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| COSE-01  | Gr.-III-Marketing-(समूह-3-विपणन) - Marketing Management<br>विपणन प्रबंध                        | COSE-06                                     | Human Resource Development<br>मानव संसाधन विकास                                       |
| COSE-02  | Gr.-I-Management -(समूह-1-प्रबंध) - Business Organisation व्यावसायिक संगठन                     | COSE-07                                     | Retail Management<br>खुदरा प्रबंध   |
| COSE-02  | Gr.-II-Finance -(समूह-2-वित्त) - Financial Market Operations वित्तीय बाजार परिचालन             | COSE-08                                     | Operational Management<br>परिचालन प्रबंध  |
| COSE-02  | Gr.-III-Marketing-(समूह-3-विपणन) - International Marketing अन्तर्राष्ट्रीय बाजार               | <b>Gr.-II Finance-(समूह-2-वित्त)</b>        |   |
| COSE-03  | Gr.-I-Management -(समूह-1-प्रबंध) - Production Management उत्पादन प्रबंध                       | COSE-05                                     | Financial Analysis<br>वित्तीय विश्लेषण  |
| COSE-03  | Gr.-II-Finance-(समूह-2-वित्त) - Financial Institution & Market वित्तीय संस्थाएँ एवं बाजार      | COSE-06                                     | Indian Financial System<br>भारतीय वित्तीय पद्धति                                      |
| COSE-03  | Gr.-III-Marketing-(समूह-3-विपणन) - Sales Management विक्रय प्रबंध                              | COSE-07                                     | Security Analysis & Portfolio Management<br>प्रतिभूति विश्लेषण एवं पोर्टफोलियो प्रबंध |
| COSE-04  | Gr.-I-Management -(समूह-1-प्रबंध) - Strategic Management ब्युह रचना प्रबंध                     | COSE-08                                     | Cost & Management Audit<br>लागत एवं प्रबंध अंकेक्षण                                   |
| COSE-04  | Gr.-II-Finance-(समूह-2-वित्त) - Financial Services वित्तीय सेवाएँ                              | <b>Gr.-III Marketing-(समूह-3-विपणन)</b>     |   |
| COSE-04  | Gr.-III-Marketing-(समूह-3-विपणन) - Advertising & Sales Promotion विज्ञापन एवं विक्रय संवर्द्धन | COSE-05                                     | Service Marketing<br>सेवा विपणन   |
| <b>B.Com. Honors with Research VII SEMESTER (For own Faculty)</b>  |  | COSE-06                                     | Rural & Agriculture Marketing<br>ग्रामीण एवं कृषि विपणन                               |
| <b>Gr.-I Management-(समूह-1-प्रबंध)</b>                            |  | COSE-07                                     | Consumer Behaviour<br>उपभोक्ता व्यवहार  |
| COSE-05  | Organisational Behaviour<br>संगठनात्मक व्यवहार   | COSE-08                                     | Digital Marketing<br>डिजिटल विपणन   |
| COSE-06  | Human Resource Development<br>मानव संसाधन विकास  | <b>HONORS FOR OWN FACULTY VIII SEMESTER</b> |   |
| COSE-07  | Retail Management<br>खुदरा प्रबंध  | <b>Gr.-I Management-(समूह-1-प्रबंध)</b>     |   |
| <b>Gr.-II Finance-(समूह-2-वित्त)</b>                               |  | COSE-09                                     | Business Research Method<br>व्यावसायिक शोध पद्धति                                     |
| COSE-05  | Financial Analysis<br>वित्तीय विश्लेषण   | COSE-10                                     | Management of Public Enterprises<br>सार्वजनिक उपक्रमों का प्रबंध                      |
| COSE-06  | Indian Financial System<br>भारतीय वित्तीय पद्धति   | COSE-11                                     | Material Management<br>सामग्री प्रबंध   |
| COSE-07  | Security Analysis & Portfolio Management<br>प्रतिभूति विश्लेषण एवं पोर्टफोलियो प्रबंध          | COSE-12                                     | Industrial Relation<br>औद्योगिक संबंध   |
| <b>Gr.-III Marketing-(समूह-3-विपणन)</b>                            |  | <b>Gr.-II Finance-(समूह-2-वित्त)</b>        |   |
| COSE-05  | Service Marketing<br>सेवा विपणन  | COSE-09                                     | Investment Management<br>विनियोग प्रबंध   |
| COSE-06  | Rural & Agriculture Marketing<br>ग्रामीण एवं कृषि विपणन  | COSE-10                                     | Business Finance<br>व्यावसायिक वित्त  |
| COSE-07  | Consumer Behaviour<br>उपभोक्ता व्यवहार   | COSE-11                                     | Project Planning & Analysis<br>परियोजना नियोजन एवं विश्लेषण                           |
| <b>B.Com. Honors with Research VIII SEMESTER (For own Faculty)</b> |  | COSE-12                                     | Corporate Legal Framework<br>निगमिय विधि संरचना                                       |
| <b>Gr.-I Management-(समूह-1-प्रबंध)</b>                            |  | <b>Gr.-III Marketing-(समूह-3-विपणन)</b>     |   |
| COSE-08  | Business Research Method<br>व्यावसायिक शोध पद्धति  | COSE-09                                     | Marketing Research<br>विपणन शोध   |

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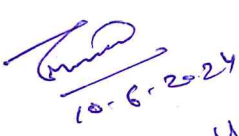



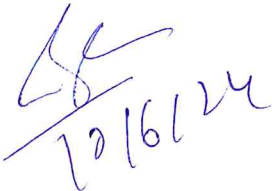
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Financial Balance Techniques

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|--|--|---|---|
| COSE-09                                  | Management of Public Enterprises<br>सार्वजनिक उपक्रमों का प्रबंध | COSE-10                                 | International Business<br>अन्तर्राष्ट्रीय व्यवसाय   |
| COSE-10                                  | Material Management<br>सामग्री प्रबंध                            | COSE-11                                 | Product and Brand Management<br>उत्पाद एवं ब्रांड प्रबंध  |
| <b>Gr.-II- Finance</b> -(समूह-2-वित्त)   |  | COSE-12                                 | E-Commerce<br>ई-वाणिज्य   |
| COSE-08                                  | Investment Management<br>विनियोग प्रबंध                          | <i>Financial Planning &amp; Control</i> |   |
| COSE-09                                  | Business Finance<br>व्यावसायिक वित्त                             |   |   |
| COSE-10                                  | Project Planning & Analysis<br>परियोजना नियोजन एवं विश्लेषण      |   |   |
| <b>Gr.-III Marketing</b> -(समूह-3-विपणन) |  |   |   |
| COSE-08                                  | Marketing Research<br>विपणन शोध                                  |   |   |
| COSE-09                                  | International Business<br>अन्तर्राष्ट्रीय व्यवसाय                |   |   |
| COSE-10                                  | Product and Brand Management<br>उत्पाद एवं ब्रांड प्रबंध         |   |   |
| <b>VALUE ADDED COURSE (COVAC)</b>        |  | <b>SKILL ENACHEMENT COURSE (COSEC)</b>  |   |
| COVAC-01                                 | Concept of Business<br>व्यवसाय की अवधारणा                        | COSEC-01                                | Accounting for Every One<br>प्रत्येक के लिए लेखांकन   |
| COVAC-02                                 | Fundamental of Stock Market<br>स्कंध विपणि के मूल तत्व           | COSEC-02                                | Banking Operations<br>बैंकिंग परिचालन   |
| COVAC-03                                 | Investing in Stock Market<br>स्कंध विपणि में विनियोग             | COSEC-03                                | Communication & Documentation in Business<br>संचार एवं व्यवसाय में प्रलेखीकरण<br><b>OR</b><br>E-filing of Returns<br>ई-रिटर्न एवं फाइलिंग |
|  |  | COSEC-04                                | Logistics Management<br>संभार(लॉजिस्टिक्स) प्रबंध<br><b>OR</b><br>Computerized Accounting<br>कम्प्यूटराइज्ड लेखांकन                       |

Name and Signature of Convener & Members (CBoS) :

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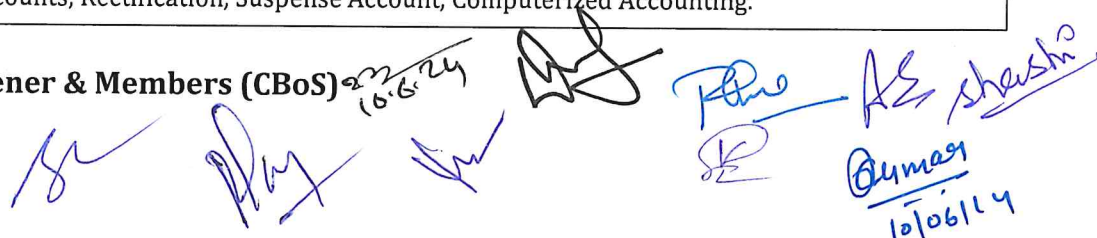


