Office of The Principal Rajeev Gandhi Govt. Post Graduate College, Ambikapur , C.G.

Ph.No.- 07774-230921, 9329406751, Email – rgpg.apur1960@gmail.com, www.rgpgcapur.ac.in

Rajeev Gandhi Govt. Post Graduate College, Ambikapur

Syllabus of courses focused On Employability

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List of the Programme specially focused on employability/Enterprenuership and Skill Development

1.1.2

s. no.	Programme name	Course name	Course content
1.	P.G.FIRST SEMESTER ALL PROGRAMMES	Social Outreach,Internship & Enternpreneurship	The aim of the project work or field work is to introduce student with the research methodology in the subject and to prepare them for the pursuing in theoretical, experimental or computational areas of the subject.
2.	LLB V SEM	MOOT COURT EXERCISE AND INTERNSHIP	Moot Court - every student may be required to do at least three moot courts in a year with 10 marks for each. The moot court work will be on assigned problem and it will be evaluated for 5 marks for written submissions and 5 marks for oral advocacy. (b) Observance of Trial in two cases, one Civil and one Criminal (30 marks) : Students may be required to attend two trials in the course of the last two or three years of LL.B studies. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment. This scheme will carry 30 marks. (c) Interviewing techniques and Pre -trial preparations and Internship dairy 30 marks. Each student will observe two interviewing sessions of client ts at the Lawyer's Office/ Legal Aid Office and record the proceedings in a diary, which will carry 15 marks. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/ petition.
3.	LLB VI SEM	DRAFTING, PLEADING AND CONVEYANCING	Students will be required to attend the Civil Court for 5 days. The student will observe the proceedings of the Court and take down notes their own. After the completion of the attendance and observation of the Court the student will have to submit there proof the proceedings and procedural aspects with their own comments The evaluation shall be made by the College/SOS in Law on the basis of Participation and record. The Principal/ Head may himself evaluate and allot marks on the record or authorize any senior member of the staff for this purpose. In the latter case, the Principal/Head shall countersign on the awarded marks.
4.	B.A.	Psychological counseling	Counseling psychologists help people recognize their strengths and find resources to cope with everyday problems and adversity. Counseling psychologists focus on interactions between people and their environment, and on educational and career development
5.	B.SC.	QUANTITATIVE	Reasoning and Aptitude helps student to calculate critical information to take decision & evaluate

		APTITUDE	argument which are sophisticated (tough) skills in both professional & personal content & matter.
6.	**B.SC.**	ELECTRONIC INSTRUMENTATION-I	Design of multi range ammeter and voltmeter using galvanometer. 2. Measurement of resistance by Wheatstone bridge and measurement of bridge sensitivity. 3. Measurement of Capacitance by de'Sautys. 4. Measure of low resistance by Kelvin's doublebridge. 5. To determine the Characteristics of resistance transducer - Strain Gauge(Measurement of Strain using half and full bridge.)
7.	**BSC.**	ELECTRONIC INSTRUMENTATION-II	1. 1. To determine the Characteristics of resistance transducer - Strain Gauge (Measurement of Strain using half and full bridge.) 2. To determine the Characteristics of LVDT. 3. To determine the Characteristics of Thermistors and RTD. 4. Measurement of temperature by Thermocouples and study of transducers like AD590 (two terminal temperature sensor), PT-100, J- type, K-type. 5. To study the Characteristics of LDR, Photodiode, and Phototransistor: (i) Variable Illumination. (ii) Linear Displacement. 6. Characteristics of one Solid State sensor/ Fiber optic sensor
8.	**B.COM**	VEDIC MATHEMATICS	Vedic Mathematics: Methods and Practice of quick calculation- Addition, Subtraction, Multiplication, Division, Square and Square Roots
9.	**B.COM**	BANKING PRACTICES	Bank: Definition, Functions, Objectives, Structure, Customers, Various Account, Instruments, Special Accounts, Electronic Banking Transaction,different form filling.
10.	**BA**	SCIENCE & TECHNOLOGY	Science & Technology play a significant role in building a critical thinking,developing scientific temper in students. Not only it enriches the skill of creativity and innovations but also empowers the students in data analysis STEMP skills and digital literacy. Communication and collaborations with science can helps the student in building career.
11.	**BA/BSC**	MUSHROOM CULTIVATION	Mushroom cultivation, a pioneer subject in the field of science can create the opportunities for living hood as well as entrepreneurship. A student having the course of mushroom cultivation must be responsible for sustainability and organic farming helping in sustainable development.
12.	**BA**	OFFICE AUTOMATION	Office automation can help in enriching various skills including time management, communication skills and data analysis .Thus syllabus including office automation can be helpful in building career opportunities in field of data entry, record keeping and documentations.
13.	**B.SC.**	VERMICULTURE	Vermiculture which is a practice of raising worms for composting and nutrients rich soil can create various skills in students including sustainability and environmental awareness and Waste management. It also builds the approach of responsibilities and care for living creatures. Data analysis, decision making ,trouble shooting issues with worm health, team work skills could be helpful to work in vermiculture industries.

14.	**B.Com.**	Principles Of Marketing	Principles of marketing could be helpful for students to analyzing consumer behavior, marketing strategies and market trends. It also helps in data analysis, strategies thinking and entrepreneurships.
15.	**B.Com.**	Accounting for Partnership Firms	By studying accounting for partnerships firm's students gains in comprehensive understanding of partnership accounting as well as skills like analytical skill, communication skill, profit sharing understanding, financial analysis and reporting, financial decision making could create opportunities in various financial sector.
16.	**B.Com.**	Investment Practice	The financial analysis, portfolio management, investment strategies, risk management, data analysis and communication skills are the skills developed through the course can be helpful for the students in career making.
17.	**B.Sc**	Mathematical and Logical Reasoning	Reasoning and Aptitude helps student to calculate critical information to take decision & evaluate argument which are sophisticated (tough) skills in both professional & personal content & matter.

Principal
Rajeev Gandhi Govt. Post Graduate College
Ambikapur, Distt.- Surguja (C.G.)

DEPARTMENT OF COMPUTER APPLICATION

RAJEEV GANDHI GOVT. PG COLLEGE AMBIKAPUR (C.G.)

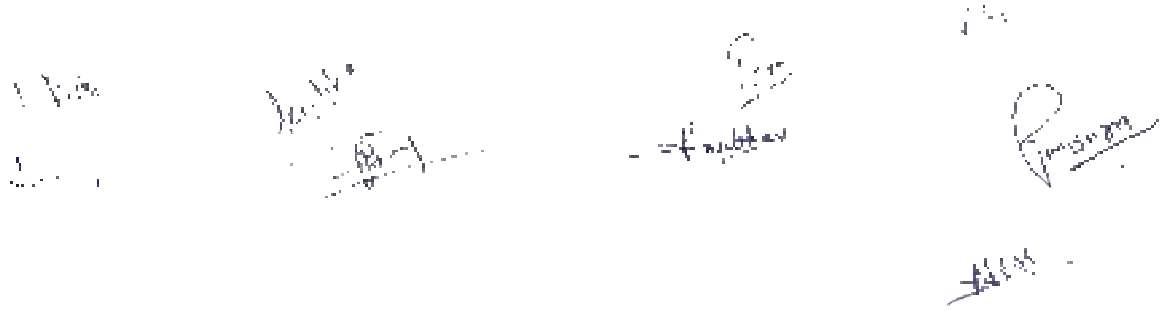
PROGRAM /COURSE STRUCTURE AND SYLLABUS
for
DIPLOMA IN COMPUTER APPLICATION (DCA)

Session 2023 -24

Website :http://www.rgpgcapur.in/E-mail – rgpg.apur1960@gmail.com/Phone : 07774 – 230921

- **DCA (SEMESTER - I)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
DCA 101	Essential of Information Technology and OS	70	25	30	11	-	-	-	-	100	40
DCA 102	Essential of Office Automation	70	25	30	11	-	-	-	-	100	40
DCA 103	Programming in C Language	70	25	30	11	-	-	-	-	100	40
DCA 104	Practical Based on (DCA 102)	-	-	-	-	25	9	-	-	25	9
DCA 105	Practical Based on (DCA 103)	-	-	-	-	25	9	-	-	25	9
	TOTAL									**350**	



- **DCA (SEMESTER - II)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
DCA 201	OBJECT ORIENTED PROGRAMMING USING C++	70	25	30	11	-	-	-	-	100	40
DCA 202	DBMS	70	25	30	11	-	-	-	-	100	40
DCA 203	Essential of E- Commerce	70	25	30	11	-	-	-	-	100	40
DCA 204	Practical Based on (DCA 201)	-	-	-	-	25	9	-	-	25	9
DCA 205	Practical Based on (DCA 202)	-	-	-	-	25	9	-	-	25	9
	TOTAL									**350**	

DCA
(FIRST SEMESTER)

COURSE CODE: DCA101

COURSE TITLE: ESSENTIAL OF INFORMATION TECHNOLOGY AND OS

COURSE OUTCOME:

1. Acquire knowledge of basic computer technology.
2. Gain Knowledge about H/w and S/w Concepts with its technology areas.
3. Analyze & learning with MS-DOS & its basic terminology.
4. Understand the importance of windows operating system & its environment.
5. Design & Analyze the basic knowledge of Linux etc.

DCA (FIRST SEMESTER)	
PAPER CODE: DCA101	
PAPER TITLE: ESSENTIAL OF INFORMATION TECHNOLOGY AND OS	
MARKS: 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs.	**Introduction to Computers:-** Computer System Characteristics and Capabilities: Speed, Accuracy, Reliability, Memory capability, Repeatability. Computer Hardware and Software, Block Diagram of a Computer. Types of Computers: Analog, Digital, Hybrid General and Special Purpose Computers. Computer Generations: Characteristics of Computer Generations Computer Systems – Micros, Minis & Main-frames. Introduction to a PC : The IBM Personal Computer Types of PC systems PC, XT & AT Pentium PC's.
UNIT-2 12 Hrs.	**Computer Organization :-** Introduction to Input Devices : Keyboard, Direct Entry – Card Readers, Scanning Devices – O.M.R., Character Readers, MICR, Voice Input Devices, Pointing Devices – Mouse, Light Pen. Storage Devices Storage Fundamentals-Bits, Bytes, Primary Storage – RAM, ROM, Secondary Storage-Floppy Disks, Hard Disks, Optical Disks, CD/DVD. Computer Output : Output Fundamentals, Hardcopy Output Devices, Impact Printers, Non-Impact Printers, Plotters, Computer output, Softcopy Output Devices, Cathode Ray Tube, Flat Screen Technologies.
UNIT-3 12 Hrs.	**Operating System :** MS-DOS - Introduction, History and Versions of DOS. Booting Process, System Files and Command.com, Internal DOS Commands - DIR, MD, CD, COPY, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE. Files & Directories, Elementary External DOS Commands - CHKDSK, MEM, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, HELP, TREE, SYS, LABEL, ATTRIB, Creating a Batch Files, Additional Commands - ECHO, PROMPT, MODE, EDIT, FORMAT, FDISK, BACKUP, RESTORE, MORE, SORT.
UNIT-4 12 Hrs.	**Windows:** Windows Concepts, Features, Structures, Desktop, Taskbar, Start Menu, My Computer, Recycle Bin. Accessories: Calculator, Notepad, Paint, WordPad, Character Map. Explorer: Creating folders and other Explorer facilities, Internet Explorer basics, navigating the Web, Control Panel.
UNIT- 5 12 Hrs.	**Linux** Open Source Software concept and evolution of Linux, Features of Linux OS, Structure of Linux OS, File System, Directory Structure, Linux editors & Editor commands, Linux commands cd, md, rm, mv, ls, cat, find, grep.

SUGGESTED READINGS	**Text Books** 1. Computer science: an overview, Brookshear, J.G., Pearson Education 2. Fundamental of Computers, Raja Raman V., Prentice Hall of India, New Delhi. 3. Introduction to Computers, Norton, Peter, , Mc-Graw-Hill. 4. Computer Fundamentals, B. Ram, New Age International Pvt. Ltd. **Reference Books:** 1. A+ Certification All-in-One Desk Reference for Dummies, Glen Clarke 2. IBM PC & Clones: Hardware Trouble Shooting and Maintenance, B. Govindarajalu, Tata McGraw Hill 3. Pc Upgrade & Repair Bible, Wiley India.

DCA
(FIRST SEMESTER)

COURSE CODE: DCA102

COURSE TITLE: ESSENTIAL OF OFFICE AUTOMATION

COURSE OUTCOME:

1. Acquire knowledge of basic windows operating system.
2. Gain Knowledge while working with MS-Word along with its tools.
3. Analyze & learning with MS-Excel and its applications.
4. Understand the importance of MS-PowerPoint with setting templates and views .
5. Design & Analyze the interactive PowerPoint presentation using all its animations. etc.

DCA
(FIRST SEMESTER)

PAPER CODE:	**DCA102**
PAPER TITLE:	**ESSENTIAL OF OFFICE AUTOMATION**
MARKS 100	**THEORY: 70 CCA : 30 PRACTICAL: 00**
UNIT-1 12 Hrs.	**MS-Word- Creating and editing word documents, formatting documents –** aligning documents, indenting paragraphs, changing margin, formatting pages, formatting paragraph, printing labels, working with tables, formatting text in tables, inserting and deleting cells, rows and columns, use bulleted and numbering, checking spelling and grammar, finding synonyms, working with long documents, working with header and footer, adding page number and foot note, working with graphics, inserting clip art, working with pictures, Word art, creating chart & Graphs, creating flowcharts, working with mail merge, writing the form letter, merging form documents, merging to label, Working with Mailing lists and Data Sources, selecting merge records, creating macros, running macro.
UNIT-2 12 Hrs.	**Working with MS-Excel –** Introducing Excel, use of excel sheet, saving, opening and printing workbook ,Apply formats in cell & text, Divide worksheet into pages , setting page layout, adding Header & Footer. Using multiple documents, arranging windows i.e. (Cascade, Tiled, Split), protecting your work, password protection. Working with Functions & Formulas, using absolute reference, referencing cell by name , using cell label , giving name to cell and ranges , working with formulas (mathematical & trigonometric , statistical, date time , most recently used), Working with Excel graphics, creating chart & graphs. Working with lists & database, sorting a database, filtering a database ,using auto filter ,criteria range, calculating total and subtotal, creating pivot table, goal seek, recording & playing macros, deleting and selecting macro location.
UNIT-3 12 Hrs.	**Presenting with PowerPoint –** Creating presentation, working with slides, different types of slides, setting page layout, selecting background and applying design, adding graphics to slide, adding sound and movie, working with table, creating chart and graph, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.
UNIT-4 12 Hrs	**Introduction of DBMS through MS-Access –** Introduction to Database, DBMS, RDBMS, Features of Access, Designing Database, Relationship (One to One, One to many, Many to Many), Create table (Design View, Wizard, Datasheet View), Query (Update Query, Delete Query, Selection Query, Cross table Query, Make table Query).

