing, S.Gupta, McGraw-Hill 5. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition 			
Online Resources-			
https://www.coursera.org/socialmediamarketing https://academy.hubspot.com/courses/social-media			



PART-D: Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:	50 Marks	
Continuous Internal Assessment (CIA):	15 Marks	
End Semester Exam (ESE):	35 Marks	
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10 Assignment/Seminar+Attendance- 05 Total Marks - 15	Better marks out of the two Test/ Quiz +obtained marks in Assignments shall be considered against 15 Marks
End Semester Exam (ESE):	Two section- A & B Section A: Q1. Objective- 05 x 1 = 05 Mark ; Q2. Short answer type- 5 x 2 = 10 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit- 4 x 05 = 20 Marks	

Name and Signature of Convener & Members (CBOS)


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FOUR YEAR UNDERGRADUATE PROGRAM(2024 – 28)
DEPARTMENT OF ENGLISH
COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Arts / Commerce / Science (Certificate/Diploma/Degree/Honors)		Semester – I/ II/III
		Session: 2024-2025
1	Course Code	AEC 02
2	Course Title	English Language
3	Course Type	AEC (Ability Enhancement Course)
4	Pre-requisite (if any)	As per Program
5	Course Learning Outcomes(CLO)	After the completion of this course, the students will be able to – <ul style="list-style-type: none"> ➤ Understand and apply the use of Articles and Tenses in day to day life. ➤ Analyze the power of imagination and creativity and critically appreciate the poems. ➤ Identify and develop different types of writing skills. ➤ Appreciate and value the use of idioms and phrases as enriching elements of language expression.
6	Credit Value	2 Credits Credit = 15 Hours -learning & Observation
7	Total Marks	Max.Marks:50 Min Passing Marks:20
PART -B: Content of the Course		
Total No. of Teaching–learning Periods(01 Hr. per period) – 30 Periods (30 Hours)		
Unit	Topics(Course contents)	No. of Period
I	Prose: 1. Darshana Dholakia : Baa – My Mother – A Person, A Woman 2. Anita Desai : A Devoted Son 3. Rabindranath Tagore : The Home Coming	08
II	Poetry : 1. William Wordsworth: The Solitary Reaper 2. Robert Lee Frost: Stopping by the Woods on a Snowy Evening	07
III	Letter Writing : 1. Formal Letter 2. Informal Letter Composition : 1. Describing a Place or a Person 2. Writing a Biographical Sketch 3. Narrating an Event or Experience	08
IV	Writing Skills : Word Formation, Idioms and Phrases Coordination and Subordination, One Word Substitutes Grammar : 1. Articles 2. Tenses	07

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