# FOUR YEAR UNDERGRADUATE PROGRAM- 2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

| <b>PART-A : Introduction</b>   |   |  |   |
|--|---|--|---|
| <b>Program : Bachelor in Commerce<br/>(Certificate/Diploma/Degree /Honors)</b>     | <b>Semester- I</b>  | <b>Session : 2024-25</b>   |   |
| 1  | <b>Course Code</b>  | COSC-01  |   |
| 2  | <b>Course Title</b>   | Fundamental of Accounting  |   |
| 3  | <b>Course Type</b>  | Discipline Specific Core Course( COSC )  |   |
| 4  | <b>Pre-requisite (if any)</b>   | As per program   |   |
| 5  | <b>Course Learning Outcomes (CLO)</b>   | <ul style="list-style-type: none"> <li>Explain the process and methods of financial decision making.</li> <li>Identify appropriate financial theory and techniques to solve various corporate financial problems.</li> <li>Identify fundamental concepts of generally accepted accounting principles and can also Identify challenges of accounting</li> <li>Classify capital and revenue concept, understand basic principles, concepts and conventions of financial accounting</li> <li>Construct final accounts of firm and apply various aspects of computerised accounting system.</li> </ul> |   |
| 6  | <b>Credit Value</b>   | <b>4 Credits</b>   | Credit= 15 Hours-learning & Observation |
| 7  | <b>Total Marks</b>  | Max. Marks :100  | Minimum Passing Marks :40               |
| <b>PART - B : Content of the Course</b>  |   |  |   |
| Total No. of Teaching-learning Periods ( 01 Hr. per period)-60 periods (60 Hours ) |   |  |   |
| Unit   | Topics (Course Contents)  |  | No. of Period                           |
| I  | <b>Accounting: An introduction:</b> Development, Definition, Needs, Objectives, Branches of Accounting, Basic Accounting Principles Concept and Conventions. Accounting standard: National & International. Brief History & Contribution of Father of the accountancy profession in India : Shree K.S. Aiyer (1859-1940)  |  | 15                                      |
| II   | <b>Accounting Transaction:</b> Concept of Single and Double entry system, Books of original Records, journal, ledger, Sub division of Journal cash book (including GST Transaction) and Trial balance. Depreciation accounting; methods of recording depreciation. Depreciation of different assets.  |  | 15                                      |
| III  | <b>Final Accounts:</b> Manufacturing Accounts, Trading Accounts, Profit Loss Account, Balance Sheet, Adjustment Entries with various provision and reserves. Rectifications of Errors: Classification of errors, location of errors, Suspense account, Effect on profit.  |  | 15                                      |
| IV   | <b>Computerized Accounting System-</b> Theoretical application, Practical Application (using any popular accounting software); Creation of Vouchers; recording transactions; preparing reports, cash book, bank book, ledger accounts, Trial balance, Profit and loss account, Balance Sheet. Selecting and shutting a Company, Backup and Restore data of a Company. |  | 15                                      |
| <b>Key Words</b>   | Accounting, National, International, Contribution, Double Entry System, Journal, Depreciation, Final Accounts, Rectification, Suspense Account, Computerized Accounting.  |  |   |

Signature of Convener & Members (CBoS)



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

1. Shukla S.M.; Financial Accounting ; Sahitya Bhawan Publication ; Agra. .(Hindi & English Medium)
2. Karim & Khanuja; Financial Accounting; SBPD Publishing House; Agra.(Hindi & English Medium)
3. Agrawal & Mangal; Financial Accounting Universal Publication (Hindi Medium)

**Note: Learners are advised to use latest edition of text books.**

**Reference Books:**

1. Gupta, R.L. and Radhaswamy. M; Financial Accounting Sultan Chand and Sons , New Delhi.
2. Monga J.R. Ahuja Girish and Sehgal Ashok: Financial Accounting ; Mayur Paper Back, Noida.
3. Shukla M.C. Grewal T.S. and Gupta , S.C. : Advanced Accounts; S. Chand & Co. New Delhi.
4. Singh B.K. Financial Accounting ; Wisdom Publishing House, Varanasi.

**On line Resources : \* e-Resources/e-books and e-learning portals:**

[https://indianaccounting.org/econtent\\_book\\_finance.](https://indianaccounting.org/econtent_book_finance)

[https://onlinecourses.swayam2.ac.in/nou24\\_cm02/](https://onlinecourses.swayam2.ac.in/nou24_cm02/)

[https://youtu.be/v-djL7SPw4c?si=qRK\\_dBVZ2lob99EV](https://youtu.be/v-djL7SPw4c?si=qRK_dBVZ2lob99EV)

[https://onlinecourses.swayam2.ac.in/aic20\\_sp60/preview](https://onlinecourses.swayam2.ac.in/aic20_sp60/preview)

[https://youtu.be/v-djL7SPw4c?si=qRK\\_dBVZ2lob99](https://youtu.be/v-djL7SPw4c?si=qRK_dBVZ2lob99)

**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

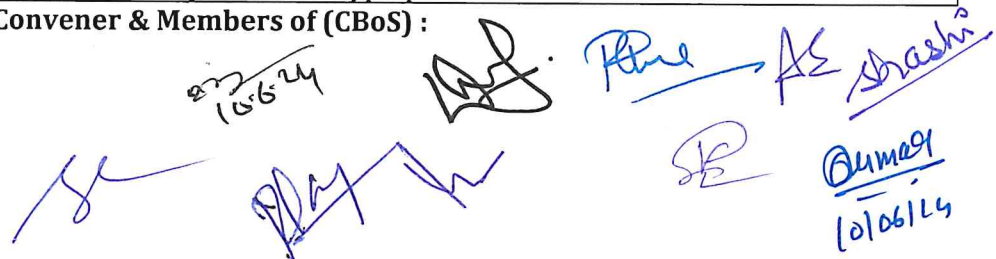
Highest Marks out of the Two  
Test/Quiz + obtained marks in  
Assignment shall be considered  
against 30 Marks

End Semester Exam.(ESE):

Two Section :- A & B

**Section A: Q.1-Objective-10x1=10Marks; Q.2-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) :**



# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

| PART-A : Introduction  |  |  |   |
|--|--|--|---|
| Program : Bachelor in Commerce<br>(Certificate/Diploma/Degree/Honors)            |  | Semester- I  | Session : 2024-25                       |
| 1  | Course Code  | COSC-02  |   |
| 2  | Course Title   | Business Law   |   |
| 3  | Course Type  | Discipline Specific Core Course (COSC)   |   |
| 4  | Pre-requisite (if any)   | As per program   |   |
| 5  | Course Learning Outcomes (CLO)   | <ul style="list-style-type: none"> <li>Demonstrate the basic concepts terms &amp; provisions of business law.</li> <li>Classify various types of contract and illustrate the related case studies.</li> <li>Interpret the regulation governing the Contract of Sale of Goods.</li> <li>Discuss the laws governing partnership and legal consequences of the transactions and other actions in relation with the partnership, and examine contractual obligations and provisions governing limited liability partnership.</li> <li>Explain the significant provisions of the Negotiable Instrument Act and provisions of the Consumer Protection Act to protect the interest of the consumers.</li> </ul> |   |
| 6  | Credit Value   | 4 Credits  | Credit= 15 Hours-learning & Observation |
| 7  | Total Marks 100  | Max. 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  | <b>Law of contract (1872):</b> Nature of contract classification; offer and acceptance, Capacity of parties to contract, free consent, considerations, Agreement declared void, Performance of Contract, and Discharge of Contract, Remedy for Breach of Contract.   |  | 15                                      |
| II   | <b>Special contracts:</b> Indemnity &; Guarantee, Bailment and pledge; Law of Agency- Meaning, Modes of creating Agency, Types of Agents, Personal Liability of an Agent and Termination of Agency.  |  | 15                                      |
| III  | <b>Sale of Goods Act (1930):</b> Definition, Sale &; Agreement to sale, Types of Goods, Conditions & Warranties, Sale by Non-owners, Unpaid Seller, CIF, FOB and Ex-Ship Contracts. <b>The Consumer Protection Act 2019</b>  |  | 15                                      |
| IV   | <b>Negotiable Instrument Act 1881:</b> Negotiable Instrument Act (1881) Definition of Negotiable instrument; Feature; promissory note; Bill of exchange cheque; Holder and holder in the due course; crossing of a cheque, types of crossing; Negotiation; dishonor and discharge of negotiable instrument, <b>Limited Liabilities Partnership Act 2008.</b> |  | 15                                      |
| Key Words  | Law of Contract, Special Contract, Sale of Goods Act, Consumer Protection Act, Negotiable Instrument Act, Limited Liabilities Partnership Act.   |  |   |