UNIT- 5 **12 Hrs**	**Introduction to TALLY** Accounting, Accounting Conventions (Single and Double Entry), Transactions, Types of Accounts, Personal Accounts, Real, Nominal, Rules of Accounting. Introduction to Accounting Software [Ex. TALLY] – Creating of Company, Ledgers & Groups. Voucher Entry; Types of Voucher, Capital and Revenue, Income, Expenditure, Receipts, Preparation of Trial Balance, Profit & Loss Account & Balance Sheet.
SUGGESTED READINGS	**Text Books:** 1. The Big Basics Book of MS-OFFICE: Fulton, et al. 2. Microsoft Office Training Guide, Visual Approach to Learning MS Office Package 3. Official Guide to Financial Accounting (Using Tally. Erp 9 With Gst) – Book by Tally Education Pvt.

DCA
(FIRST SEMESTER)

COURSE CODE: DCA103

COURSE TITLE: PROGRAMMING IN C-LANGUGAE

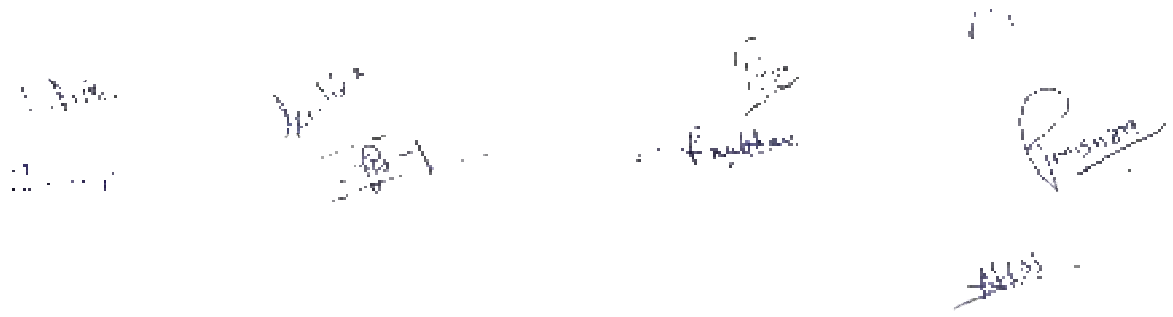
COURSE OUTCOME:

1. Acquire knowledge of basic computer programming language.
2. Gain Knowledge about Procedural Oriented Programming Language.
3. Analyze & learning with C-Programming & its basic terminology.
4. Understand the importance of Array, Functions, Pointer and String.
5. Understand the implementation of Control Structure.

DCA (FIRST SEMESTER)	
PAPER CODE: DCA103	
PAPER TITLE: PROGRAMMING IN C LANGUAGE	
MARKS 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs.	**Introduction to C programming** - structure and C compiler, Data representation : Simple data types like real integer, character etc. Program, statements and Header Files, Simple Input Output statements in C, Running simple C programs. Primitive data types in C, char, integer, float, Double Long, Double Void etc.
UNIT-2 12 Hrs.	**Operators and Expressions** – Arithmetic Operators, Assignment Operators, increment and decrement operator, relational and Boolean operators, Mixing of Different data types and operators for forming expressions.
UNIT-3 12 Hrs.	**Control Structure**: If - statement, If -else statement, Multiway decision, Compound Statement, Loops: For - loop, While -loop, Do-While loop, Break statement, Switch statement, Continue statement, Goto statement. Arrays, Strings, Multidimensional Arrays, Strings, Array of Strings.
UNIT-4 12 Hrs.	**Functions :** Function main , Functions accepting more than one parameter, User defined and library functions, Concept associatively with functions, function parameter, Return value, recursion function, Structure and Union, Declaring and using Structure, Structure initialization, Structure within Structure, Operations on Structures, Array of Structure, Array within Structure.
UNIT- 5 12 Hrs.	**Pointers:** Definition and use of pointer, address operator, pointer variable, referencing pointer, void pointers, pointer arithmetic, pointer to pointer, pointer and arrays, passing arrays to functions, pointer and functions, accessing array inside functions, pointers and two dimensional arrays, array of pointers, pointers constants, pointer and strings.
SUGGESTED READINGS	**Text Books:** 1. Let us C - Yashwant Kanitkar. 2. Mastering in C - Venugopal 3. Shaum's Series

- **DCA (SEMESTER - II)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
DCA 201	OBJECT ORIENTED PROGRAMMING USING C++	70	25	30	11	-	-	-	-	100	40
DCA 202	DBMS	70	25	30	11	-	-	-	-	100	40
DCA 203	Essential of E- Commerce	70	25	30	11	-	-	-	-	100	40
DCA 204	Practical Based on (DCA 201)	-	-	-	-	25	9	-	-	25	9
DCA 205	Practical Based on (DCA 202)	-	-	-	-	25	9	-	-	25	9
	TOTAL									**350**	



DCA
(SECOND SEMESTER)

COURSE CODE: DCA201

COURSE TITLE: OBJECT ORIENTED PROGRAMMING USING C++

COURSE OUTCOME:

1. Acquire knowledge of basic computer programming language.
2. Gain Knowledge about Object Oriented Programming Language.
3. Analyze & learning with C++ Programming & its basic terminology.
4. Understand the importance of Data binding, functions and creating objects.
5. Understand the implementing concept of overloading and operator.

DCA (SECOND SEMESTER)	
PAPER CODE: DCA201	
PAPER TITLE: OBJECT ORIENTED PROGRAMMING USING C++	
MARKS: 75 THEORY: 50 CCA : 25 PRACTICAL: 00	
UNIT-1 15 Hrs.	Features of C++, OOP vs. procedure-oriented programming, OOP Concepts: Abstraction, Inheritance, Polymorphism, Data Binding, Encapsulation, Classes, subclasses and Objects; Basics of C++: Data Types and sizes, Variable, Constants and its types, Use of « and » operators, Operators and Expressions: Operators:-Arithmetic, Relational, Assignment, Logical, Increment and Decrement Operators (++ and --), Operate-Assign' Operators, Expressions, Operator Precedence, Precedence and Order of Evaluation, Conditional Expression, Casting and type conversion.
UNIT-2 20 Hrs.	Program Flow & Decision Control: if, if - else, if - else if, Loop Control: while, do - while, for, break, continue, Case Control: switch, goto; Functions/Procedures, Returning values from functions, Arguments Passed by Value, Passing Addresses of Arguments, Pointers and Arrays: Pointer Initialization, Pointer Operators, Pointer Arithmetic, Functions and pointers, Arrays, Initializing Arrays, Passing Arrays to Functions, Pointers and Arrays, Pointer to an Array, Array of pointers, Strings: String I/O, Arrays of Strings, Structures, Arrays of Structures.
UNIT-3 20 Hrs.	Binding Data & Functions: Defining a Class, Creating an Object, Scope, Data Abstraction, Data Encapsulation, 'this' Pointer, Dynamic Creation of Objects, Constructors and Destructors: Parameterized & Copy constructor, Member Functions & Methods, Friend Class and Friendly Functions, Returning Objects, Arrays of Objects.
UNIT-4 20 Hrs	Function and Operator Overloading, Rules for Overloading, Operator overloading and its uses: Overloading unary and binary operators, Overloading the Assignment Operator, Overloading the « Operator, Overloading the Increment & Decrement Operator, Converting data types: Basic to class type, Class to Basic Type, Class to Another Class Type.
UNIT- 5 15 Hrs	Reusing Classes: Inheritance-Base and Derived classes, Inheritance types, Scope Resolution Operator, Access Modifiers, Multiple & Multilevel Inheritance, Calling Base Class Constructor, Overriding Base Class Members, Virtual functions and Polymorphism: Virtual & non-virtual Overriding, Rules for Virtual Functions, Pure Virtual Functions, Static and Dynamic Binding, Virtual Base Classes, Templates, Exception Handling, Throwing an exception.
SUGGESTED READINGS	**Text Books:** 1. C++, the Complete Reference, 4th Edition, Herbert Schildt, TMH. 2. Object Oriented Programming in C++, 4th Edition, R.Lafore, SAMS, Pearson Education **Reference Books:** 1. An Introduction to OOP, 3rd Edition, T. Budd, Pearson Education,2008. 2. Programming Principles and Practice Using C++, B.Stroutstrup, Addison- Wesley, Pearson Education. 3. Problem solving with C++, 6th Edition, Walter Savitch, Pearson Education,2007.

DCA
(SECOND SEMESTER)

COURSE CODE: DCA202

COURSE TITLE: DBMS

COURSE OUTCOME:

1. Acquire knowledge of basic Database design.
2. Gain Knowledge about Relational Model.
3. Analyze & learning with Database design concept.
4. Understand the importance of Normal forms.
5. Understand the implementation of Transaction Processing techniques.

DCA	
PAPER CODE: DCA 202	
PAPER TITLE: DBMS	
MARKS 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs	**DATABASE SYSTEM** Operational data, why database, data independence, an Architecture for a Data Base System, DDL & DML, Data Dictionary, Data Structure and Corresponding Operators, Data Models, The Relational Approach, The Network Approach, DBMS storage structure and Access Method.
UNIT-2 12 Hrs	**ENTITY-RELATIONSHIP STRUCTURE :** Entity – Relationship model as a tool for conceptual design-entities attribute and relationship. ER Diagram, Strong and weak entities, Generalization, specialization and aggregation, Converting and E-R Model into relational Schema.
UNIT-3 12 Hrs	**REKATIONAL DATA STRUCTURE :** Relations, domain and attributes, keys extension and intentions, base table, indexes system R data manipulation, built – in- function, the system R dictionary.
UNIT- 4 12 Hrs	**RELATIONAL DATA BASE :** Relational Algebra, Traditional set Operations, Attribute Names for Derived Relations, special relations Operations, Further Normalization, Function dependence. First, Second and third normal form, Relations with more than one candidate key, good and bad decompositions, fourth normal form, fifth normal form.
UNIT- 5 12 Hrs	**QUERY LANGUAGE :** Embedded SQL, Introduction, operation not involving cursors, Operations involving cursor, dynamic statements, security & Integrity, security Specification in SQL. **INTRODUCTION TO ORACLE :** Introduction to Commercial data base query language, SQL & its environment. SQL as a data definition language, Creating tables, altering tables, inserting, deleting, updating, Retrieving data in a table, join concept (inner, outer, self, equi, non-equi), Nested Queries, Constraints Concept, Null, Not Null Concept, Primary Key, Foreign key, Unique Key, Concept and Authorization concept to ODBC Concept, Features of higher version of ORACLE.
SUGGESTED READINGS	**Text Books:** 1. Data Base System – Korth & Siberschatz. 4. An Introduction to Data Base System - C.J. Date

DCA
(SECOND SEMESTER)

COURSE CODE: DCA203

COURSE TITLE: ESSENTIAL OF E-COMMERCE

COURSE OUTCOME:

1. Acquire knowledge of E-commerce including its size, growth and future.
2. Gain Knowledge about Emergence of E-commerce.
3. Analyze & learning with Internet security its basic terminology in E-commerce.
4. Understand the importance of business practices using E-commerce.
5. Understand the working statics of HTML web design.

DCA			
PAPER CODE: DCA 203			
PAPER TITLE : ESSENTIAL OF E- COMMERECE			
MARKS: 100	**THEORY: 70**	**CCA : 30**	**PRACTICAL: 00**
UNIT-1 12 Hrs.	**Introduction to Electronic Commerce** –The scope of E-commerce; Size, growth and future projection of E-commerce market Worldwide and in India; Internet and its impact on traditional businesses; Definition of E-commerce; Business models in E –Commerce environment; Case studies. **Emergence of E-commerce -** E-commerce on private networks, Electronic Data Interchange (EDI), What is EDI, EDI in action, EDI basics, EDI standards, financial EDI, FEDI for international trade transaction, FEDI payment system within the US, ACH credit transfer payment system FEDI, application of EDI, benefits of EDI, Electronics Payment system, E-commerce on the web, E-commerce in India,		
UNIT-2 12 Hrs.	**Internet, Security and E-Commerce:** Security of Data/Information in Internet/web environment; Client security, Network security; Virus protection and Hacking; Security Measures: Authentication, Integrity, Privacy, Non-repudiation; Public information, Private information, firewall tunnels, encryption, secret key encryption, public key encryption, digital signature. **E-commerce Payment Systems –** E-Commerce Payment Models: Pure and Hybrid E-Commerce Payment Models; Credit Card; Debit Cards; Pre-paid Card; Online debit to the accounts; and Alternative Payment Systems employing Electronic Clearing System of Reserve Bank of India.		
UNIT-3 12 Hrs.	**Types of E-commerce –** Business–to-Business (B2B), Business-to-Consumer (B2C); Business-to-Business-to-Consumer (B2B2C) and Consumer-to-Consumer (C2C) E- Commerce , Inter organizational transaction; Business transaction cycle, different types of transactions in E-commerce environment; Electronic markets, advantages and disadvantages of E-Market, Future of E-Markets; Inter- Organizational E-Commerce transactions; Advantages and Disadvantages of Inter-Organizational E-Commerce.		

UNIT-4 12 Hrs.	**HTML Basics & Web Site Design Principles –** Concept of a Web Site, Web Standards, What is HTML? HTML Versions, Naming Scheme for HTML Documents , HTML document/file, HTML Editor , Explanation of the Structure of the homepage , Elements in HTML Documents , HTML Tags, Basic HTML Tags, Comment tag in HTML, Viewing the Source of a web page, How to download the web page source? XHTML, CSS, Extensible Markup Language (XML), Extensible Style sheet language (XSL), Some tips for designing web pages, HTML Document Structure. HTML Document Structure-Head Section, Illustration of Document Structure,<BASE> Element,<ISINDEX> Element,<LINK> Element ,META ,<TITLE> Element,<SCRIPT> Element ,Practical Applications. **HTML Document Structure-Body Section** - Body elements and its attributes: Background; Background Color; Text; Link; Active Link (ALINK); Visited Link (VLINK); Left margin; Top margin ,Organization of Elements in the BODY of the document: Text Block Elements; Text Emphasis Elements; Special Elements -- Hypertext Anchors; Character-Level Elements; Character References ,Text Block Elements: HR (Horizontal Line); Hn (Headings) ; P (Paragraph); Lists; ADDRESS ; BLOCKQUOTE; TABLE; DIV (HTML 3.2 and up) ; PRE (Preformatted); FORM ,Text Emphasis Elements, Special Elements -- Hypertext Anchors, Character-Level Elements: line breaks (BR) and Images (IMG),Lists ,ADDRESS Element, BLOCKQUOTE Element, TABLE Element ,COMMENTS in HTML ,CHARACTER Emphasis Modes, Logical & Physical Styles , Netscape, Microsoft and Advanced Standard Elements List, FONT, BASEFONT and CENTER.
UNIT- 5 12 Hrs.	**Image, Internal and External Linking between WebPages –** Netscape, Microsoft and Advanced Standard Elements List, FONT, BASEFONT and CENTER Insertion of images using the element IMG (Attributes: SRC (Source), WIDTH, HEIGHT, ALT (Alternative), ALIGN),IMG (In-line Images) Element and Attributes; Illustrations of IMG Alignment, Image as Hypertext Anchor, Internal and External Linking between Web Pages Hypertext Anchors ,HREF in Anchors ,Links to a Particular Place in a Document ,NAME attribute in an Anchor ,Targeting NAME Anchors, TITLE attribute, Practical IT Application. Designing web pages links with each other, Designing Frames in HTML. Practical examples. **Creating Business Websites with Dynamic Web Pages –** Concept of static web pages and dynamic web pages, Introduction to scripting, Types of Scripting languages, Scripting Files, Client Side Scripting with VB/Jscript/JavaScript, Practical examples of Client side scripting. Identifying Objects & Events, and Creating & Implementing Common Methods,. Hosting & promotion of the web site, Domain Name Registration, Web Space allocation, Uploading / Downloading the website- FTP, cute FTP. Web Site Promotion Search Engines, Banner Advertisements.
SUGGESTED READINGS	**Text Books:** 1. Business on the net - by Kamlesh N. Agarawala , Amit Lal & Deeksha Agarawal (Macmillan India Ltd.). 2. Business on the net - by Kamlesh N. Agarawala, Amit Lal & Deeksha Agarawal 3. Introduction to HTML by Kamlesh N. Agarwala, O.P.Vyas, Prateek A. Agarwala.

DEPARTMENT OF COMPUTER APPLICATION

RAJEEV GANDHI GOVT. PG COLLEGE AMBIKAPUR (C.G.)

PROGRAM /COURSE STRUCTURE AND SYLLABUS
for
PG DIPLOMA IN COMPUTER APPLICATION (PGDCA)

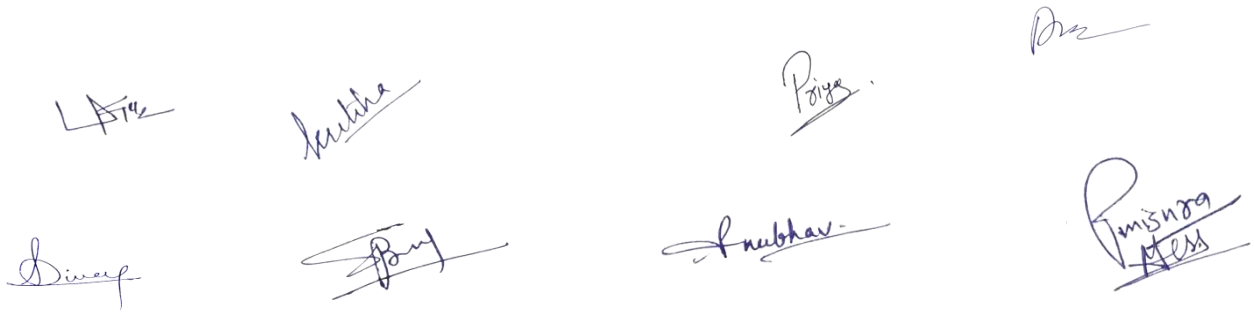
Session 2023 -24

Website :http://www.rgpgcapur.in/E-mail – rgpg.apur1960@gmail.com/Phone : 07774 – 230921

1 DEPARTMENT OF COMPUTER APPLICATION

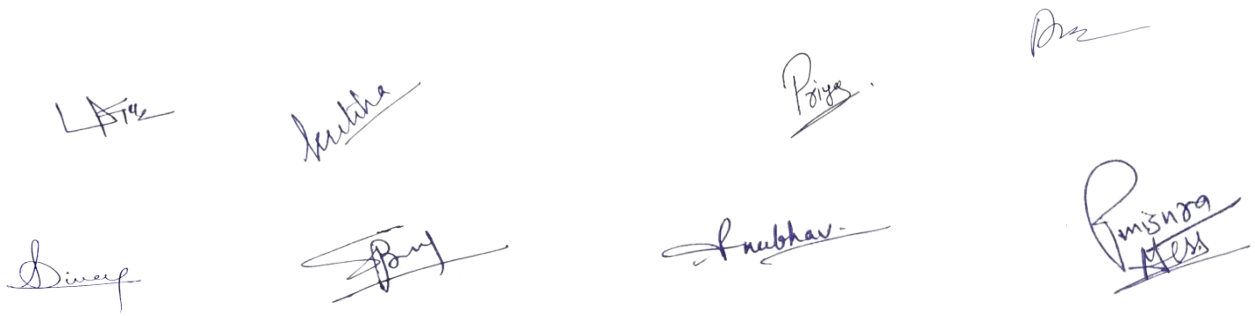
- **PGDCA (SEMESTER - I)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
PGDCA 101	Introduction to Software Organization	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 102	PC Package	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 103	Programming in 'C' & 'C++'	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 104	Practical Based on (PGDCA 102)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
PGDCA 105	Practical Based on (PGDCA 103)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
	TOTAL									**350**	



- **PGDCA (SEMESTER - II)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
PGDCA 201	Programming in JAVA	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 202	DBMS (SQL/Oracle)	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 203	Essential of E-Commerce	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 204	Practical Based on (PGDCA 201)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
PGDCA 205	Practical Based on (PGDCA 202)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
PGDCA 206	Project Work					**-**	**-**	**100**	**40**	**100**	**40**
	TOTAL									**450**	



PGDCA
(FIRST SEMESTER)

COURSE CODE: PGDCA101

COURSE TITLE: INTRODUCTION TO SOFTWARE ORGANISATION

COURSE OUTCOME:

1. Acquire knowledge of basic computer technology.
2. Gain Knowledge about H/w and S/w Concepts with its technology areas.
3. Analyze & learning with Internet, network & its basic terminology.
4. Understand the importance of operating system & its environment.
5. Design & Analyze the basic knowledge of Linux etc.

PGDCA	
PAPER CODE: PGDCA 101	
PAPER TITLE: INTRODUCTION TO SOFTWARE ORGANISATION	
MARKS: 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 15 Hrs.	**Introduction to Computers:** Computers – Introduction, Computer System Characteristics, Strength and Limitations of Computer, Development of Computers, Types of Computers, Generations of Computers. Introduction to Personnel Computers – Uses of PC's, Components of PC's, Evolution of PC's, Developments of Processors, Architecture of Pentium IV, Configuration of PC's; Input Device; Output Devices.
UNIT-2 20 Hrs.	**Computer Organization** Central Processing Unit – Arithmetic Logic Unit, Control Unit, Registers, Instruction Set, Processor speed. Storage Devices – Storage and its need, Storage Evaluation Units, Primary Storage, Secondary Storage, Data Storage and Retrieval Systems, SIMM, DIMM, Types of Storage Devices.
UNIT-3 20 Hrs.	**Computer Software:** Basics of Software – needs of Software, Types of Software; Free Domain Software; Open Source Software; Compiler, Interpreter and Assembler; Linker and Loader; Debugger; Integrated Development Environment; **Operating System –** Introduction, Uses of OS, Functions of OS, Booting process, Types of Reboot, Booting from different OS, Types of OS, DOS, Windows, Linux. **Programming Languages –** Introduction, Comparison between Human and Computer Language; Program; Data, Information and Knowledge; Characteristics of Information; Types of Programming Languages; Generations of Languages; Program Development Steps; Programming Paradigms; Object-Oriented Programming; Structured Programming, Functional Programming, Process Oriented Programming.
UNIT-4 20 Hrs	**Communication, Networks and Internet :-** Communication Introduction, Communication process, Communication Types, Communication Protocols, Communication Channels/Media. Networks Introduction; Types of Network; Topology; Media - NIC, NOS, Bridges, HUB, Routers, Gateways. Internet Introduction, Growth of Internet, Owner of Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet History of World Wide Web, Services Available on Internet - File Transfer Protocol, Gopher, E-mail, Telnet, Newsgroups, WWW, Applications of Internet. Application of Computers and Information technology.
UNIT- 5 15 Hrs	**Linux:** Open Source Software Concept and evolution of Linux: Features of Multi-user Operating System: Structure of Linux OS: Security Features of Linux, File System, Directory Structure and related commands. Linux Editors & editors commands, cd, md,rm,mv,cp,ls,cat,find,grep.

SUGGESTED READINGS	**Text Books** 1. Computer science: an overview, Brookshear, J.G., Pearson Education 2. Fundamental of Computers, Raja Raman V., Prentice Hall of India, New Delhi. 3. Introduction to Computers, Norton, Peter, , Mc-Graw-Hill. 4. Computer Fundamentals, B. Ram, New Age International Pvt. Ltd. **Reference Books:** 1. A+ Certification All-in-One Desk Reference for Dummies, Glen Clarke 2. IBM PC & Clones: Hardware Trouble Shooting and Maintenance, B. Govindarajalu, Tata McGraw Hill 3. Pc Upgrade & Repair Bible, Wiley India.

PGDCA
(FIRST SEMESTER)

COURSE CODE: PGDCA102

COURSE TITLE: PC PACKAGE

COURSE OUTCOME:

1. Acquire knowledge of basic windows operating system.
2. Gain Knowledge while working with MS-Word along with its tools.
3. Analyze & learning with MS-Excel and its applications.
4. Understand the importance of MS-PowerPoint with setting templates and views.
5. Design & Analyze the interactive PowerPoint presentation using all its animations. etc.

PGDCA	
PAPER CODE: PGDCA 102	
PAPER TITLE: PC Package	
MARKS 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs.	**MS-Word- Creating and editing word documents, formatting documents –** aligning documents, indenting paragraphs, changing margin, formatting pages, formatting paragraph, printing labels, working with tables, formatting text in tables, inserting and deleting cells, rows and columns, use bulleted and numbering, checking spelling and grammar, finding synonyms, working with long documents, working with header and footer, adding page number and foot note, working with graphics, inserting clip art, working with pictures, Word art, creating chart & Graphs, creating flowcharts, working with mail merge, writing the form letter, merging form documents, merging to label, Working with Mailing lists and Data Sources, selecting merge records, creating macros, running macro.
UNIT-2 12 Hrs.	**Working with MS-Excel –** Introducing Excel, use of excel sheet, saving, opening and printing workbook ,Apply formats in cell & text, Divide worksheet into pages , setting page layout, adding Header & Footer. Using multiple documents, arranging windows i.e. (Cascade, Tiled, Split), protecting your work, password protection. Working with Functions & Formulas, using absolute reference, referencing cell by name , using cell label , giving name to cell and ranges , working with formulas (mathematical & trigonometric , statistical, date time , most recently used), Working with Excel graphics, creating chart & graphs. Working with lists & database, sorting a database, filtering a database ,using auto filter ,criteria range, calculating total and subtotal, creating pivot table, goal seek, recording & playing macros, deleting and selecting macro location.
UNIT-3 12 Hrs.	**Presenting with PowerPoint –** Creating presentation, working with slides, different types of slides, setting page layout, selecting background and applying design, adding graphics to slide, adding sound and movie, working with table, creating chart and graph, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.
UNIT-4 12 Hrs	**Introduction of DBMS through MS-Access –** Introduction to Database, DBMS, RDBMS, Features of Access, Designing Database, Relationship (One to One, One to many, Many to Many), Create table (Design View, Wizard, Datasheet View), Query (Update Query, Delete Query, Selection Query, Cross table Query, Make table Query).

UNIT- 5 **12 Hrs**	**Introduction to TALLY** Accounting, Accounting Conventions (Single and Double Entry), Transactions, Types of Accounts, Personal Accounts, Real, Nominal, Rules of Accounting. Introduction to Accounting Software [Ex. TALLY] – Creating of Company, Ledgers & Groups. Voucher Entry; Types of Voucher, Capital and Revenue, Income, Expenditure, Receipts, Preparation of Trial Balance, Profit & Loss Account & Balance Sheet.
SUGGESTED READINGS	**Text Books:** 1. The Big Basics Book Of MS-OFFICE : Fulton, et al.

PGDCA
(FIRST SEMESTER)

COURSE CODE: PGDCA103

COURSE TITLE: PROGRAMMING IN 'C' & 'C++'

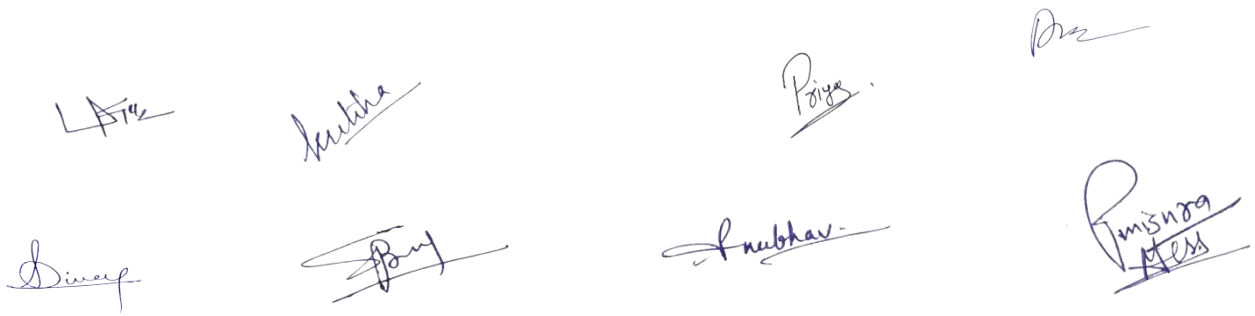
COURSE OUTCOME:

1. Acquire knowledge of basic computer programming language.
2. Gain Knowledge about Procedural Oriented Programming Language.
3. Analyze & learning with C-Programming & its basic terminology.
4. Understand the importance of Array, Functions, Pointer and String.
5. Understand the Class and Object.