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## Signature of Convener & Members (CBoS):

| <b>PART-C: Learning Resources</b>   |  |  |
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| <b>Text Books, Reference Books and Others</b>   |  |  |
| <b>Text Books Recommended:-</b>   |  |  |
| 1. Shukla & Sahaya, Sahitya Bhawan Publication, Agra (Hindi Medium)   |  |  |
| 2. Prof. R.C. Agrawal, SBPD Publication, Agra (Hindi Medium)  |  |  |
| 3. Dr. O.P. Gupta, SBPD Publication, Agra (English Medium)  |  |  |
| 4. Dr. G.K. Varshney: Business Law; Sahitya Bhawan Publication Agra (English Medium)  |  |  |
| 5. Dr. B.K. Singh & Dr. A. Tiwari, Business Regulatory Framework, SBPD Publications (Hindi Medium)                          |  |  |
| 6. R.L. Naulakha, Business Law, Ramesh Book Depo, Jaipur (Hindi Medium)   |  |  |
| 7. Dr. Arun Kumar Gangele, Business Regulatory Framework, Ramprasad & Sons, (Hindi Medium)                                  |  |  |
| <b>Note: Learners are advised to use latest edition of text books.</b>  |  |  |
| <b>Reference Books:</b>   |  |  |
| 1. Kuchal M.C. Business Law: Vikas publishing house, Delhi. (Hindi & English Medium)  |  |  |
| 2. Kapoor N.D.: Business Law; Sultan Chand & Sons, New Delhi. (English Medium)  |  |  |
| 3. Chandha P.R.: Business Law; Galgotia New Delhi. (English Medium)   |  |  |
| <b>On line Resources : * e-Resources/e-books and e-learning portals:</b>  |  |  |
| <a href="https://onlinecourses.swayam2.ac.in/nou24_cm11/preview">https://onlinecourses.swayam2.ac.in/nou24_cm11/preview</a> |  |  |
| <a href="https://www.toppr.com/guides/business-law/">https://www.toppr.com/guides/business-law/</a>                         |  |  |
| <a href="https://www.youtube.com/watch?v=BZshald0IUo">https://www.youtube.com/watch?v=BZshald0IUo</a>                       |  |  |
| <a href="https://www.youtube.com/watch?v=HrF9D2V8Ixx">https://www.youtube.com/watch?v=HrF9D2V8Ixx</a>                       |  |  |
| <a href="https://www.youtube.com/watch?v=ol2BXgF-P48">https://www.youtube.com/watch?v=ol2BXgF-P48</a>                       |  |  |
| <b>PART-D: Assessment and Evaluation</b>  |  |  |
| <b>Suggested Continuous Evaluation Methods: Maximum Marks</b>   |  | <b>100 Marks</b>   |
| <b>Continuous Internal Assessment (CIA) :</b>   |  | <b>30 Marks</b>  |
| <b>End Semester Exam. (ESE) :</b>   |  | <b>70 Marks</b>  |
| Continuous Internal Assessment (CIA) :<br>(By Course Teacher)   | Internal Test/Quiz-(2) : 20 & 20<br>(Assignment/Seminar)- 10<br>Total Marks - 30   | Better Marks out of the Two<br>Test/Quiz + obtained marks in<br>Assignment shall be considered<br>against 30 Marks |
| End Semester Exam. (ESE):   | Two Section :- A & B<br><b>Section A:</b> Q.1. Objective 10x1=10 Marks; Q.2. Short Answer type-5x4=20 Marks<br><b>Section B:</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

## FACULTY OF COMMERCE COURSE CURRICULUM

| <b>PART-A : Introduction</b>  |   |  |   |
|---|---|--|---|
| <b>Program : Bachelor in Commerce<br/>(Certificate/Diploma/Degree /Honors)</b>    |   | <b>Semester- I</b>   | <b>Session : 2024-25</b>                |
| 1   | <b>Course Code</b>  | COSC-03  |   |
| 2   | <b>Course Title</b>   | Business Economics   |   |
| 3   | <b>Course Type</b>  | Discipline Specific Core Course (COSC)   |   |
| 4   | <b>Pre-requisite (if any)</b>   | As per program   |   |
| 5   | <b>Course Learning Outcomes (CLO)</b>   | <ul style="list-style-type: none"> <li>• Demonstrate how different economic systems function and evaluate implications of various economic decisions.</li> <li>• Understand how consumers try to maximize their satisfaction by spending on different goods.</li> <li>• Analyze the relationship between inputs used in production and the resulting outputs and costs.</li> <li>• Analyze and interpret market mechanism and behaviour of firms and response of firms to different market situations.</li> <li>• Discover various facets of pricing under different market situations.</li> </ul> |   |
| 6   | <b>Credit Value</b>   | <b>4 Credits</b>   | Credit= 15 Hours-learning & Observation |
| 7   | <b>Total Marks</b>  | <b>Max. Marks :100</b>   | <b>Minimum Passing Marks : 40</b>       |
| <b>PART - B: Content of the Course</b>  |   |  |   |
| Total No. of Teaching-learning Periods ( 01 Hr. per period)-60 Periods (60 Hours) |   |  |   |
| Unit  | Topics (Course Contents)  |  | No. of Period                           |
| I   | <b>Brief history and Contribution of Indian Economists:</b> Kautilya, Dada Bhai Naurogi, Gopal Krishna Gokhle, Dr. Gadgil, V K R V Rao, Amartya Sen.<br><b>Business Economics:</b> Meaning, Definition, objective and nature &Scope, Role and Responsibilities of a business Economist.<br><b>Market Demand Analysis:</b> Meaning of Demand and Determinants of Demand, Changes in Demand, Demand Function Law of Demand, Types of Demand and Exceptions of Law of Demand |  | 15                                      |
| II  | <b>Consumer Behaviour and Elasticity of Demand:</b> Utility Analysis of Demand, Law of Diminishing marginal utility & Consumer Surplus, Indifference Curve technique, Price Line or Budget Line , Concept of Elasticity of Demand, Importance, Types, Calculations of different concepts of Elasticity, Methods of measurement of Price Elasticity of demand  |  | 15                                      |
| III   | <b>Production Analysis:</b> Meaning of Supply and Supply function, Concepts of Stock and Flow, Determinants of Supply, Law of Supply, Changes in Supply, Production Function: a) Law of Variable Proportions b) Law of Returns to Scale, Economies and Diseconomies of Scale  |  | 15                                      |
| IV  | <b>Market Morphology and Equilibrium of the Firm and Industry:</b><br>Meaning, Classification and Types of Market, Market structure formed on the basis of perfect and imperfect competition, Price and output determination under Perfect Competition, monopoly, Discrimination Monopoly, Monopolistic Competition, Oligopoly  |  | 15                                      |
| Key Words   | Business Economics, Demand, Elasticity, Consumer Behaviour, Production Analysis, Market Structure, Equilibrium of Firm & Industry.  |  |   |

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10/06/24

27/06/24

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*Signature*



# FOUR YEAR UNDERGRADUATE PROGRAM- 2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

| <b>PART-A : Introduction</b>   |   |  |                                   |
|--|---|--|-----------------------------------|
| <b>Program: Bachelor in Commerce (Certificate/Diploma/Degree/Honors)</b>         |   | <b>Semester- I</b>   | <b>Session: 2024-25</b>           |
| 1  | <b>Course Code</b>  | COVAC-01   |                                   |
| 2  | <b>Course Title</b>   | Concept of Business  |                                   |
| 3  | <b>Course Type</b>  | Value Added Course (COVAC)   |                                   |
| 4  | <b>Pre-requisite (if any)</b>   | As per program   |                                   |
| 5  | <b>Course Learning Outcomes (CLO)</b>   | <ul style="list-style-type: none"><li>Analyze business operations and scale, evaluating size and scope effectively.</li><li>Demonstrate an understanding of business promotion strategies and growth mechanisms.</li><li>Identify various business structures and comprehend their implications.</li><li>Develop awareness of social responsibility, ethical principles, and their significance in business practices.</li></ul> |                                   |
| 6  | <b>Credit Value</b>   | <b>2 Credits</b> Credit- 15 Hours-learning & Observation   |                                   |
| 7  | <b>Total Marks</b>  | <b>Max. Marks : 50</b>   | <b>Minimum Passing Marks : 20</b> |
| <b>PART – B: Content of the Course</b>   |   |  |                                   |
| Total No. of Teaching-learning Periods ( 01 Hr. Per Period) 30 Period (30 Hours) |   |  |                                   |
| Unit   | Topics (Course Contents)  |  | No. of Period                     |
| I  | Introduction to Business, Business Undertakings, Size of A Business Unit and Scale of Operations, Promotion of Business, Business Combinations, Scientific Management, Rationalization, Plant Location, Structure & Forms of Business Organization. |  | 8                                 |
| II   | Business & environment, Approaches towards relationship of Business & environment, Components & types of Environments   |  | 7                                 |
| III  | Social Responsibility & Business Ethics, Rationale of concept & Scope of social responsibility, emerging concepts of Doctrine of Social Responsibility,   |  | 8                                 |
| IV   | Business Ethics: Basic assumptions, characteristics, Principles, need & importance of Business Ethics, difference between business ethics & morality  |  | 7                                 |
| Key Words  | Business Undertakings, Size of a Business Unit and Scale of Operations, Promotion of Business, Business Combinations, Scientific Management, Plant Location, Structure & Forms of Business Organization, Business Ethics.                           |  |                                   |

Signature of Convener & Members (CBoS):