PGDCA	
PAPER CODE: PGDCA 102	
PAPER TITLE: PROGRAMMING IN 'C' & 'C++'	
MARKS 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 15 Hrs.	**Introduction :** Introduction Character set, Identifiers and Keywords, Variables, Displaying variables, Reading Variables, Character and Character String, Qualifiers, Type define Statements, Value initialized variables, Constants, Constant Qualifier, Operators and Expressions, Operator Precedence and Associativity, Basic input output: Single Character I/O, General Outputs, Types of Characters in format string, Scanf with specifier, Searchset Arrangements and Supression Character, Format Specifier for scanf.
UNIT-2 20 Hrs.	**Control Structures & Functions -** Control Structure: If - statement, If -else statement, Multiway decision, Compound Statement, Loops: For - loop, While -loop, Do-While loop, Break statement, Switch statement, Continue statement, Go to statement. Functions: Function main , Functions accepting more than one parameter, User defined and library functions, Concept associatively with functions, function parameter, Return value, recursion comparisons of Iteration and recursion variable length argument list. .
UNIT-3 20 Hrs.	**Arrays & Pointes -** Scope and Extent, Arrays, Strings, Multidimensional Arrays, Strings, Array of Strings, Function in String, Pointers: Definition and use of pointer, address operator, pointer variable, referencing pointer, void pointers, pointer arithmetic, pointer to pointer, pointer and arrays, passing arrays to functions, pointer and functions, accessing array inside functions, pointers and two dimensional arrays, array of pointers, pointers constants, pointer and strings.
UNIT-4 20 Hrs	**Structure and Union -** Declaring and using Structure, Structure initialization, Structure within Structure, Operations on Structures, Array of Structure, Array within Structure, Creating user defined data type, pointer to Structure and function. Union, difference between Union and Structure, Operations on Union, Scope of Union. Dynamic memory allocation - Library function for Dynamic memory allocation, Dynamic Multi-Dimensional arrays. File : - Introduction, Structure, File handling, Functions file types, Unbuffered and buffered file, Error handling. Low level file Input- Output.
UNIT- 5 15 Hrs	**Introduction to C++ :** Concept of Object Oriented Programming System. Characteristics of OOP Language, object class, advantages of OOPS over procedural oriented program, inline function, function overloading, creating class and object, constructor, destructor, operator overloading, Friend function, Inheritance.
SUGGESTED READINGS	**Text Books:** 1. Let us C - Yashwant Kanetkar. 2. Programming in C – E. Balaguruswamy 3. Mastering in C++ - Venugopal. 4. Let us C++ - Yashwant Kanetkar.

- **PGDCA (SEMESTER - II)**

Course Code	Course (Paper/Subjects)	Theory Marks		Internal Marks		Practical Marks		Project Marks		**Total**	
		Max.	Min.	Max.	Min.	Min.	Max.	Min.	Max.	Min.	Max.
PGDCA 201	Programming in JAVA	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 202	DBMS (SQL/Oracle)	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 203	Essential of E-Commerce	**70**	**25**	**30**	**11**	**-**	**-**	**-**	**-**	**100**	**40**
PGDCA 204	Practical Based on (PGDCA 201)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
PGDCA 205	Practical Based on (PGDCA 202)	**-**	**-**	**-**	**-**	**25**	**9**	**-**	**-**	**25**	**9**
PGDCA 206	Project Work					**-**	**-**	**100**	**40**	**100**	**40**
	TOTAL									**450**	



PGDCA
(SECOND SEMESTER)

COURSE CODE: PGDCA201

COURSE TITLE: PROGRAMMING IN JAVA

COURSE OUTCOME:

1. Acquire knowledge of Object Oriented Programming Language.
2. Gain Knowledge about features, methods, class etc.
3. Analyze & learning with Inheritance, Package & Interface.
4. Understand the importance of Data binding, functions and creating objects.
5. Understand the working of TCP/IP, Sockets & JDBC.

PGDCA	
PAPER CODE: PGDCA201	
PAPER TITLE : Programming in JAVA	
MARKS 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs.	**Introduction :**Genesis of java, importance to the Internet, overview of features. OOP : OOP features, data types, control structures, arrays, methods and classes, nested & inner classes, string and String Buffer class, Wrapper Class, vectors,
UNIT-2 12 Hrs.	**Inheritance :** Basics type,, method Override, using abstract and final classes, using super. **Packages and Interfaces :** Defined CLASSPATH, importing packages, implementing interface.
UNIT-3 12 Hrs.	**Exception Handling** : Fundamental: exception types, using try and catch, throwing exceptions, defined **exceptions.** **Multithreaded Programming :** Java spread model, creating threads, and thread priorities, Synchronization. Suspending resuming and stopping threads.
UNIT-4 12 Hrs	**Input/ Output**: Basic Streams, Byte and Character Stream, predefined streams, reading and writing from console and files. Using standard Java Packages (lang,util,io) **Networking :** Nasecs. TCP/IP client & server sockets, URL connection. **JDBC:** Setting the JDBC connectivity with backend database.
UNIT- 5 12 Hrs	**Applets :** Fundamentals, life cycle, overriding update, HTML APPLET tag, passing parameters. Developing single applets. **Introduction to AWT** : Window fundamentals, creating windowed, programs waking with graphics, using AWT controls, menus. Delegation event model, handling mouse and keyboard events.
SUGGESTED READINGS	**Text Books:** 1. java complete reference - by Patrick naughten & Mesut Scpddt. [TMH] 2. Java Primer - by E.Balaguruswami 3. Java Programming - Khalid Mughal

PGDCA
(SECOND SEMESTER)

COURSE CODE: PGDCA202

COURSE TITLE: DBMS (SQL/ORACLE)

COURSE OUTCOME:

1. Acquire knowledge of basic Database design.
2. Gain Knowledge about Relational Model.
3. Analyze & learning with Database design concept.
4. Understand the importance of Normal forms.
5. Understand the implementation of Transaction Processing techniques.

PGDCA	
PAPER CODE: PGDCA 202	
PAPER TITLE: DBMS (SQL/ORACLE)	
MARKS: 100 THEORY: 70 CCA : 30 PRACTICAL: 00	
UNIT-1 12 Hrs.	**Introduction To DBMS: -** Purpose of database systems, views of data, Data Modeling, Database Languages, Transaction Management, Storage Management, Database Administrator and User, Database System Structure.
UNIT-2 12 Hrs.	**E-R Model: -** Basic concepts, Constraints, Keys, Mapping Constraint, E-R Diagram, Weak and Strong Entity sets, E-R Database Schema, Reduction of an E-R Schema to Table.
UNIT-3 12 Hrs.	**Relational Model:** Structure to Relational Database, Relational Algebra, The Domain Relational Calculus, Extended Relational- Algebra Operation, Modification of database, Views.
UNIT-4 12 Hrs	**Relational Database Design: -** Pitfalls in Relational Database Design, Decomposition, Functional Dependencies, Normalization: 1NF, 2NF, BCNF, 3NF, 4NF, 5NF.
UNIT- 5 12 Hrs	**Introduction to RDBMS Software - Oracle** **5.1 Introduction**: - Introduction to personnel and Enterprises Oracle, Data Types, Commercial Query Language, SQL, SQL* PLUS. **5.2 DDL and DML:** Creating Table, Specify Integrity Constraint, Modifying Existing Table, Dropping Table, Inserting, Deleting and Updating Rows in as Table, Where Clause, Operators, ORDER BY, GROUP Function, SQL Function, JOIN, Set Operation, SQL Sub Queries. Views: What is Views, Create, Drop and Retrieving data from views. **5.3 Security: -** Management of Roles, Changing Password, Granting Roles & Privilege, with drawing privileges. **5.4 PL-SQL/TSQL:** Block Structure in PL-SQL/TSQL, Variable and constants, Running PLSQL/TSQL in the SQL *PLUS, Data base Access with PL- SQL/TSQL, Exception Handling, Record Data type in PL-SQL/TSQL, Triggers in PL-SQL/TSQL.
SUGGESTED READINGS	**Text Books:** 1. Data base system – Korth & Silberschatz. 2. Data Base Management System - Alexies& Mathews 3. An Introduction to Data base System - C.J. Date 4. Data Base Management System - Raguramakrishnan..

PGDCA
(SECOND SEMESTER)

COURSE CODE: PGDCA203

COURSE TITLE: ESSENTIAL OF E-COMMERCE

COURSE OUTCOME:

1. Acquire knowledge of E-commerce including its size, growth and future.
2. Gain Knowledge about Emergence of E-commerce.
3. Analyze & learning with Internet security its basic terminology in E-commerce.
4. Understand the importance of business practices using E-commerce.
5. Understand the working statics of HTML web design.

PGDCA		
PAPER CODE: PGDCA 203		
PAPER TITLE: ESSENTIAL OF E-COMMERCE		
MARKS: 100	**THEORY: 70**	**CCA : 30** **PRACTICAL: 00**
UNIT-1 10 Hrs.	**Introduction to Electronic Commerce –** The scope of E-commerce; Size, growth and future projection of E-commerce market Worldwide and in India; Internet and its impact on traditional businesses; Definition of E-commerce; Business models in E–Commerce environment; Case studies. Emergence of E-commerce - E-commerce on private networks, Electronic Data Interchange (EDI), What is EDI, EDI in action, EDI basics, EDI standards, financial EDI, FEDI for international trade transaction, FEDI payment system within the US, ACH credit transfer payment system FEDI, application of EDI, benefits of EDI, Electronics Payment system, E- commerce on the web, E-commerce in India.	
UNIT-2 10 Hrs.	**Internet, Security and E-Commerce:** Security of Data/Information in Internet/web environment; Client security, Network security; Virus protection and Hacking; Security Measures: Authentication, Integrity, Privacy, Non-repudiation; Public information, Private information, firewall tunnels, encryption, secret key encryption, public key encryption, digital signature. Case studies. E-commerce Payment Systems – E-Commerce Payment Models: Pure and Hybrid E-Commerce Payment Models; Credit Card; Debit Cards; Pre-paid Card; Online debit to the accounts; and Alternative Payment Systems employing Electronic Clearing System of Reserve Bank of India. Case studies.	
UNIT-3 10 Hrs.	**Business–to-Business (B2B), Business-to-Consumer (B2C); Business-to-Business-to-Consumer (B2B2C) and Consumer-to-Consumer (C2C) E-Commerce –** How E-Commerce business practices differ from traditional business practices; Inter organizational transaction; Business transaction cycle, different types of transactions in E-commerce environment; Electronic markets, advantages and disadvantages of E-Market, Future of E-Markets; Inter-Organizational E- Commerce transactions; Advantages and Disadvantages of Inter-Organizational E-Commerce. Business-to-Consumer E-Commerce transactions; advantages and disadvantages of B2C E-Commerce transactions. Application of E-Commerce in India: Internet banking; Online Trading; E-Governance and E-Government etc. Case Studies.	

UNIT-4 10 Hrs	**HTML Basics & Web Site Design Principles –** Concept of a Web Site, Web Standards, What is HTML? HTML Versions, Naming Scheme for HTML Documents , HTML document/file, HTML Editor , Explanation of the Structure of the homepage , Elements in HTML Documents ,HTML Tags, Basic HTML Tags, Comment tag in HTML, Viewing the Source of a web page, How to download the web page source? XHTML, CSS, Extensible Markup Language (XML), Extensible Style sheet language (XSL), Some tips for designing web pages, HTML Document Structure. HTML Document Structure-Head Section, Illustration of Document Structure,<BASE> Element,<ISINDEX> Element,<LINK> Element ,META ,<TITLE> Element,<SCRIPT> Element ,Practical Applications, HTML Document Structure-Body Section:-Body elements and its attributes: Background; Background Color; Text; Link; Active Link (ALINK); Visited Link (VLINK); Left margin; Top margin ,Organization of Elements in the BODY of the document: Text
UNIT- 5 10 Hrs	**Image, Internal and External Linking between WebPages :** Netscape, Microsoft and Advanced Standard Elements List, FONT, BASEFONT and CENTER Insertion of images using the element IMG (Attributes: SRC (Source), WIDTH, HEIGHT, ALT (Alternative), ALIGN),IMG (In-line Images) Element and Attributes; Illustrations of IMG Alignment, Image as Hypertext Anchor, Internal and External Linking between Web Pages Hypertext Anchors ,HREF in Anchors ,Links to a Particular Place in a Document ,NAME attribute in an Anchor ,Targeting NAME Anchors ,TITLE attribute, Practical IT Application Designing web pages links with each other, Designing Frames in HTML. Practical examples.
UNIT- 6 10 Hrs	**Creating Business Websites with Dynamic Web Pages –** Concept of static web pages and dynamic web pages, Introduction to scripting, Types of Scripting languages, Scripting Files, Client Side Scripting with VB/Jscript/JavaScript, Practical examples of Client side scripting. Identifying Objects & Events, and Creating & Implementing Common Methods,. Hosting & promotion of the web site, Domain Name Registration, Web Space allocation , Uploading / Downloading the website- FTP, cute FTP. Web Site Promotion Search Engines, Banner Advertisements.
SUGGESTED READINGS	**Text Books:** 1. Business on the net - by Kamlesh N. Agarawala , Amit Lal&DeekshaAgarawal (Macmillan India Ltd.). 2. Introduction to HTML by Kamlesh N. Agarwala, O.P.Vyas, Prateek A. Agarwala. (Kitab Mahal Publications). 3. ASP Developer's Guide – by Greg Buczek (TATA McGraw Hill).

B. A English Honours
Semester

DSE Paper VI:Media and Communication Skills

Course Type : DSE
Course Code – DSEENG06
Credit - 04
L-03, Practicum-01
SEE- 80
CCA- 20

UNIT -I 15 Hours	**Introduction to Mass Communication** 1. Mass Communication and Globalization 2. Forms of Mass Communication
UNIT -II 15 Hours	**Advertisement** 1. Types of advertisements 2. Advertising ethics 3. How to create advertisements/ story boards
UNIT -III 15 Hours	**Media Writing** 1. Script writing for TV and Radio 2. Writing News Reports and Editorials 3. Editing for Print and Online Media
UNIT -IV 15 Hours	**Introduction to Cyber Media and Social Media** 1. Types of Social Media 2. The Impact of Social Media 3. Introduction to Cyber Media

BOOKS RECOMMENDED for study

M. Com. Third Semester

COURSE CODE: LLM304 | **COURSE TYPE : OSC**

COURSE TITLE: INTELLECTUAL PROPERTY RIGHTS

CREDIT: 6 **THEORY: 6**	**HOURS: 90** **THEORY: 90**

MARKS: 100
SEMESTER END EXAM: 70 **CCA: 30**

OBJECTIVE: To understand the basics of intellectual properties especially in context to patent, copyright, trademark, design and geographical indication.

UNIT-1 **18 Hours**	**Introduction, Nature, Basic Concepts and International Conventions :** Nature and meaning of Intellectual property, Justification for protection of intellectual property right, Types of intellectual property. Leading international instrument concerning protection of IP: The Berne Convention (1971), Rome convention (1961), Trade Related intellectual property agreement" (TRIPS)
UNIT-2 **18 Hours**	**Law of Copyright** Definition, Subject matter of copyright, Ownership of Copyright, Term of Copyright, Rights of Owner, Assignments and Licenses, Infringement of Copyright, Remedies against infringement of copyright.
UNIT-3 **18 Hours**	**Law of Patents** Meaning , Criteria for obtaining patents, Novelty, Utility, Non-obviousness, Non patentable inventions, Procedure for registration, Term of patent, Rights of patent, Basic concept of compulsory license and government use of patent, Infringement of patent, Remedies in case of Infringement.
UNIT-4 **18 Hours**	**Law of Trademark** Meaning of mark, trademark, Categories of Trademark- Conventional and Non-conventional Marks, Concept of distinctiveness, Absolute and relative grounds for refusal, Doctrine of honest concurrent use , Procedure of registration of trademarks and Term of protection, Assignment and Licensing, Infringement and passing off
UNIT-5 **18 Hours**	**Design and other forms of Geographical Indication (GI)** 1.Designs, Meaning of Design Protection, Concept of original design, Term of Protection 2.Geographical Indication, Meaning of GI, Difference between GI and Trademark Concept of Authorized user
SELECTED READINGS	G.B.Reddy, *Intellectual Property Rights and Law*, Gogia Law Agency, Hyderabad. S.R.Myneni, *Intellectual Property Law*, Eastern Law House, Calcutta P Narayanan *Intellectual Property Rights and Law (1999)*, Eastern Law House, Calcutta, India VikasVashishtha, *Law and Practice of Intellectual Property,(1999)* Bharat Law House, New Delhi. Comish W.R *Intellectual Property,3rded, (1996)*, Sweet and Maxwell P.S. Sangal and Kishor Singh, *Indian Patent System and Paris Convention*, Comish W.R *Intellectual Property, Patents, Copyrights and Allied Rights, (2005)* Bibeck Debroy, *Intellectual Property Rights, (1998)*, Rajiv Gandhi Foundation.

M. Com. Third Semester

COURSE CODE: MCMC05 **COURSE TYPE: ECC/CB**

COURSE TITLE: LIFE INSURANCE

CREDIT: 6 **HOURS: 90**
THEORY: 6 **THEORY: 90**

MARKS: 100
SEMESTER END EXAM: 70 **CCA:30**

OBJECTIVE: To acquaint the student about the changing scenario in Life & Health Insurance.

UNIT-1 18 Hours	**Life insurance : introduction**, History of life insurance, Utility, Object, Characteristics and importance of life insurance, procedure of getting life insurance, non – medical insurance, Insurance of sub – standard lives, insurance of female lives and Minors.
UNIT-2 18 Hours	**Life insurance policy** Conditions and kinds of Life insurance policies, some important plans of life insurance.
UNIT-3 18 Hours	**Premium and Annuity** Elements of premium; methods of premium computation, Natural premium plan, level premium plan, Gross and net premium, Loading mortality table – meaning, characteristics and importance in life insurance; Kinds of mortality table, Annuity: meaning, objects, advantages and kinds of annuity, annuity Vs Life insurance.
UNIT-4 18 Hours	Life Insurance agent and his working, settlements of Life insurance claims, Guidelines and procedures, Organisation and management of life insurance corporation of India, working and progress.
UNIT-5 18 Hours	Privatization of Life insurance in India, Insurance Regulatory & Development Authority Act, 1999, - powers and functions of authority.
SUGGESTED READINGS	1. Vaughan, E.T & T.Vaughan: Fundametals of Risk Insurance, Johan Willey & Sons 2. Course material and books published by 'Insurance Institute of India, Mumbai' 3. Rejda, G.E: Principles of Risk Management and Insurance (Seventh Edition), Pearson 4. Treischmann: Risk Management & Insurance, Thomson 5. Chance: Introduction to Risk Management and Derivatives, Thomson.

M. Com Fourth Semester

COURSE CODE: MCMD03 COURSE TYPE: ECC/CB

COURSE TITLE: GOODS AND SERVICE TAX

CREDIT: 6 THEORY: 6	HOURS: 90 THEORY: 90
MARKS: 100 SEMESTER END EXAM: 70	CCA:30

OBJECTIVE: The objective of this course provides knowledge of relevant provisions of Goods And Service Tax - GST.

UNIT-1 18 Hours	GST - Introduction and Meaning, Technical Terms, GST Model in India, Advantages and Disadvantages. Structure of GST, Types of GST.
UNIT-2 18 Hours	Registration under GST, Cancellation of Registration, Revocation of Cancellation, Supply Under GST, Time of Supply, Place, Valuation.
UNIT-3 18 Hours	Returns and Accounts, Records, Billing under GST, E-way-Bill, Audit, Composite Scheme, Job Work, Input Credit Under GST, Matching, Reversal and Reclaim of Input Credit, Input Service Distributor, TDS.
UNIT-4 18 Hours	Turnover Under GST, GST compliance Rating, Rate of GST, Exemptions, Estimation of Tax, Tax Assessment under GST, Payment of Taxes, GST compliance Rating.
UNIT-5 18 Hours	Demand and Recovery, Refund of Tax, Administration of GST, Appeal, Appellate Advance Ruling, Review and Correction, Inspection, Search, Seizure and Arrest, Offence, Penalty and Settlement.
Recommend Readings:	1. Saklech Shripal & Saklecha Anit: Goods and Service Tax, Satish Printers & Publishers Indore 2. Mahrotra H.C. & Agrawal V.P.: Indirect Taxes With GST, Sahitya Bhawan Publication Agra

M.A. in GEOGRAPHY
(SECOND SEMESTER)

COURSE TYPE : CCC

COURSE CODE : CMP 202

COURSE TITLE: GEOGRAPHICAL THOUGHT AND METHODOLOGY

CREDIT : 06	HOURS : 90
THEORY: 06	THEORY : 90
MARKS : 100	CCA : 30
THEORY: 70	

Course Outcome –

CO1-Perceive the evolution of the philosophy of Geography.
CO2Appreciate the contribution of the thinkers is Geography.
CO3-Give power point presentations on different schools of geographical thought.
CO4-Discussing the evolution of geographical thought from ancient to modern times.
CO5-Analyzing modern and contemporary principles of Empiricism, Positivism, Structuralism, Human And Behavioral Approaches in Geography

UNIT-1 12 Hrs.	The Field of geography, its place in the classification of science, geography as a social science, and natural science. Definition, scope and functions of geography; Geography as science of relationship, as science of areal differentiation, as spatial science, Spatial Organization, Geography and environmentalism:- forms of man-nature relationship and current view. Dualism in geography, Regional Concept.
UNIT-2 15 Hrs.	**The growth of geographical knowledge from earliest times up to the 15th century.**- Contributions of Greek and Roman thinkers. Arab Geographers and their contributions. Geographical information in Ancient Indian literature. The dark age in Geography. The Great Age of Maritime Discovery and Exploration. **Contributions of various schools of thought in modern Geography:**(i) German School (ii) French School (iii) British School (iv) American and Russian Schools.
UNIT-3 20 Hrs.	**Scientific explanations:** routes to scientific explanation (inductive/deductive): Type of explanation: cognitive description, cause and effect, Temporal, functional/ecological systems. Laws, theories and models in geography, Quantitative revolution and philosophy of positivism.
UNIT-4 13 Hrs.	Responses to positivism, behaviourlism and humanistic, relevance movement and radical geography; Changing paradigms; Status of Indian Geography; Future of Geography.
SUGGESTED READINGS	**Suggested Readding-** 1. Abler, Ronald; Adams, John S. Gold, Peler : Spatial Organization : The Geographer's view of the world. Prentice Hall, N.J. 1971. 2. Ali S.M. : The Geography of Puranas, Peoples Publishing House, Delhi, .1968. 3. Amedeo, Douglas : An Introduction to Scientific Reasonign in Geography,John Wiley, U.S.A. 1971. 4. Dikshit, R.D. (ed.) .: The Art & Science of Geography Rand Me Nally & Co.,1959. 5. Hartshorne, R.. : Perspectives on Nature of Geography Rand Me Nally & Co.1959. 6. Husain, M. : Evolution of Geographic Thought, Rawat Pub., Jaipur, 1984. 7. Johnston, R.J. : Philosophy and Human Geography, Edward Arnold, London,1983. 8. Johnston, R.J.: The Future of Geography, Methuen, London, 1988. 9. Minshull, R. : The Changing Nature of Geography, Hutchinson University Library, London, 1970. 10. Ali, S. M..-Arab Geography. 11. Taylor, G. : Geography in the 20th Century. 12.kaushik ,S.D. (2003)Geographical Thought and Methodology (Hindi) Rastogi Publication Meerut 13. Panda B.P. and L.N. Verma(2014) Geographical Thought (Hindi) M.P. Hindi Granth Academy Bhopal

M.A. in GEOGRAPHY
(THIRD SEMESTER)

COURSE CODE : GEO 301			COURSE TYPE : CCC
COURSE TITLE: RURAL SETTLEMENT GEOGRAPHY			
CREDIT : 06			HOURS : 120
THEORY : 04	PRACTICAL: 02	THEORY: 75	PRACTICAL : 45
MARKS : 100			
THEORY: 70	CCA : 30		PRACTICAL: 33

Course Outcome-

Co-1. The students gain knowledge and acquire clear concept of rural settlement and understanding of origin and distribution of settlements.
Co-2. Increase a greater understanding of man land relationship that is crucial for sustainable development
Co-3. Students will be able to collaborate in conceptual knowledge of rural development policies and strategies in the research work undertaken.
Co-4.Acquire the skill of identifying rural settlement types from tropical Street.
Co-5. Students will gain knowledge about area based approach to rural development draught area programs

UNIT-1 20 Hrs.	**Bases, Evolution and Models**. Nature, scope, definition and significance of Rural Settlement Geography; Human settlement as a system; Concepts and characteristics of rural settlements; **Theories and models of settlement diffusion**: Eric Bylund (Sweden), Gunnar Olsson (Sweden), John Hudson (USA), Contributions of Banaras School.
UNIT-2 15 Hrs	**Spatiality and Histogenesis** . Evolution and growth of rural settlements and their causes: Old and New Worlds; Siting and location of rural settlements; Distribution, spacing, and nature of dispersion; Types and patterns; Morphology of village: examples from Germany, Japan, Israel, African countries; Rural-service centers:- nature, hierarchy, service area, and interaction.
UNIT-3 20 Hrs	**Rural Dwellings**. Traditional and folk rural house types: origin, evolution and characteristics; Typology based on building materials, plans, uses and architectural style; House types and their characteristics in different geographical environments: Monsoon Asia and Arid zone.
UNIT-4 20 Hrs	**Indian Village**. Evolution and multiplicity; Regional morphological characteristics; Morphological interaction models: religio-ritual, secular-economic, and sacred-economic interlocking system; Transformation and planning of Indian village: models and plans.

M.A. Semester- IV

Paper-1

COURSE CODE:HNDC 02 COURSE TYPE: CCC	
COURSE TITTLE प्रयोजन मूलक हिन्दी	
CREDIT: THEORY 6PRACTICAL:NA	HOUR:90 THEORY:90 PRACTICAL:
MARKS: THEORY:70+30PRACTICAL:	MARKS THEORY: PRACTICAL:
UNIT-1 18 HOURS	इकाई प्रथम –हिंदी भाषा और उसके प्रयोजनमूलक रूप क– हिंदी भाषा के विविध रूप सामान्य भाषा, मातृभाषा, माध्यम भाषा संपर्क भाषा, अंतरराष्ट्रीय भाषा। ख– हिंदी के प्रयोजनमूलक भाषा रूप प्रयोजनमूलक हिंदी परिभाषा एवं स्वरूप, प्रयोजनमूलक हिंदी की विभिन्न प्रयुक्तियाँ ।
UNIT-2 18 HOURS	कार्यालयी, वाणिज्य–व्यवसाय की हिंदी क.राजभाषा हिंदीः संवैधानिक प्रावधान, ऐतिहासिक परिप्रेक्ष्य ख.कार्यालयी हिंदी स्वरूप और विशेषताऐं ग– कार्यालयी लेखन स्वरूप प्रकार टिप्पण, प्रारूपण,संक्षेपण, पल्लवन, प्रतिवेदन, अभ्यास घ– सरकारी पत्राचार स्वरूप प्रकार प्रारूप परिपत्र,ज्ञापन, कार्यालय आदेश, अर्द्ध सरकारी पत्र । ड– व्यावसायिक पत्रलेखनः स्वरूप, प्रकार, प्रारूप–आवेदनपत्र, नियुक्तिपत्र, माँगपत्र, साख पत्र, शिकायत पत्र
UNIT-3 18 HOURS	मीडिया लेखन :–क– जनसंचारः– स्वरूप, महत्व और विभिन्न माध्यमों का परिचय। ख– श्रव्य माध्यम लेखनः स्वरूप और विशेषताएँ, समाचार लेखन, रेडियो नाटक, उद्घोषणा, फीचर लेखन ।