10.6.24  
10/06/24

|  |   |  |
|--|---|--|
| <b>PART- C: Learning Resources</b>   |   |  |
| <b>Text Books,Reference Books and Others</b>   |   |  |
| <b>Text Books Recommended:-</b>  |   |  |
| <ul style="list-style-type: none"> <li>• S.A. Sherlekar, Modern Business Organization and Management (Himalaya Publishing)</li> <li>• Y.K. Bhushan, Fundamental of Business Organization &amp; Management - (S Chand Publishers)</li> <li>• Basu,C.R.,BusinessOrganization and Management, Tata Mcgraw Hill, Publishing House, New Delhi,</li> <li>• Chhabra, T. N. Business Organisation and Management. Sun India Publications. New Delhi.</li> <li>• Vasishth, N., &amp; Rajput N. Business Organisation &amp; Management. Kitab Mahal. Delhi.</li> </ul> <p><b>Note: Learners are advised to use latest edition of text books.</b></p> |   |  |
| <b>Reference Books:</b>  |   |  |
| <ul style="list-style-type: none"> <li>• Redmond James, Robert Trager, media organization and management -, Biztantra, New Delhi</li> <li>• Business Environment Text and Cases By F. Cherunilam (Himalaya Publication House)</li> <li>• Kaul, V. K. ,Business Organisation Management. Pearson Education.</li> </ul>  |   |  |
| <b>On line Resources : * e-Resources/e-books and e-learning portals:</b>   |   |  |
| <p>Online Resources:<br/> <a href="https://www.leanmethods.com/">https://www.leanmethods.com/</a><br/> <a href="https://sol.du.ac.in/library/">https://sol.du.ac.in/library/</a><br/> <a href="https://www.wto.org/">https://www.wto.org/</a></p>  |   |  |
| <b>MOOCS:</b>  |   |  |
| <ol style="list-style-type: none"> <li>1) Designing the Organization: From Strategy to Organizational Structure (Course)</li> <li>2) Understanding Modern Business &amp; Organisations (FutureLearn)</li> <li>3) Managing the Organization: From Organizational Design to Execution (Course)</li> </ol>  |   |  |
| <b>PART -D : Assessment and Evaluation</b>   |   |  |
| <b>Suggested Continuous Evaluation Methods: Maximum Marks</b>  |   | <b>50 Marks</b>  |
| <b>Continuous Internal Assessment (CIA) :</b>  |   | <b>15 Marks</b>  |
| <b>End Semester Exam. (ESE) :</b>  |   | <b>35 Marks</b>  |
| Continuous Internal Assessment:(CIA)<br>(By Course Teacher)  | Internal Test/Quiz-(2): 10 & 10<br>Assignment/Seminar+Attendance: 05<br>Total Marks- 15   | Better Marks out of the Two Test/Quiz+ obtained marks in Assignment shall be considered against 15 Marks |
| End Semester Exam. (ESE):  | Two Section :- A & B<br><b>Section A : Q.1.Objective -5x1=05 Marks; Q.2 Short ans.type-5x2=10Marks.</b><br><b>Section B : Descriptive answer type qts.,1out of 2 from each unit -4x5=20 Marks</b> |  |

**Name and Signature of Convener & Members of (CBoS) :**

10-6-24  
 10/06/24  
 10/06/24

**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**

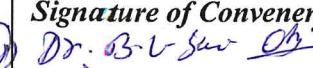

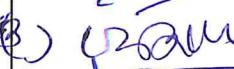

**DEPARTMENT OF GEOGRAPHY**





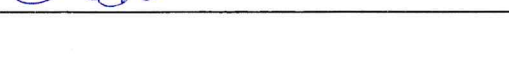
**COURSE CURRICULUM**

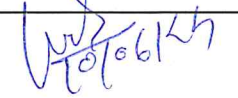
| <b>PART-A: Introduction</b>  |                               |  |   |
|--|-------------------------------|--|---|
| Program: Bachelor in Arts<br>(Certificate / Diploma / Degree / Honors) |                               | Semester - I   | Session: 2024-2025                        |
| 1  | Course Code                   | GOGE – 01 T  |   |
| 2  | Course Title                  | Fundamental of Physical Geography  |   |
| 3  | Course Type                   | GENERIC  |   |
| 4  | Pre-requisite (if, any)       | As per the program   |   |
| 5  | Course Learning Outcomes(CLO) | At the end of this course , the students will be able to :<br>5- Understand the functioning of Earth systems and analyze geo morphological, climatic and oceanic factors.<br>6- Understand the Physical aspect of Geographical concepts which are relevant in day to day life<br>7- To record the temperature, pressure, humidity, rainfall and other climatic conditions and evaluate the local climate<br>8- Understand the Oceanic Features and Conditions. |   |
| 6  | Credit Value                  | 3 Credits  | Credit = 15 Hours -learning & Observation |
| 7  | Total Marks                   | Max. Marks: 100  | Min Passing Marks:40                      |

| <b>PART -B: Content of the Course</b>   |   |               |
|---|---|---------------|
| Total No. of Teaching-learning Periods(01 Hr. per period) - 45 Periods (45 Hours) |   |               |
| Unit  | Topics (Course contents)  | No. of Period |
| <b>I</b>  | <b>Fundamental of Physical Geography-</b><br>Definition and Scope of Physical Geography, Origin of the Earth- Nebular Theory, Hoyle and Littleton Theory. Interior of the earth:- Composition and Structure. Folds and Faults- Origin and Classification. | 12            |
| <b>II</b>   | <b>Rocks:</b> - Origin, Classification and Characteristics.<br><b>Weathering-</b> Meaning, Types. <b>Agents of Erosion-</b> Winds , River and their resultant topographical features  | 10            |
| <b>III</b>  | <b>Atmosphere-</b> Elements of Weather and Climate, Composition of the Atmosphere, Atmospheric Temperature, Pressure Belt, winds, Tropical Cyclone and Origin and mechanism of Monsoon.   | 12            |
| <b>IV</b>   | <b>Hydrosphere-</b> Relief of the Ocean Basins-Tetrahedral theory.<br>Hydrological Cycle, Ocean Salinity, Ocean Temperature-vertical and horizontal Distribution , Ocean Currents (Pacific and Indian)  | 11            |
| <b>Keywords</b>   | Topographical Features, Erosion, Tetrahedral, Faults.   |               |

**Signature of Convener, Members of CBoS:**

1) Dr. B. V. Saw 
 2) 
 3) 
 4) 

5) 
 6) 
 7) 
 8) 
 9) 



**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**

**DEPARTMENT OF GEOGRAPHY**

**COURSE CURRICULUM**

| <b>PART- A: Introduction</b>   |                                |  |   |
|--|--------------------------------|--|---|
| <b>Program: Bachelor in Arts</b><br><i>(Certificate / Diploma / Degree / Honors)</i> |                                | <b>Semester -I</b>   | <b>Session: 2024-2025</b>                                     |
| 1  | Course Code                    | GOSC – 01 P  |   |
| 2  | Course Title                   | Practical 1 - Cartography-Tools and Techniques   |   |
| 3  | Course Type                    | Practical  |   |
| 4  | Pre-requisite (if, any)        | As per program   |   |
| 5  | Course Learning Outcomes (CLO) | <i>At the end of this practical course the student will have an ability to</i><br>1- Understand the basic concepts of cartography<br>2- Learn and prepare the different kinds of maps.<br>3- Recognize basic themes of map making.<br>4- Develop an idea about different types of thematic mapping techniques. |   |
| 6  | Credit Value                   | 1 Credits  | <i>Credit =30 Hours Laboratory or Field learning/Training</i> |
| 7  | Total Marks                    | Max. Marks: 50   | Min Passing Marks: 20   |

| <b>PART -B: Content of the Course</b>                                     |  |               |
|---|--|---------------|
| Total No. of learning-Training/performance Periods: 30 Periods (30 Hours) |  |               |
| Module  | Topics (Course contents)   | No. of Period |
| Lab./Field Training/ Experiment Contents of Course                        | 1- History of Cartography, Indian cartography, Modern cartography, Drawing Equipment's,<br>2- Characteristics Features of Map, classification of maps, Mapping methods. Tools of Map Making, Type of printed Shades.<br>3- Enlargement, Reduction and Combination of Maps- Graphical and Mechanical Methods. | <b>30</b>     |
| Keywords  | Cartography ,Enlargement, Reduction , Graphical  |               |

**Signature of Convener, Members of CBoS :**

|                  |   |                      |
|------------------|---|----------------------|
| Dr. A. K. Gaur   | 5 | Dr. S. T. Yadav      |
| Dr. B. K. Thakur | 6 | Dr. S. Shukla        |
| Dr. S. S. Sahu   | 7 | 12.                  |
| Dr. C. P. Nayak  | 8 | 13. Dr. Sophie Ambre |
|                  | 9 |                      |

## PART-C: Learning Resources

### Text Books, Reference Books and Others

1. Chauhan, P R. 2005, Practical Geography, Vasundhara Prakashan, Gorakhpur
2. Sharma, J.P. (2001): Prayogik Bhugol., Rastogi Publication, Meerut 3rd edition.
3. Singh, R.L. and Singh, Rana P.B. (1993): Elements of Practical Geography. (Hindi and English editions). Kalyani Publishers, New Delhi.
4. Singh, L.R. (2006) : Fundamentals of Practical Geography, Sharda Pustak Bhawan,
5. Haroon, M. , Practical Geography, Mishra Trading Corporation, Varanasi,2010
6. Istiyak.M. 1989,A Textbook of Practical Geography, Heritage Publication New Delhi

### E books-

1. Map Work and Practical Geography <https://books.google.co.in/books>
2. Practical Geography, S.B.P.D Publications <https://uou.ac.in/sites/default/files/slm/DGIS-504.pdf>.
3. <https://ncert.nic.in/ncerts/l/legy303.pdf>
4. <https://www.uou.ac.in/sites/default/files/slm/GE-203.pdf>