	ग– दृश्य–श्रव्य माध्यम : स्वरूप और विशेषताएँ. पटकथालेखन, टेलीड्रामा, निबेदन, डॉक्यू ड्रामा, संवाद लेखन, साहित्य विधाओं का रूपांतरण। घ– विज्ञापन लेखन : विज्ञापन का स्वरूप और महत्व, विशेषताएँ, विज्ञापन लेखन ।
UNIT-4 18 HOURS	कम्प्यूटर, इंटरनेट और हिंदी : क कम्प्यूटर परिचय, रूपरेखा, हार्डवेयर तथा सॉफ्टवेयर कासामान्य परिचय ख– वेब पब्लिशिंग । ग– इंटरनेट का सामान्य परिचय घ– हिंदी में उपलब्ध सुविधाओं का परिचय और उपयोग ङ–इंटरनेट पोर्टल, डाउन लोडिंग अपलोडिंग,लिंक ब्राउजिंग, हिंदी सॉफ्टवेयर पैकेज आदि ।
UNIT-5 18 HOURS	अनुवाद सिद्धांत और व्यवहार के सिद्धांत पक्ष 1. अनुवाद का स्वरूप, क्षेत्र, प्रक्रिया एवं प्रविधि। 2. कार्यालयी हिंदी और अनुवाद। 3. वैज्ञानिक, तकनीकी तथा प्रौद्योगिकी क्षेत्रों में अनुवाद ख– व्यावहारिक पक्ष 1. कार्यालयी अनुवाद, कार्यालयी एवं प्रशासनिक शब्दावली, प्रशासनिक प्रयुक्तियाँ, पदनाम, विभागः । 2. विभिन्न भाषाओं के पत्रों का अनुवाद। 2. बैंक– साहित्य के अनुवाद का अभ्यास । 3. ग– हिंदी की प्रयोजनीयता में अनुवाद की भूमिका ।
अनुशंसित ग्रंथ	प्रयोजनमूलक हिंदी –विनोद गदरे 2. प्रयोजनमूलक हिंदी– विनोद शाही 3. प्रयोजनमूलक हिंदी –डॉ. दंगल झाल्टे 4. हिंदी भाषा की संरचना– डॉ. भोलानाथ तिवारी 5. मानक हिंदी का शुद्धिपरक व्याकरण –डॉ. रमेशचंद्र मल्होत्रा 6. प्रयोजनमूलक हिंदी सिद्धान्त और प्रयोग– डॉ. दंगल झाल्टे 7. हिंदी विविध व्यवहारों की भाषा–सुवास कुमार 8. कामकाजी हिंदी– डॉ. कैलाशचंद भाटिया 9. व्यावहारिक हिंदी – कृष्ण विकल 10. व्यावसायिक हिंदी –डॉ. दिलीप सिंह 11. पारिभाषिक शब्दावली कुछ समस्याएँ –सं. डॉ. भोलानाथ तिवारी 12. सम्पर्क भाषा हिंदी –सं. सुरेश कुमार एवं ठाकुर दास 13. बैंकिंग हिंदी पाठ्यक्रम–सं. कृष्ण कुमार गोस्वामी 14. भाषा आंदोलन –सेठ गोविंददास 15. प्रशारानिक हिंदी निपुणता –हरिवंश अंगल

B.A. Hons/Research

Semester-IV

Subject : Economics

Paper : Economics of Insurance & Welfare

Course Name:-DSE

Course Code:-ECO/DSE-401

SYLLABUS	
Module/ Unit & Lecture	**Description**
Module-1 (Lecture-12)	**RISK** Concept of risk-risk and uncertainty- types of risks: financial and non financial. individual and group, pure and speculative, static and dynamic, quantifiable and non-quantifiable risk- management of risk **INTRODUCTION TO INSURANCE** Definition of insurance - costs and benefits of insurance-elements of an insurance risk- classification of insurance-principles of insurance-the economic importance of insurance **ESSENTIALS OF GENERALINSURANCE** General insurance – Meaning, Fundamentals, historical framework of general insurance in India- Types– Fire insurance- Marine insurance - Motor insurance - Personal accident insurance- Miscellaneous insurance - importance of general insurance.
Module-2 (Lecture-12)	**LIFE INSURANCE** Life insurance- meaning and definition-features of life insurance-benefits of life insurance- Lifeinsurance products- Legal aspects of life insurance- provisions of policies - principles of underwriting of life - Group insurance and pension schemes. **HEALTH AND RURALINSURANCE** Basic of health insurance - health insurance schemes - micro health insurance in India-needand potential of rural insurance - various rural insurance policies **REINSURANCE** Introduction to reinsurance - role of reinsurers- techniques of reinsurance - nature ofreinsurance risk
Module-3 (Lecture-12)	**Basic Concepts in Welfare Economicss** Meaning of Welfare Economics- Definitions-Social welfare and Economic welfare-Problemsinmeasuring welfare- Role of Value judgments in Welfare Economics **Classical/Pre-Paretian Approaches to welfare** Marshallian Welfare Economics-Pigou"s Approach-Hicks"s Four Consumer Surpluses
Module-4 (Lecture-12)	**Theorems in Welfare Economics** Pareto Optimality- Optimum exchange conditions-The production optimum-The consumption optimum-The compensation criteria-The concept of Contract Curve-The First fundamental Theorem of Welfare Economics-The Second fundamental Theorem of Welfare Economics.
Module-5 (Lecture-12)	**Externalities and Public Goods** Market failure- Causes-Role of Government-Divergence between private and social costs- Externalities of production and consumption- Moral hazard, Problem of public goods- Marginal Cost pricing- Cost-benefit analysis.- Dynamic welfare economics **Social Choice and SocialWelfare Schemes** Social Choice and Arrow"s Impossibility Theorem- Sen"s Contributions to welfare Economics.-Social Welfare Schemes in India-Labour welfare measures- Women and Child development schemes- Family welfare programmes in India.

B.A. Second Semester	
COURSE CODE: GEC COM 2.1	
CODE TYPE: Generic Elective Course (GEC)	
OFFICE MANAGEMENT	
SEMESTER END EXAM MARKS : 80 INTERNAL ASSESMENT MARKS : 20 TOTAL MARKS : 100	CREDITS : 4 HOURS : 60 (Theory & Internal)

Scheme of marks:
Objective type questions: 08 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 7 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 13 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Office : concept, characteristics, functions and importance; Office Management : meaning and concept, characteristics, importance and functions.
UNIT-2 15 Hours	Office accommodation and layout; office environment; reception room; office manual; office reports.
UNIT-3 15 Hours	Office personnel or personnel management : recruitment, selection, training, promotion, demotion, transfer, retirement, remuneration and essentials of an ideal remuneration system; morale of office personnel; public relation.
UNIT-4 15 Hours	Forms and stationery control : including continuous stationery; Filing : meaning, definitions, objectives, characteristics of a good (ideal) filing system of methods, merits and demerits; Indexing : meaning, importance, types, merits and demerits; Office machines and equipments.
SUGGESTED READINGS	Agrawal R.C.: Office Management, S.B.P.D. publishing House, Agra. Sahai I.M.: Office Management, Sahitya Bhawan Publications, Agra. Nair, Banerjee and Agrawal: Office Management, Pragati Prakashan, Meerut. Agrawal and Shalya: Office Management, S.B.P.D. publishing House, Agra.

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Dr.Shampu Tirkey **Mr. Ashutosh Kaushik** **Mrs. Rashmit Kour** **Dr. A.K. Gour (HoD)**

B. Com. Second Semester	
COURSE CODE: SEC COM 2.1 CODE TYPE: Skill Enhancement Course (SEC)	
BANKING PRACTICES	
SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Banks- definitions, functions, classification and importance; Commercial Banks - objectives, functions, structure of commercial banks in India. Banking Practices: Banker and customer - Various types of bank accounts; Open, operation and closing of bank accounts. Negotiable instrument - Endorsement and Crossing of cheques; Dishonor, noting and protesting of negotiable instruments. Collection and payments of cheques;
UNIT-2 15 Hours	Banking Practices: Special types of bank accounts; Loan and advances - Mode of creating charges (lien, pledge, mortgage and hypothecation) Electronic Banking- Procedure, benefits, mobile phone banking, internet banking, ATM, debit and credit cards, electronic credit service (ECS), electronic fund transfer (EFT), electronic clearing service (ECS), cheque truncation system (CTS), RTGS and NEFT.
SUGGESTED READINGS	1. Saha Satish Kumar : Money and Banking, S.B.P.D. Publications, Agra. 2. Saha Satish Kumar : Indian Banking System, S.B.P.D. Publications, Agra. 3. Gupta O.P. : Banking Law and Practice in India, Sahitya Bhawan Publication, Agra. 4. Sayres R.S. : Modern Banking, Oxford University Press. 5. Shekhar and Shekhar : Banking Theory and Practice, Vikash Publishing House, New Delhi. 6. Sinha V.C. : Banking Practice, SBPD Publishing House, Agara.

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B. Com. Second Semester	
COURSE CODE: VAC COM 2.1	
CODE TYPE: Value Added Course (VAC)	
BUSINESS LAW	
SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Indian Partnership Act (1932); Limited liabilities partnership act (2008);
UNIT-2 15 Hours	Information technology act (2000); Cyber crime act (2012) related to e-business only; The consumer protection act (2019): Main provision, definition of consumer, consumer disputes, Grievances redressal machinery; Introduction of intellectual property right act- copyright, patent & trademark.
SUGGESTED READINGS	1. M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi. 2. Avtar Singh, Business Law, Eastern Book Company, Lucknow. 3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning 4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi. 5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi. 6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House 7. Sushma Arora, Business Laws, Taxmann Pulications. 8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th ed. 9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education 10. Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi

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B. Com. Third Semester COURSE CODE: SEC COM 3.1 CODE TYPE: Skill Enhancement Course (SEC) INSURANCE PRACTICES	
SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Insurance: introduction, origin and development, classification of insurance, organization of insurance. Importance, advantages and functions of insurance, principle of insurance contract.
UNIT-2 15 Hours	Double insurance and reinsurance, Different forms of insurance- life insurance, fire insurance, marine insurance and miscellaneous insurance: meaning, importance and features. Process of getting insurance. Protection of interests of insurance holders by IRDA.
SUGGESTED READINGS	1. Mishra M.N.: Insurance principles and practices; S. Chand and Co., New Delhi. 2. Insurance regulatory Development Act, 1999. 3. Life Insurance Corporation Act, 1956. 4. Gupta O.S: Life Insurance; Frank brothers, New Delhi. 5. Vinayakam N,Radhaswamy and Vasudevan S.V: Insurance – principles and practices. S. Chand and Co., New Delhi. 6. Mishra M.N: Life insurance corporation of India, Vol I,II and III; Raj Books, Jaipur. 7. Balchand Shriwastava: Elements of Insurance, Sahitya Bhawan Publication,Agara. 8. Dr. M.L. Singhai: Principles of Insurance, Ramesh Book Depot, Jaipur. 9. Vishnoi R.K: Principles of Insurance, SBPD Publishing House, Agara. 10. Satish Kumar Saha and Shiv Narayan Yadav: Fundamental of Insurance, SBPD Publication, Agara.

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Dr.Shampu Tirkey **Mr. Ashutosh Kaushik** **Mrs. Rashmit Kour** **Dr. A.K. Gour (HoD)**

B. Com. Third Semester

COURSE CODE: VAC COM 3.1

CODE TYPE: Value Added Course (VAC)

BUSINESS ETHICS

SEMESTER END EXAM MARKS : 40 **INTERNAL ASSESMENT MARKS : 10** **TOTAL MARKS : 50**	**CREDITS : 2** **HOURS : 30 (Theory & Internal)**

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Business Ethics: Introduction, nature of ethics and its relevance to business, Business values, changing value system of India.
UNIT-2 15 Hours	Organizational culture, Total quality management, corporate social responsibility and social audit, ethics in marketing.
SUGGESTED READINGS	1. F.C. Sharma: Business Ethics, SBPD Publication, Agra. 2. Sourabh Agrawal: Business ethics and social responsibility, SBPD publishing house, Agra

Dr. C. V. Prasad **Dr. Pankaj Jaiswal** **Mr. Sandeep Kumar Gupta**

Dr.Shampu Tirkey **Mr. Ashutosh Kaushik** **Mrs. Rashmit Kour** **Dr. A.K. Gour (HoD)**

B. Com. Fourth Semester	
COURSE CODE: SEC COM 4.1 **CODE TYPE: Skill Enhancement Course (SEC)**	
INVESTMENT PRACTICES	
SEMESTER END EXAM MARKS : 40 **INTERNAL ASSESMENT MARKS : 10** **TOTAL MARKS : 50**	**CREDITS : 2** **HOURS : 30 (Theory & Internal)**

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Investment - meaning, nature, objectives and types. Investment process, Alternatives of investment - negotiable and non- negotiable.
UNIT-2 15 Hours	Return – concept, analysis and measurement. Risk - concept, measurement, systematic, unsystematic and security risk. Investor's Protection - need of protection, role of SEBI and stock exchange, investor's grievances and redressal system, investors' awareness and activism.
SUGGESTED READINGS	1. C.P. Jones, Investments Analysis and Management, Wiley, 8th ed. 2. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill Education. 3. R.P. Rustogi, Fundamentals of Investment, Sultan Chand & Sons, New Delhi. 4. N.D. Vohra and B.R. Bagri, Futures and Options, McGraw Hill Education. 5. Mayo, An Introduction to Investment, Cengage Learning.

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B. Com. Fourth Semester

COURSE CODE: VAC COM 4.1

CODE TYPE: Value Added Course (VAC)

INTERNATIONAL TRADE ORGANISATIONS

SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 75-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Regional economic groups, General agreement on trade and tariffs (GATT), World Trade Organization (WTO), International Monetary Fund (IMF).
UNIT-2 15 Hours	International bank for reconstruction and development (World Bank), United Nations conference on trade and development (UNCTAD), International economic groups- EU, EFTA, ASEAN, SAARC, SAFTA (SAFTA).
SUGGESTED READINGS	1. Sundaram and Black - The International Business Environment, Prentice Hall, New Delhi . 2. Agarwal A. N. - Indian Economy, Vikas Publishing House, Delhi . 3. Khan Farooq - Business and society , S. Chand, Delhi . 4. Dutt R and Sundharam K.P.M. - Indian Economy, S. Chand, Delhi . 5. Misra S.K. and Pury V.K. - Indian Economy, Himalaya Publishing House , New Delhi . 6. Dutt Ruddar - Economic Reforms in India - A Critique, S. Chand, New Delhi . 7. Francis Cherunilam - Business Environment , Himalaya Publishing House, Bombay . 8. Adhikary - Economic Environment of Business, Sultan Chand and sons . 9. Kuchhal S.C. - Industrial Economy of India, Chaitanya Publishing House , Allahabad 10. Hanjoodiripad E.M.S. - Indian Planning in crisis, National book centre, Ashoka Road ,New Delhi.

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B. Com. (Computer) Fifth Semester

COURSE CODE: DSCC COM 5.4

CODE TYPE: Disciplinary Specific Core Course (DSCC)

PROGRAMMING IN VISUAL BASIC

SEMESTER END EXAM MARKS : 60 PRACTICAL EXAM MARKS : 25 INTERNAL ASSESMENT MARKS : 15 TOTAL MARKS : 100	CREDITS : 3+1=4 HOURS : 60 (Theory & Internal)

Scheme of marks:
Objective type questions: 09 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 3 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 9 marks each to be asked. (Word limit 500-600 words).

UNIT-1 11 Hours	**Introduction to Visual Basic** Introduction Graphical User Interface (GUI), Programming Language (Procedural, Object Oriented, Event Driven), The Visual Basic Environment, How to use VB complier to compile/debug and run the programs. Variables, Constants, and Calculations Variables, Variables Public, Private, Static, Constants, Data Types, Naming rules /conventions, Constants, Named & intrinsic, Declaring variables, Scope of variables, Val Function, Arithmetic Operations, Formatting Data.
UNIT-2 11 Hours	**Decision & Conditions** If Statement, If then-else Statement, Comparing Strings, Compound Conditions (And, Or, Not), Nested If Statements, Case Structure, Using If statements with Option Buttons & Check Boxes, Displaying Message in Message Box, Testing whether Input is valid or not. Using Call Statement to call a procedure. Arrays Single-Dimension Arrays, Initializing an Array using for Each, User- Defined Data Types, Accessing Information with User-Defined Data Types, Using List Boxes with Array, Two dimensional arrays.
UNIT-3 12 Hours	**Introduction to VB Controls** Textboxes, Frames, Check Boxes, Option Buttons, Images, Setting a Border & Styles, The Shape Control, The line Control, Working with multiple controls and their properties, Designing the User Interface, Keyboard access, tab controls, Default & Cancel property, Coding for controls. Menus, Sub-Procedures and Sub-functions Defining/Creating and Modifying a Menu, Using common dialog box, Creating a new sub-procedure, Passing Variables to Procedures, Passing Argument ByVal or ByRef, Writing a Function Procedure
UNIT-4 11 Hours	Creating, adding, removing Forms in project, Hide, Show Method, Load, Unload Statement, Me Keyword, Referring to Objects on a Different Forms, List, Loops and Printing List Boxes & Combo Boxes, Filling the List using Property window / AddItem Method, Clear Method, List box Properties, removing an item from a list, List Box/ Combo Box, Do/Loops, For/Next Loops, Using MsgBox Function, Using String Function, Printing to printer using Print Method, **DATA BASE PROGRAMMING IN VB** Data Control and Data Connectivity: Concept of DAO, RDO. ADO, using the ADO data control, ADO data control properties, binding simple controls: Data list, data combo, Data Grid, Data Form Wizard: single form wizard, Grid form, master/Detail form. Programming the ADO data control: Refresh method, Event, Hierarchical flex Grid control. **Data Environment & Data Report:** Creating connection, using command object in the data Environment, Data Environment option and operation, Binding Form to the data Environment, ADO Events in the Data report, Print Preview, Print, Export, Data report in code: Data reports Events, Binding data reports directly.
SUGGESTED READINGS	**Text Books:** 1. Introduction to OOPS & VB: By V.K. Jain, Vikas Publishing House. 2. Database Programming VB 6: By B.P.B. Publication. 3. Visual Basic 6.0 Complete", Steve Brown, "Complete Idiot's Books. 4. Front End Development using Visual Basic", Dr. S.B. Kishor,Das, Ganu Prakashan, 5. Mastering Visual Basic 6 ",EvangelosPetroutsos BPB. **E-Resources:** Programming in Visual Basic: 1.https://www.youtube.com/playlist?list=PLcZgBCY7duW9H_-jO1SvdRptAHwZYShwr/index.htm

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B. Com. Fifth Semester

COURSE CODE: DSEC COM 5.2

CODE TYPE: Disciplinary Specific Elective Course (DSEC)

INDIRECT TAX WITH G.S.T.

SEMESTER END EXAM MARKS : 80 INTERNAL ASSESMENT MARKS : 20 TOTAL MARKS : 100	CREDITS : 4 HOURS : 60 (Theory & Internal)

Scheme of marks:
Objective type questions: 8 questions carrying 1 marks each to be asked.
Very short answer type questions: 8 questions carrying marks each to be asked. (Word limit 75-100 words).
Short answer type questions: 8 questions carrying marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 6 questions carrying marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Customs: Role of customs in international trade; Important terms and definitions goods; Duty; Exporter; Foreign going vessel; Aircraft goods; Import; Import Manifest; Importer; Prohibited goods; Shipping bill; Store; Bill of lading; Export manifest; Letter of credit; Kinds of duties- basic, auxiliary, additional or countervailing; Basics of levy advalorem, specific duties; Prohibition of export and import of goods and provisions regarding notified & specified goods; Import of goods - Free import and restricted import; Type of import- import of cargo, import of personal baggage, import of stores. Clearance Procedure- For home consumption, for warehousing for re-export; Clearance procedure for import by post; Prohibited exports; Canalized exports; Export against licensing; Type of exports export of cargo, export of baggage; Export of cargo by land, sea, and air routes.
UNIT-2 15 Hours	Chhattisgarh State Excise duty: brief history and definitions, registration on import, export and transport, manufacture and bottling, possession and sale, licenses, permit and passes, offences and penalties, duties and fees
UNIT-3 15 Hours	Introduction To Goods And Services Tax (G.S.T.) -Objectives and basic scheme of G.S.T., Meaning – Salient features of G.S.T. – Subsuming of taxes –Benefits of implementing G.S.T. , Structure of G.S.T. (Dual Model) – Central G.S.T. – State / Union Territory G.S.T. – Integrated G.S.T., G.S.T. Council: Structures Power and Functions. Provisions fro amendments.
UNIT-4 15 Hours	Registration under G.S.T.: Procedure for registration, Persons liable for registration, Persons not liable for registration, Compulsory registration. Exempted goods and services - Rates of G.S.T. Procedure relating to Levy: (C.G.S.T. & S.G.S.T.): Scope of supply, Tax liability on Mixed and Composite supply, Time of supply of goods and services, Value of taxable supply. E-way Billing, Assessment and Returns: Input text Credit- Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (I.S.D.) Furnishing details of outward supplies and inward supplies, First return, Annual return and Final return.
SUGGESTED READINGS	1. Singhania Vinod K. and Monica Singhania, Students' Guide to Indirect Taxes, Taxmann Publications Pvt. Ltd., Delhi. 2. V.S. Datey, Indirect Tax Law and practice, Taxmann Publications Pvt. Ltd., Delhi. 3. Sanjeev Kumar, Systematic Approach to Indirect Taxes. 4. S. S. Gupta, Service Tax -How to meet your obligation Taxmann Publications Pvt. Ltd., Delhi. 5. Girish Ahuja and Ravi Gupta, Indirect Taxes, Flair Publication Pvt Ltd

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B. A. Fifth Semester

COURSE CODE: GEC COM 5.1

CODE TYPE: Generic Elective Course (GEC)

MARKETING MANAGEMENT

SEMESTER END EXAM MARKS : 80	CREDITS : 4
INTERNAL ASSESSMENT MARKS : 20	HOURS : 60 (Theory & Internal)
TOTAL MARKS : 100	

Scheme of marks:
Objective type questions: 08 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 7 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 13 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Introduction: Concept nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview.
UNIT-2 15 Hours	Market Analysis and Selection: Marketing environment macro and micro components and their impact on marketing decisions; Market segmentation and positioning. Buyer behaviour, Consumer versus organizational buyers, Consumer decision making process.
UNIT-3 15 Hours	Product Decision: Concept of a product, Classification of products, Major product decisions, Product line and product mix, Branding, Packaging and labeling, product life cycle, strategic implications. Pricing Decisions: Factors affecting price determination; Pricing policies and strategies: Discounts and rebates.
UNIT-4 15 Hours	Distribution Channels and Physical Distribution Decisions: Nature, functions and types of distribution channels: Distribution channel intermediaries: Channel management decisions: Retailing and whole-selling.
SUGGESTED READINGS	1. Kotler, Philip and Gary Armstrong: Principles of Marketing, Prentice Hall, New Delhi. 2. Kotler, Philip : Marketing Management, Analysis, Planning, Implementation and Control, Prentice Hall, New Delhi. 3. Majumdar, Ramanuj : Product Management in India, Prentice Hall, New Delhi. 4. Mc Carthy, E. Jerome and William D., Perreault Jr. Basic Marketing Managerial Approach, Richard D. Irwin, Homewood, Illinois. 5. Ramaswamy V.S. and Namakumari S:Marketing Management, MacMillan India, New Delhi. 6. Srinivasan R: Case Studies in Marketing: The Indian Context, Prentice Hall, New Delhi. 7. Still, Richard R. Edward W., Cundiff and Norman A. P. Govon Sales Management Decisions, Strategies and Cases. Prentice Hall, New Delhi. 8. [illegible] and Charles Futrell: Fundamental of Marketing : McGraw Hill Publishing Co., New York.

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B. Com. Fifth Semester	
COURSE CODE: SEC COM 5.1 CODE TYPE: Skill Enhancement Course (SEC)	
ACCOUNTING IN TALLY	
SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)
Scheme of marks: Objective type questions: 07 questions carrying 1 marks each to be asked. Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words). Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words). Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).	
UNIT-1 15 Hours	Computerized Accounting: Introduction, advantage, characteristics; Tally: Introduction, installation, licensing, Creating company, Loading company, Allowing backdated transaction entries, Creating Ledger and Masters, Groups, Stocks, Unit, Altering or deleting Masters, Record transaction in different modes as changing modes, Printing invoice, Altering or deleting transactions.
UNIT-2 15 Hours	Voucher entry in Tally: Contra, payment, receipt, journal, sales, credit note, purchase, debit note; Non-accounting vouchers in Tally, Working with report, Generating reports, Profit and Loss Account, Cash Flow Statement, Fund Flow Statement, Trial Balance, Cash Book, Bank Book; Backup and restore data of a company in Tally Prime.
SUGGESTED READINGS	

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B. Com. Sixth Semester	
COURSE CODE: DSEC COM 6.2 CODE TYPE: Disciplinary Specific Elective Course (DSEC)	
CORPORATE TAX PLANNING	
SEMESTER END EXAM MARKS : 80 INTERNAL ASSESMENT MARKS : 20 TOTAL MARKS : 100	CREDITS : 4 HOURS : 60 (Theory & Internal)
Scheme of marks: Objective type questions: 08 questions carrying 1 marks each to be asked. Very Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 70-100 words). Short answer type questions: 03 questions carrying 7 marks each to be asked. (Word limit 200-250 words). Long answer type questions: 03 questions carrying 13 marks each to be asked. (Word limit 500-600 words).	
UNIT-1 15 Hours	Introduction to tax Management: concept of tax planning, tax avoidance and tax evasions, corporate taxation and dividend tax. Tax planning for a new business: tax planning with reference to localtion, nature and form of organisation of new business.
UNIT-2 15 Hours	Tax planning and financial management decision: Tax Planning relating to capital structure decision, Dividend policy, inter corporate dividends and bonus share.
UNIT-3 15 Hours	Tax Planning and managerial decisions: tax planning in respect of own or lease, sale of assets for scientific research, make or buy decisions, repair, replace, renewal or renovation and shutdown or continue decision,
UNIT-4 15 Hours	Special tax provisions, text provision relating to free trade zones, Infrastructures sector and backward areas, tax incentives for exporter, tax issues relating to amalgamation, tax planning with reference of Companies, tax payment: tax deductions and collection at source, advance tax payment.
SUGGESTED READINGS	1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi. 2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi. **Journals** 1. Income Tax Reports. Company Law Institute of India Pvt. Ltd., Chennai. 2. Taxman. Taxman Allied Services Pvt. Ltd., New Delhi. 3. Current Tax Reporter. Current Tax Reporter, Jodhpur.

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Dr.Shampu Tirkey **Mr. Ashutosh Kaushik** **Mrs. Rashmit Kour** **Dr. A.K. Gour (HoD)**

B. Com. Sixth Semester	
COURSE CODE: SEC COM 6.1 **CODE TYPE: Skill Enhancement Course (SEC)**	
ONLINE I.T.R. FILLING	
SEMESTER END EXAM MARKS : 40 INTERNAL ASSESMENT MARKS : 10 TOTAL MARKS : 50	CREDITS : 2 HOURS : 30 (Theory & Internal)

Scheme of marks:
Objective type questions: 07 questions carrying 1 marks each to be asked.
Very Short answer type questions: 03 questions carrying 2 marks each to be asked. (Word limit 70-100 words).
Short answer type questions: 03 questions carrying 4 marks each to be asked. (Word limit 200-250 words).
Long answer type questions: 03 questions carrying 5 marks each to be asked. (Word limit 500-600 words).

UNIT-1 15 Hours	Introduction to Income Tax, Brief about Various Sources of Income (with Illustration) Introduction of E-Filing of Income Tax Returns, Generation of IT Forms like ITR 01(SAHAJ), ITR 02, ITR 03, ITR 04, ITR 4S(SUGAM), ITR 05 and ITR 06, etc. How to Register PAN online or manual.
UNIT-2 15 Hours	Practical Exposure to www.incometaxindiaefiling.gov.in portal. How to file Return Electronically on portal with or without Digital Signature Certificate. How to Pay Tax online through Net Banking, How to Generate Challans online and Manual. Form 16 B, How to view Tax Credit through 26AS, E Filing TDS Salary Return form 24Q and Challan.
SUGGESTED READINGS	1. Self Preparation and Filing of Income Tax Returns by Individuals Third Edition: May 2019 by Swatantra Sethi. 2. How to File Salary Income Tax, AY 2019-2020 by CA Rahul Gupta. 3. Fast Track Quick Revision Income Tax for AY 2019-2020 by AS K K Agarwal. 4. Tax Saving & Investment guide : Income Tax of India by CA Shammi Prabhakar Singh.