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

Signature of Convener, Members of CBoS

Dr. Bil. Smit  
Dr. B. H. Mishra  
M. S. SATHU  
Dr. CP. VANI

5. [Signature]  
6. [Signature]  
7. [Signature]  
8. [Signature]  
9. [Signature]  
10. Dr. S. Yadav  
11. [Signature]  
12. [Signature]  
13. Dr. Sophie Ambrele, Sophie

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

| <b>PART- A: Introduction</b>  |  |   |   |
|---|--|---|---|
| <b>Program:</b> Bachelor in Computer Application<br>(Certificate / Diploma / Degree/Honors) |  | <b>Semester - I</b>   | <b>Session:</b> 2024-2025                             |
| 1   | <b>Course Code</b>   | <b>CASC-02T</b>   |   |
| 2   | <b>Course Title</b>  | <b>Computer Fundamental and MS office</b>   |   |
| 3   | <b>Course Type</b>   | <b>DSC (Discipline Specific Course)</b>   |   |
| 4   | <b>Prerequisite</b>  | <i>As per program</i>   |   |
| 5   | <b>Course Learning Outcomes (CLO)</b>  | After Completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Study and use of basic concepts and terminology of information technology.</li> <li>• Organize files and documents on storage devices.</li> <li>• Acquire knowledge of ICT and Internet applications.</li> <li>• Develop information technology solutions by evaluating user requirements in advance trends of IT.</li> <li>• Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access.</li> </ul> |   |
| 6   | <b>Credit Value</b>  | <b>3 Credits</b>  | <b>Credit = 15 Hours - Learning &amp; Observation</b> |
| 7   | <b>Total Marks</b>   | <b>Max. Marks: 100</b>  | <b>Min Passing Marks: 40</b>                          |
| <b>PART -B: Content of the Course</b>   |  |   |   |
| <b>Total No. of Teaching–Learning Periods (01 Hr. per period) - 45 Periods (45 Hours)</b>   |  |   |   |
| <b>Unit</b>   | <b>Topics (Course contents)</b>  |   | <b>No. of Period</b>                                  |
| <b>I</b>  | <b>Introduction to Computer:</b> 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.<br><b>Advanced Trends in IT:</b> 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. |   | <b>12</b>   |
| <b>II</b>   | <b>MS-Word:</b> 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).   |   | <b>11</b>   |
| <b>III</b>  | <b>MS-Excel:</b> 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:  |   | <b>11</b>   |

Dr. H.S. Floka (Chairman)   
 Dr. K.G. Dubey   
 Dr. S.K. Sah   
 Dr. Anil Sharma   
 Dr. S. J. An   
 R. Khurshid   
 Dr. Anshika Shukla   
 Dr. Anshika Shukla   
 Dr. Anshika Shukla



**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](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](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](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](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):<br>(By Course Teacher) | Internal Test / Quiz-(2): <b>20 &amp; 20</b>   | Better marks out of the two Test / Quiz obtained marks in Assignment shall be considered against <b>30 Marks</b> |
|  | Assignment / Seminar - <b>10</b><br>Total Marks - <b>30</b>  |  |
| End Semester Exam (ESE):                                     | Two section – A & B<br>Section A: Q1. Objective – 10 x1 = 10 Mark; Q2. Short answer type- 5x4 = 20 Marks<br>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. Hota  
 Chairman  
 (Dr. K. B. Dubey)  
 (Sushil Kumar Sahu)  
 (Suresh Thakur)  
 (Shashi Kant Sharma)  
 (Dr. Anil Sharma)  
 (Dr. Anamika Shukla Sharma)  
 ANJEETA KUMAR  
 (Bhal) (Dr. S. Jain)  
 R. Khuntley  
 (H. S. P. Tondle)  
 (Dr. Anamika Shukla Sharma)

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

| <b>PART- A: Introduction</b>  |                                |   |  |
|---|--------------------------------|---|--|
| Program: Bachelor of Computer Application<br>(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"> <li>• Gain Practical knowledge of MS-Office.</li> <li>• Organize files and documents on storage devices.</li> <li>• Acquire knowledge of ICT and Internet applications.</li> <li>• Develop information technology solutions by evaluating user requirements in advance trends of IT.</li> <li>• Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access.</li> </ul> |  |
| 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 |
|---|--|---------------|
| <b>Application of Information Technology</b> <ol style="list-style-type: none"> <li>How to create mail in a Gmail account? Write the uses of Inbox, Sent, Outbox, Draft, Spam and Trash labels.</li> <li>How to design Google form? Write the steps with appropriate windows.</li> <li>How to create different student classes in Google classroom.</li> <li>How do teachers create assignments and provide due dates, or grades in Google Classroom?</li> <li>How do students find assignments, due dates, or grades in Google Classroom?</li> <li>How to use social media platforms like twitter, Facebook and YouTube?</li> <li>How to use social media platforms like Flickr, Skype, yahoo and WhatsApp?</li> <li>How to use Google spreadsheets, Google Slides and Google forms?</li> <li>How to share files between mobile phone and computer system/Laptop using Bluetooth.</li> </ol> |  | 30            |
| *****<br><b>MS-Word</b> <ol style="list-style-type: none"> <li>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"> <li>&gt; Font specific actions for Title (Grocery List):14-pointArialfontinboldanditalics.</li> <li>&gt; The headings of the columns should be in12-point and bold.</li> <li>&gt; The rest of the document should be in10-point Times New Roman.</li> </ul> </li> </ol>   |  |               |

Dr. H. S. Hora  
 Chairman  
 (Dr. K. B. Duhay)  
 (Sushil Kumar Sahas)  
 (Dr. S. K. Sah)  
 (Dr. Anil Sharma)  
 (Dr. S. Jain)  
 (Dr. Anil Sharma)  
 (Shubhendra Singh)  
 (Dr. Anil Sharma)  
 (Dr. Anil Sharma)  
 (Dr. Anil Sharma)  
 (Dr. Anil Sharma)  
 (Dr. Anil Sharma)

- Leave a gap of 12-points after the title.
- 2. Create a telephone directory.
  - The heading should be 16-point Arial Font in bold.
  - The rest of the document should use 10-point font size.
  - Other headings should use 10-point Courier New Font.
  - The footer should show the page number as well as the date last updated.
- 3. Design a time-table form for your college.
  - The first line should mention the name of the college in 16-point Arial Font and should be bold.
  - The second line should give the course name/teacher's name and the department in 14-point Arial.
  - Leave a gap of 12-points.
  - The rest of the document should use 10-point Times New Roman font.
  - The footer should contain your specifications as the designer and date of creation.
- 4. XYZ Publications plan store lease an e-book design dapper your syllabus. Design the First page of the book as per the given specifications.
  - The title of the book should appear in bold using 20-point Arial font.
  - The name of the author and his qualifications should be in the center of the page in 16-point Arial font.
  - At the bottom of the document should be the name of the publisher and address in 16-point Times New Roman.
  - The details of the offices of the publisher (only location) should appear in the footer.
- 5. Create the following one page documents.
  - Compose a note inviting friends together at your house, including a list of things to bring with them.
  - Design a certificate in landscape orientation with a border around the document.
  - Design a Garage Sale sign.
  - Make an assignment outlining your rules for your bedroom at home, using a numbered list.
- 6. Create the following documents:
  - A newsletter with a headline and 2 columns in portrait orientation, including at least one image surrounded by text.
  - Use a newsletter format to promote upcoming projects or events in your classroom or college.
- 7. Convert following text to a table, using comma as delimiter Type the following as shown (do not bold).
 

**Color, Style, Item**  
**Blue, A980, Van**  
**Red, X023, Car**  
**Green, YL724, Truck**  
**Name, Age, Sex**  
**Bob, 23, M**  
**Linda, 46, F**  
**Tom, 29, M**

8. Enter the following data into a table given on the next page.

Dr. H.S. Bhatnagar (Chairman)    Dr. K.B. Dubey    Dr. S.K. Saha    Dr. Anil Sharma    Dr. R. Khuntia    Dr. A.S. Sharma  
 Dr. Sushil Kumar Saha    Dr. (Sheela Devi Singh)    Dr. Anurag Kumar    Dr. Anurag Kumar    Dr. Anurag Kumar    Dr. Anurag Kumar



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 |
|----------------------|------------|
| $\geq 80$            | A+         |
| $\geq 60$ and $< 80$ | A          |
| $\geq 50$ 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     |
| $\geq 35000$            | 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  $\leq 1000$
  - 25% of Basic if Basic  $> 1000$  & Basic  $\leq 3000$
  - 20% of Basic if Basic  $> 3000$
- DA Fixed for all employees, 30% of Basic
- Conveyance Allowance (CA)

Dr. H.S. Hota  
Chairman

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Dr. S. G. Thakre

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Dr. Anjeeta R.D. Jais

Dr. R. Khuntley

Dr. A.S. Sharma

Dr. Sushil Kumar Saha

Dr. S. G. Thakre

Dr. Anil Sharma

Dr. Anjeeta R.D. Jais

Dr. R. Khuntley

Dr. A.S. Sharma

Rs.50/- if Basic is  $\leq 1000$   
 Rs.75/- if Basic  $> 1000$  & Basic  $\leq 2000$   
 Rs.100 if Basic  $> 2000$

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

Deductions

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

Dr. H.S. Hota  
 Chairman

Dr. K.B. Dubey

Dr. S.K. Saha

Dr. Anil Sharma

Dr. S. Jain

R. Khuntia

Sushil Kumar Saha

Dr. Anil Sharma

Dr. Anil Sharma

Dr. Anil Sharma

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<br>QUARTER<br>TOTAL | QUARTER<br>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                     |                    |
| <b>Monthly Total</b> |        |        |                           |                    |

- 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:

*[Handwritten signatures and names at the bottom of the page, including: Dr. B. S. Bhatia, Chairman, Dr. K. B. Dubey, Sushil Kumar, Suresh (Tahar), Dr. S. S. Saly, Anil Sharma, Dr. S. J. Jha, R. Khundley, ANJEEA, S. Sharma, and others.]*

- 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

Durgam Kotwal

Shobhana Kumar

Dr. Anil Sharma

Chris Jain

ANJETA K.U.T.R.

R. Khuntia

Dr. A.S. Sharma

Dr. 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  
*Sushil Kumar Saboo*  
*Shailendra Arora*  
*Dr. K.B. Dubey*  
*Dr. S.K. Sahi*  
*(Suresh Thakur)*  
*Duryodhan*  
*Kotnig*  
*Dr. Pr. Prasad Sharma*  
*Arpita*  
*ANJEETA KUSOR*  
*Dr. R. Khurshid*  
*Dr. S. Jaiswal*  
*Dr. A.S. Singh*



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

| <b>PART- A: Introduction</b>   |  |  |   |
|--|--|--|---|
| <b>Program:</b> Bachelor in Computer Application<br><i>(Certificate / Diploma / Degree/Honors)</i> |  | <b>Semester - I</b>  | Session: 2024-2025                                    |
| 1  | <b>Course Code</b>   | CASC-03T   |   |
| 2  | <b>Course Title</b>  | Operating System   |   |
| 3  | <b>Course Type</b>   | DSC (Discipline Specific Course)   |   |
| 4  | <b>Prerequisite</b>  | As per program   |   |
| 5  | <b>Course Learning Outcomes (CLO)</b>  | At the end of this course, the students will be able to: <ul style="list-style-type: none"> <li>Understand the concept of operating system.</li> <li>Understand the Disk operating system (DOS).</li> <li>Work with DOS using DOS commands.</li> <li>Understand the Windows operating system.</li> <li>Understand the Linux operating system.</li> </ul> |   |
| 6  | <b>Credit Value</b>  | 3 Credits  | <i>Credit = 15 Hours - Learning &amp; Observation</i> |
| 7  | <b>Total Marks</b>   | Max. Marks: 100  | Min Passing Marks: 40                                 |
| <b>PART -B: Content of the Course</b>  |  |  |   |
| <b>Total No. of Teaching-Learning Periods (01 Hr. per period) - 45 Periods (45 Hours)</b>          |  |  |   |
| Unit   | Topics (Course contents)   |  | No. of Period   |
| I  | <b>Operating System Concepts:</b> Evolution of Operating Systems, Types of operating systems, Operating system structure. Generations of Operating System, Function and Services of Operating System, System Calls, System Boot, System Programs, Protection and Security of Operating System.   |  | 12  |
| II   | <b>Disk Operating System:</b> Introduction to DOS, History of DOS, Booting process of DOS, File & directory structure and naming rules, DOS system files.<br>Internal commands of DOS – DIR, CLS, VER, VOL, DATE, TIME, COPY, TYPE, REN, DEL, CD, MD, RD, PATH etc.<br>External Commands - CHKDSK, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, TREE, MOVE, LABEL, APPEND, FORMAT, SORT, FDISK, BACKUP, EDIT, MODE, ATTRIB, HELP, SYS.  |  | 11  |
| III  | <b>Windows:</b> Windows Operating System: History, Version and features of Windows, Basics of Windows, Windows concepts, Windows Structure, Desktop, Taskbar, Start Menu, working with files and folders, create, copy, delete, renaming and moving files and folders, working with recycle bin restoring deleted files, emptying the recycle bin, searching files and folders. Windows Explorer, Windows Accessories, Control Panel, Print Manager and Installing Printers. My computer, Media Player, Sound Recorder, Volume Control. Advanced features of Windows - Managing Hardware & Software Add or remove Hardware devices to/from computer, Add/remove programs, Backup, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information windows update. |  | 11  |
| IV   | <b>Linux:</b> Linux introduction, Advantages, Features of Linux, Basic Architecture of Unix/Linux system, Kernel, Shell, Linux File system, Linux standard directories. Partitioning the Hard drive for Linux, Installing the Linux system, System, startup and shut-down process, How Linux works, Linux GUI, Linux Desktop, Linux command cd, md, rm, mv, cp, ls, cat, find, grep, head, and tail.   |  | 11  |
| <i>keywords</i>  | <i>Operating System, DOS, Windows, Linux.</i>  |  |   |
| <i>Name and Signature of Convener &amp; Members of CBOs:</i>                                       |  |  |   |

*Dr. H. S. Hota* (Chairman)     *Dr. K. B. Dubey*     *Dr. Anil Sharma*     *Dr. S. Jain*     *Dr. K. Khurana*  
*Sushil Kumar Sahu*     *Suresh Chakraborty*     *Dr. Anil Sharma*     *Dr. Anand Kumar*     *Dr. Anand Kumar*  
*Dr. Anand Kumar*     *Dr. Anand Kumar*     *Dr. Anand Kumar*     *Dr. Anand Kumar*     *Dr. Anand Kumar*

11-06-24  
Dr. Anand Kumar

## 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):<br>(By Course Teacher) | Internal Test / Quiz-(2): 20 & 20 | Better marks out of the two Test / Quiz +<br>obtained marks in Assignment shall be<br>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<br>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)  
 Sheela Anjan  
 Jayant 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**

| <b>PART- A: Introduction</b>   |                                       |  |  |
|--|---------------------------------------|--|--|
| <b>Program:</b> Bachelor in Computer Application<br>(Certificate / Diploma / Degree) |                                       | <b>Semester - I</b>  | <b>Session: 2024-2025</b>                              |
| 1  | <b>Course Code</b>                    | CASC-03P   |  |
| 2  | <b>Course Title</b>                   | Lab 2: Operating System  |  |
| 3  | <b>Course Type</b>                    | Practical  |  |
| 4  | <b>Prerequisite</b>                   | As per program   |  |
| 5  | <b>Course Learning Outcomes (CLO)</b> | At the end of this course, the students will be able to: <ul style="list-style-type: none"> <li>• Understand the fundamental concepts of DOS, Windows and Linux Operating System.</li> <li>• Understand basics of DOS commands and its types.</li> <li>• Understand features of Windows Operating system.</li> <li>• Understand comparative features of DOS and Windows Operating systems.</li> <li>• Explore functionality of Linux.</li> </ul> |  |
| 6  | <b>Credit Value</b>                   | 1 Credits  | Credit =30 Hours Laboratory or Field Learning/Training |
| 7  | <b>Total Marks</b>                    | 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"> <li>1. Demonstrate different Directory naming listing structure with all options.</li> <li>2. Create one file and rename file using DOS command</li> <li>3. Demonstrate all Internal DOS Commands with Output.</li> <li>4. Demonstrate all external DOS Commands with output.</li> <li>5. Introduction to Windows and Familiarity with its controls.</li> <li>6. Study and use of Desktop, my computer, recycle bin, Task bar.</li> <li>7. Working with Files and Folder.</li> <li>8. Use of various window applications: Calculator, notepad and MS-Paint.</li> <li>9. Explaining control panel options.</li> <li>10. Working with printers.</li> <li>11. Create a file using Linux command.</li> <li>12. Write a Linux command which lists all files and directories.</li> <li>13. Demonstrate use of grep command.</li> <li>14. Create Directory using Linux command and create 3 different files in this directory.</li> <li>15. Delete above created files and directory using Linux command.</li> <li>16. Explaining various flavors of Linux.</li> </ol> <p><b>Note:</b> 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 Aggr

## PART-C: Learning Resources

### Text Books, Reference Books and Others

#### Text Books Recommended:

- Russel A Stultz, MS DOS 6.22 BPB Publications
- Brain Underdahl, Teach yourself Windows 2000, Wiley Publications.

#### Reference Books Recommended:

- Peter Norton, Maximizing Windows, Teachmedia.
- Ray Duncan, Advances MS-DOS Programming, BPB
- Akshay Singh, Operating System, RGCSM Publications
- Ray Yao, Shell Scripting in 8 Hours

#### Online Resources:

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

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

### Name and Signature of Convener & Members of CBoS:

Dr. H.S. Hota (Chairman)   
 Dr. K.B. Dubey   
 Sushil Kumar Sahu   
 Dr. S.K. Sahu   
 Dr. Anil Sharma   
 Dr. Anil Sharma   
 Dr. Anil Sharma   
 Anjeeta Kujur   
 R. Khuntia   
 Dr. A.S. Sharma

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

| PART -A : Introduction   |                               |   |   |
|--|-------------------------------|---|---|
| Program: Bachelor in Arts<br>Certificate/Diploma/Degree/Honors |                               | Semester - I  | Session:<br>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।<br>2. युगीन परिस्थितियों और साहित्यिक प्रवृत्तियों के आधार पर साहित्य और समाज के अन्तर्संबंधों को समझ पाने में सक्षम हो सकेंगे।<br>3. युगीन सामाजिक सांस्कृतिक परिस्थितियों के परिपेक्ष्य में व्यापक दृष्टिकोण की समझ का विकास हो सकेगा।<br>4. आदिकाल से रीतिकाल तक के सम्पूर्ण रचनाकारों की रचनाओं और उसके विविध विषयों पर विश्लेषणात्मक विचारशीलता का विकास हो सकेगा।<br>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 –<br>अ. हिन्दी साहित्य के इतिहास लेखन की परम्परा, समस्या<br>ब. हिन्दी साहित्य के इतिहास का कालविभाजन व नामकरण             | 15            |
| II   | आदिकाल –<br>अ. आदिकाल : सामान्य परिचय प्रमुख प्रवृत्तियां व कवि, सिद्ध साहित्य, नाथ साहित्य<br>ब. रासो काव्य, लौकिक साहित्य, जैन साहित्य                        | 15            |
| III  | भक्तिकाल –<br>अ. भक्तिकाल : सामान्य परिचय, प्रमुख प्रवृत्तियां व कवि । निर्गुण भक्तिधारा (प्रेममार्गी, ज्ञानमार्गी)<br>ब. सगुण भक्तिधारा (रामकाव्य, कृष्णकाव्य) | 15            |
| IV   | रीतिकाल –<br>अ. रीतिकाल : सामान्य परिचय, प्रमुख प्रवृत्तियां व कवि<br>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) :<br>(By Course Teacher) | Internal Test/Quiz-(2) : 20 &<br>20 Marks<br>Assignment/Seminar - 10<br>Total Marks 30   | Better marks out of the two Text/Quiz<br>obtained marks in assignment shall be<br>considered against 30 Marks |
| End Semester Exam (ESE) :                                       | Two Section - A&B<br>Section A : Q1 Objective - 10X1=10 Marks<br>Section A : Q2 Short Answer Type - 5X4=20 Marks<br>Section B : Descriptive Answer Type Qts. 1 out of 2 From<br>Each Unit - 4X10=40 Marks<br>Total =70 Marks |   |

Name and Signature of Convener &amp; Members of CBoS:

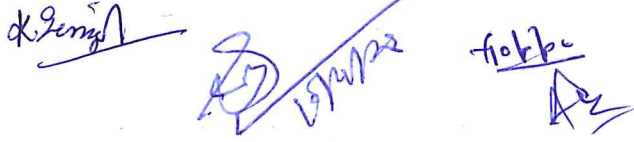
  
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11-06-24

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

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

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

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

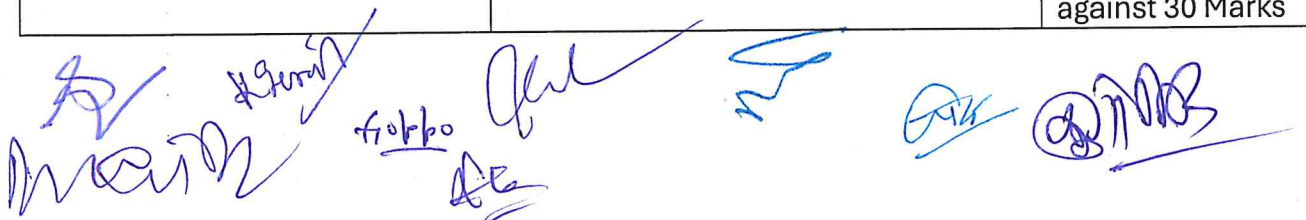
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|---|---|
| 1 | <a href="https://www.swayamprabha.gov.in/index.php">https://www.swayamprabha.gov.in/index.php</a>         |
| 2 | <a href="https://vidyamitra.inflibnet.ac.in/index.php">https://vidyamitra.inflibnet.ac.in/index.php</a>   |
| 3 | <a href="https://epgp.inflibnet.ac.in/Home/ViewSubject">https://epgp.inflibnet.ac.in/Home/ViewSubject</a> |
| 4 | <a href="https://descg.gov.in/">https://descg.gov.in/</a>   |

### PART-D ASSESSMENT & EVALUATION

#### Suggested Continuous Evaluation Methods:

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

|   |                                    |   |
|---|------------------------------------|---|
| <b>Continuous Internal Assessment (CIA):</b><br>(By Course Teacher) | Internal Tests/Quiz-(2) : 20 & 20  | Better marks out of the two Test /Quiz +Obtained marks in Assignment shall be considered against 30 Marks |
|   | Assignment/Seminar/Attendance - 10 |   |
|   | Total Marks - 30                   |   |



# FOUR YEAR UNDERGRADUATE PROGRAM- 2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

| <b>PART-A : Introduction</b>   |   |  |                                   |
|--|---|--|-----------------------------------|
| <b>Program: Bachelor in Commerce (Certificate/Diploma/Degree/Honors)</b>         |   | <b>Semester- I</b>   | <b>Session: 2024-25</b>           |
| 1  | <b>Course Code</b>  | COVAC-01   |                                   |
| 2  | <b>Course Title</b>   | Concept of Business  |                                   |
| 3  | <b>Course Type</b>  | Value Added Course (COVAC)   |                                   |
| 4  | <b>Pre-requisite (if any)</b>   | As per program   |                                   |
| 5  | <b>Course Learning Outcomes (CLO)</b>   | <ul style="list-style-type: none"><li>Analyze business operations and scale, evaluating size and scope effectively.</li><li>Demonstrate an understanding of business promotion strategies and growth mechanisms.</li><li>Identify various business structures and comprehend their implications.</li><li>Develop awareness of social responsibility, ethical principles, and their significance in business practices.</li></ul> |                                   |
| 6  | <b>Credit Value</b>   | <b>2 Credits</b> Credit- 15 Hours-learning & Observation   |                                   |
| 7  | <b>Total Marks</b>  | <b>Max. Marks : 50</b>   | <b>Minimum Passing Marks : 20</b> |
| <b>PART – B: Content of the Course</b>   |   |  |                                   |
| Total No. of Teaching-learning Periods ( 01 Hr. Per Period) 30 Period (30 Hours) |   |  |                                   |
| Unit   | Topics (Course Contents)  |  | No. of Period                     |
| I  | Introduction to Business, Business Undertakings, Size of A Business Unit and Scale of Operations, Promotion of Business, Business Combinations, Scientific Management, Rationalization, Plant Location, Structure & Forms of Business Organization. |  | 8                                 |
| II   | Business & environment, Approaches towards relationship of Business & environment, Components & types of Environments   |  | 7                                 |
| III  | Social Responsibility & Business Ethics, Rationale of concept & Scope of social responsibility, emerging concepts of Doctrine of Social Responsibility,   |  | 8                                 |
| IV   | Business Ethics: Basic assumptions, characteristics, Principles, need & importance of Business Ethics, difference between business ethics & morality  |  | 7                                 |
| Key Words  | Business Undertakings, Size of a Business Unit and Scale of Operations, Promotion of Business, Business Combinations, Scientific Management, Plant Location, Structure & Forms of Business Organization, Business Ethics.                           |  |                                   |

Signature of Convener & Members (CBoS):

10.6.24  
10/06/24

|   |   |  |
|---|---|--|
| <b>PART- C: Learning Resources</b>  |   |  |
| <b>Text Books, Reference Books and Others</b>   |   |  |
| <b>Text Books Recommended:-</b>   |   |  |
| <ul style="list-style-type: none"> <li>• S.A. Sherlekar, Modern Business Organization and Management (Himalaya Publishing)</li> <li>• Y.K. Bhushan, Fundamental of Business Organization &amp; Management - (S Chand Publishers)</li> <li>• Basu, C.R., Business Organization and Management, Tata Mcgraw Hill, Publishing House, New Delhi,</li> <li>• Chhabra, T. N. Business Organisation and Management. Sun India Publications. New Delhi.</li> <li>• Vasishth, N., &amp; Rajput N. Business Organisation &amp; Management. Kitab Mahal. Delhi.</li> </ul> <p><b>Note: Learners are advised to use latest edition of text books.</b></p> |   |  |
| <b>Reference Books:</b>   |   |  |
| <ul style="list-style-type: none"> <li>• Redmond James, Robert Trager, media organization and management -, Biztantra, New Delhi</li> <li>• Business Environment Text and Cases By F. Cherunilam (Himalaya Publication House)</li> <li>• Kaul, V. K., Business Organisation Management. Pearson Education.</li> </ul>   |   |  |
| <b>On line Resources : * e-Resources/e-books and e-learning portals:</b>  |   |  |
| <p>Online Resources:<br/> <a href="https://www.leanmethods.com/">https://www.leanmethods.com/</a><br/> <a href="https://sol.du.ac.in/library/">https://sol.du.ac.in/library/</a><br/> <a href="https://www.wto.org/">https://www.wto.org/</a></p>   |   |  |
| <b>MOOCS:</b>   |   |  |
| <ol style="list-style-type: none"> <li>1) Designing the Organization: From Strategy to Organizational Structure (Course)</li> <li>2) Understanding Modern Business &amp; Organisations (FutureLearn)</li> <li>3) Managing the Organization: From Organizational Design to Execution (Course)</li> </ol>   |   |  |
| <b>PART -D : Assessment and Evaluation</b>  |   |  |
| <b>Suggested Continuous Evaluation Methods: Maximum Marks</b>   |   | <b>50 Marks</b>  |
| <b>Continuous Internal Assessment (CIA) :</b>   |   | <b>15 Marks</b>  |
| <b>End Semester Exam. (ESE) :</b>   |   | <b>35 Marks</b>  |
| Continuous Internal Assessment:(CIA)<br>(By Course Teacher)   | Internal Test/Quiz-(2): 10 & 10<br>Assignment/Seminar+Attendance: 05<br>Total Marks- 15   | Better Marks out of the Two Test/Quiz+ obtained marks in Assignment shall be considered against 15 Marks |
| End Semester Exam. (ESE):   | Two Section :- A & B<br><b>Section A : Q.1.Objective -5x1=05 Marks; Q.2 Short ans.type-5x2=10Marks.</b><br><b>Section B : Descriptive answer type qts., 1 out of 2 from each unit -4x5=20 Marks</b> |  |

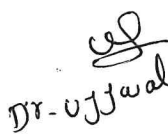
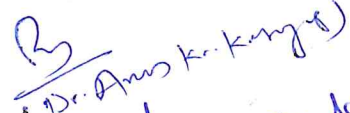
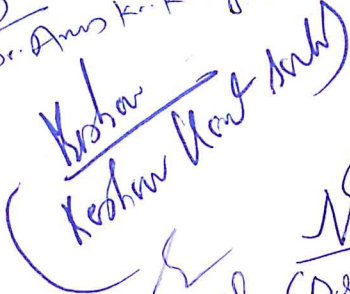
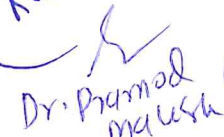


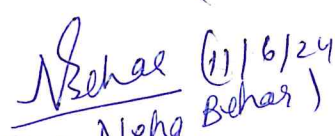
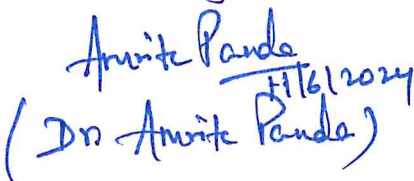
**Name and Signature of Convener & Members of (CBoS) :**

10-6-24  
 10/06/24  
 10/06/24

**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)  
COURSE CURRICULUM**

| PART A: INTRODUCTION                                       |  |  |                                       |
|--|--|--|---------------------------------------|
| Program: Certificate Course                                |  | Semester- I Sem  | Session: 2024-25                      |
| 1  | Course Code  | AEC 01   |                                       |
| 2  | Course Title   | Environmental Studies  |                                       |
| 3  | Course Type  | Ability Enhancement Course (AEC)   |                                       |
| 4  | Prerequisite (If Any)  | As per requirement   |                                       |
| 5  | Course Outcome (CO)  | At the end of this course, students will be able to –<br>CO 01: relate the basic concept of the environment<br>CO 02: explain environmental alterations<br>CO 03: develop skills in environmental measurement<br>CO 04: examine correction measures of the environment |                                       |
| 6  | Credit Value   | 02 C   | 01 Credit = 15 Hrs. Teaching-Learning |
| 7  | Total Marks  | Max. Marks: 50   | Minimum Pass marks: 20                |
| PART: B CONTENT OF THE COURSE                              |  |  |                                       |
| Total No. of Teaching-Learning Periods: 30Hours/ 30Periods |  |  |                                       |
| UNIT   | TOPIC (Course Contents)  |  | No. of Hours                          |
| I  | <b>Basic Composition:</b><br>1. Abiotic and Biotic components of the environment<br>2. Biodiversity—Concept, types, and measures about its protection<br>3. Basic concept of Bio-Geo Chemical Cycle<br>4. Energy Flow in an ecosystem  |  | 07                                    |
| II   | <b>Alterations in Environment:</b><br>1. Concept and components of the pond ecosystem<br>2. Air pollution and measures for its control<br>3. Water pollution and measures for its control<br>4. Global warming, Climate change, and possible measures  |  | 07                                    |
| III  | <b>Measurements of Environmental Components</b><br>1. Soil composition and methods of its analysis<br>2. Water analysis methods for DO, BOD, COD<br>3. Water analysis methods for pH, TDS, Turbidity, Salinity, and Alkalinity<br>4. Information about environmental factors—PM-10, PM-2.5, NO <sub>2</sub> , O <sub>3</sub> |  | 08                                    |
| IV   | <b>Application Measures</b><br>1. Useful microbes to control water pollution<br>2. Useful microbes to control soil pollution<br>3. Concept of Biodegradation<br>4. Concept of Phytoremediation   |  | 08                                    |
| Key Words  | Ecosystem, Pollution, Climate Change, Biodegradation   |  |                                       |

Name and Signature of Convener and Members of CBOS

 Dr. Ujjwal Saha  
 Dr. Anurag K. Kung'u  
 Keshav Khatwani  
 Dr. Pramod Malush  
 Dr. Sanjana Bhagat  
 Dr. Shironi Sh  
 Dr. Neha Behar  
 Anvite Panda  
 (Dr. Anvite Panda)

## PART-C: Learning Resources

### Text Books, Reference Books, and Others

#### Text Books Recommended –

1. Ecology and Environment, 8<sup>th</sup> Edition, P.D.Sharma, Rastogi Publication, Meerut.
2. Environmental Biology, 2<sup>nd</sup> Edition, P.D.Sharma, Rastogi Publication, Meerut.
3. Environmental Biology and Toxicology, 2<sup>nd</sup> Edition, P.D.Sharma, Rastogi Publication, Meerut.
4. Environmental Studies, 1<sup>st</sup> Edition, S.V.S.Rana, Rastogi Publication, Meerut.
5. Environmental Biotechnology, 1<sup>st</sup> Edition, S. V. S. Rana, Rastogi Publication, Meerut.

#### Online Resources–

- e-Resources / e-books and e-learning portals

#### Online Resources–

- e-Resources / e-books and e-learning portals

## PART -D: Assessment and Evaluation

### Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

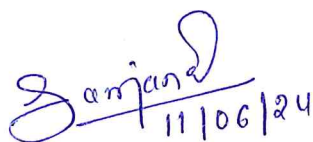
Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

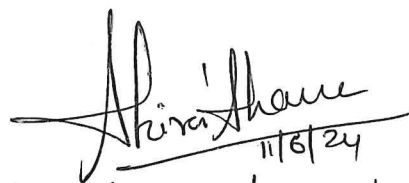
|  |                                  |         |   |
|--|----------------------------------|---------|---|
| Continuous Internal Assessment (CIA):<br>(By Course Teacher) | Internal Test / Quiz-(2):        | 10 & 10 | Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks |
|  | Assignment/Seminar +Attendance - | 05      |   |
|  | Total Marks -                    | 15      |   |

|                          |  |
|--------------------------|--|
| End Semester Exam (ESE): | Two sections – A & B<br>Section A: Q1. Objective – 05 x1= 05 Mark; Q2. Short answer type- 5x2 =10 Marks<br>Section B: Descriptive answer type qts., 1out of 2 from each unit- 4x05 =20 Marks |
|--------------------------|--|

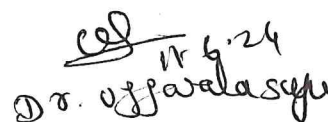
Name and Signature of Convener & Members of CBoS:

  
11/06/24

(Dr. Sanjani Bhagat)

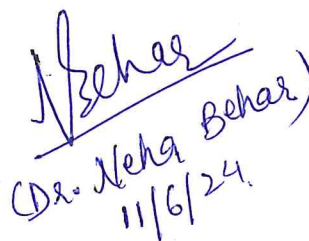
  
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(Dr. Shivani Sharma)

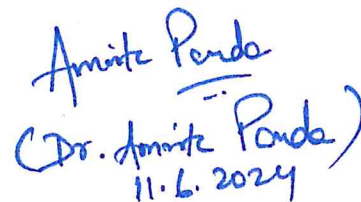
  
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Dr. Ujjwal Singh

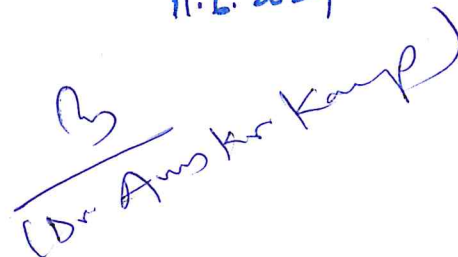
  
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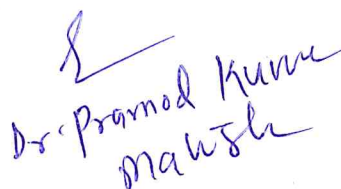
(Dr. Shubha Diwan)

  
11/6/24  
Dr. Neha Behar

(Dr. Neha Behar)

  
11.6.2024  
Dr. Amite Pande

  
Dr. Anurag Kaur

  
Dr. Pramod Kumar Mahesh