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M. Com. First Semester		
COURSE CODE: MCMA05		**COURSE TYPE: ECC/CB**
COURSE TITLE: PRINCIPLES OF MARKETING		
CREDIT: 6 **THEORY: 6**	**CREDIT: 6** **THEORY: 6**	
MARKS: 100 **SEMESTER END EXAM: 70**		**CCA:30**
OBJECTIVE : The Objective of this course is to facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.		
UNIT-1 18 Hours	Introduction – Meaning, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview.	
UNIT-2 18 Hours	Market Analysis and Selection – Marketing environment – macro and micro components and their impact of marketing decisions; Market segmentation and positioning; Buyer behaviour; Consumer versus organizational buyers ; Consumer decision – making process.	
UNIT-3 18 Hours	Product Decisions – Concept of a product ; Classification of products ; Major product decisions ; Product line and product mix ; Branding ; Packaging and labeling ; Product lifecycle – strategic implications ; New product development and consumer adoption process.	
UNIT-4 18 Hours	Pricing Decisions – Factors affecting price determination; Pricing policies and strategies ; Discounts and rebates.	
UNIT-5 18 Hours	Distribution Channels and Physical Distribution Decisions – Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling. Physical Distribution Management.	
RECOMMENDED READINGS	1. Philip Kotler - Marketing Management, Englw wood Chiffs, Prentice N.J. 2. Dr. S.K. Jain, Hindi Granth Academy M.P. Bhopal. 3. William M. Pride and O.C. Ferell – Marketing Houghton- Mifflin Bostan. 4. Dr. R.C. Agrawal, Principles of Marketing, Sahitya Bhawan Publication Agra 5. Dr. S.C. Saxcena, Principles of Marketing, SBPD Publication Agra. 6. Dr. N.C. Jain, Principles of Marketing.	

M. Com. Second Semester

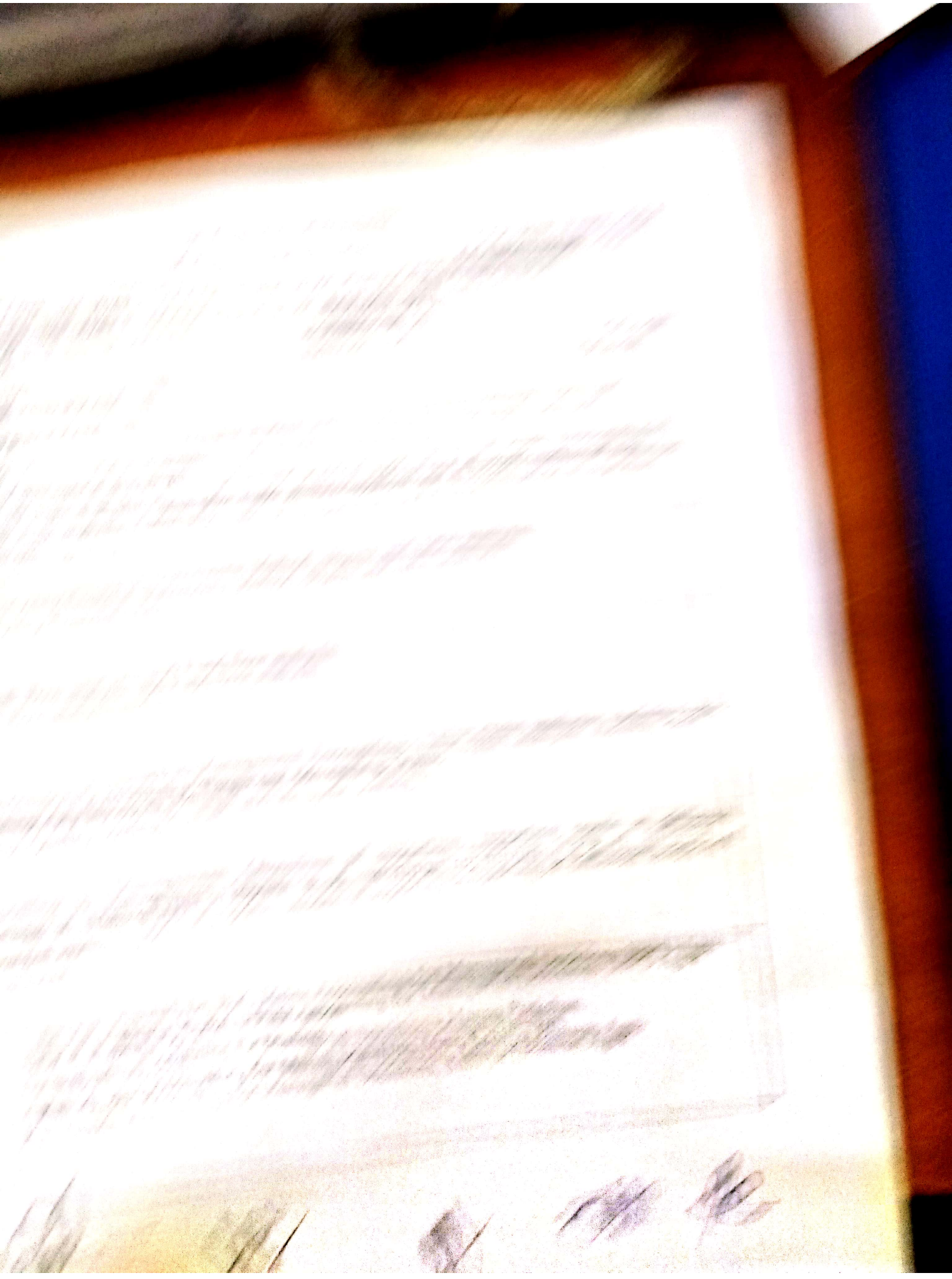
COURSE CODE: [illegible] | **COURSE TYPE: [illegible]**

COURSE TITLE: SPECIALISED ACCOUNTING

CREDIT: 6	HOURS: 90
THEORY: 6	THEORY: 90
MARKS: 100	
SEMESTER END EXAM: 70	CIA: 30

OBJECTIVE:
The objective of this course is to expose students to accounting issues and practices in the maintenance of company accounts and handling accounting adjustments.

UNIT-1	Accounts of General Insurance Companies.
UNIT-2	Accounts of Banking Companies.
UNIT-3	Accounts of Public Utility concerns: Double Accounts System.
UNIT-4	Royalty accounts.
UNIT-5	Investment accounts.
SUGGESTED READINGS	1. Dr. [illegible], Mehta and Saha (Specialised Accounting) SBPD Agra 2. [illegible] (Advance Corporate Accounting) S. Chand Publication New Delhi 3. S.M. Shukla (Advance Accounting) Sahitya Bhawan Agra 4. R.M. Agrawal (Advance Accounting) vol. 2, S. Chand Publication New Delhi 5. Monga J.R. (Advance Financial Accounting) Mayoor Paper Backs Noida 6. Gupta R.L. (Advance Financial Accounting) S. Chand & Co. New Delhi



M. Com. Second Semester

COURSE CODE: MCMM4 COURSE TYPE: CORE

COURSE TITLE: MARKETING STRATEGY

CREDIT: 6
THEORY: 6
MARKS: 100
SEMESTER END EXAM: 70

HOURS: 90
THEORY: 90

CLASS

OBJECTIVE: The objective of the course is to help students understand and basic concept of Marketing strategy.

UNIT I

Introduction: Concept and Significance of Marketing Strategy; Marketing Strategy and New Economy – Major Drivers of New Economy and Changing Marketing Practices in Business; Factors Considered in Formulating Marketing Strategy.

UNIT II

Designing Strategic Marketing: Steps involved in Corporate Strategic Planning, Business Unit Strategic Planning and Marketing Process; Competitive Strategies – Market Leader, Market Challenger, Market Followers and Market Niches Strategies.

UNIT III

Designing Marketing Mix Strategies: Product Strategy – Steps involved and Differentiation Tools; Product Life Cycle Marketing Strategies; Pricing Strategy – Steps in Pricing Strategy; Initiating and Responding to Price Changes; Channel Strategy – Steps involved in Channel Strategy, Channel Dynamics; Communication Strategy – Developing Effective Communication, Managing Integrated Marketing Communication Process.

UNIT IV

Customer Orientation in Marketing: Customer Relationship Marketing-Concept and Need for Customer Relationship Marketing, Process of Customer Relationship Marketing, Building Customer Satisfaction and Retention – Defining and Delivering Customer Value and Satisfaction; Nature of High Performance Business; Attracting and Retaining Customers.

UNIT V

Recent Issues in Marketing Strategy: Direct Marketing – Concept and Significance, Major Channels for Direct Marketing; Marketing and Technology – Telemarketing and M-Marketing, E-Marketing and Kiosk Marketing; Marketing Audit; Event Marketing.

1. Steven P. Schnaars – The Free Press.
2. O.C. Ferell & Michael D. Hartline –South Western.
3. Paul Fifield – The Chartered Institute of Marketing.
4. Alexander Chernev & Philip Kotler –Strategy Marketing Management, Cerebellum Press.

Rajeev Gandhi Govt. Post Graduate College Ambikapur, Chhattisgarh
(An Autonomous College)

Undergraduate Programme
Semester-Second- B.Com & B.Sc.
Course Title- Geography of Tourism

Course Code- GEL – 02 | Course Type- GENERIC ELECTIVE
Credit- 3 | Hours- 45 (Theory and Internal)
Marks- 30E- 70

Unit –I 10 hours	History and Concepts of Tourism, Definition of Tourism Factors affecting tourism development – Physical Factors – Relief, Climate, Vegetation , Wild life , Water Bodies Socio – Cultural Factors – Religious Factors, Historical and Cultural Factors, Economic Factors , Transportation , Accommodation
Unit –II 10 hours	Hospitality Industry in Tourism – Growth of Hotel Industry – Introduction – Features of Hospitality Industry – Role of accommodation in the Growth of Tourism Definition of Hotel – Types of Hotel .
Unit –III 10 hours	Tourism Planning in India – India's National Tourism Policies and National Action Plans , Planning at National, Regional, Local level . Tourism as an Industry ,Future Prospects of Tourism, Career Opportunities in Tourism Industry
Unit –IV 15 hours	New trends in Tourism – Medical and Health Tourism , Rural Tourism , Adventure Tourism. National and international tourism Attraction, Globalization and tourism.

Selected Readings

1. Bhatia A.K. : Tourism Development: Principles and Practices, Sterling Publishers, New Delhi 1996.
2. Bhatiya, A.K. International Tourism – Fundamentals and Practices, Sterling, New Delhi, 1991).
3. Chandra R.H.: Hill Tourism: Planning and Development, Kanishka Publishers, New Delhi, 1998.
4. Kaul R.K. Dynamics of Tourism & Recreation, Inter-India, New Delhi, (1985).
5. Kaur J. : Himalayan Pilgrimages & New Tourism Himalayan Books, New Delhi, 1985.
6. Sharma J.K. (ed.) : Tourism Planning and Development – A new perspective, Kanishka Publishers, New Delhi, 2000.
7. Sinha P. C. (ed.) : Tourism Impact Assessment, Anmol Publishers, New Delhi, 1998.
8- Sharma Atul –Paryatan Bhoogol, Ishika Publication
9 Khatri Harish Kumar, Paryatan Bhoogol, Kailash Pustak sadan.

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Rajeev Gandhi Govt. Post Graduate College Ambikapur, Chhattisgarh

(An Autonomous College)

Undergraduate Programme

B.Sc. /B.Com (GEC)

Semester- First

Course Title- Geography of Health and Social Well-being

Course Code- **GEC - 01**		Course Type- GENERIC ELECTIVE
Credit- 3		Hours- 60 (Theory and Internal)
Marks-	INTERNAL ASSESMENT -20	
Unit I **15 Hours**	Environment and Health, Human activities and Health Risks, Human Health and Disease. Classification of Diseases, Personal health.	
Unit- II **15 Hours**	Climate Change and Human Health, Biological disease agents. Virus Infection , Bacterial diseases ,Parasite diseases , Hereditary diseases.	
Unit- III **15 Hours**	Indicators of Social Well-being, Life Expectancy. Nutritional level of India . Role of Millets. Health care systems in India;	
Unit- IV **15 Hours**	Concept of Human Development, Indicators of Human Development. Spatial disparity in literacy in India, female literacy in India, Employment and Unemployment in India. Education and social change.	

Reading List:-

1. Akhtar Rais (Ed.), 1990 : Environment and Health Themes in Medical Geography, Ashish Publishing House, New Delhi.
2. Avon Joan L. and Jonathan A Patzed.2001 : Ecosystem Changes and Public Health,Baltimin, John Hopling Unit Press(ed).
3. Bradley,D.,1977: Water, Wastes and Health in Hot Climates, John Wiley Chichesten.
4. Christaler George and Hristopoles Dionissios, 1998: Spatio Temporal Environment Health Modelling , Boston Kluwer Academic Press.
5. Cliff, A.D. and Peter,H., 1988 : Atlas of Disease Distributions, Blackwell Publishers, Oxford6-Grower,
6. Aakriti and R.B. Singh- Urban Health . and Wellbeing- India Case Studies. Springer.
7. Gatrell, A.,and Loytonen, 1998 : GIS and Health, Taylor and Francis Ltd, London.
8. Hardham T. and Tannav M.,(eds): Urban Health in Developing Countries; Progress, Projects, Earthgoan, London.
9. Moeller Dade wed., 1993: Environmental Health, Cambridge, Harward Univ. Press.
10. Phillips, D.and Verhasselt, Y., 1994: Health and Development, Routledge, London.
11. Khatri Harish kuma (2020) Swasthaya bhoogol,Kailash Pustak Sadan, Bhopal
12. Singh ,B.N. (2020) Social and Cultural Geography (In Hindi), Pravalika Publication, Prayagraj
13. Singhai, G.C. (2015) Medical Geography (in Hindi),Vasundhara Prakasan, Gorakhapur
14. Prasad, Krisna Nandan(2023) Swasthaya Bhoogol,Adhayan Publishers & Distributers,New Delhi

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M.Sc. in COMPUTER SCIENCE (FIRST SEMESTER)	
COURSE CODE: MSCS E103	COURSE TYPE: ECC/CB
COURSE TITLE: DATABASE DESIGN TECHNIQUES	
CREDIT: 06 HOURS: 90	MARKS: 100 (SEE: 70 & CCA: 30)
UNIT-1 15Hrs	**INTODUCTION TO DATABASE SYSTEM** Introduction, Purpose and Applications of Database Systems, View Of Data, Characteristics of Database Approach, Architecture DBMS, Advantages and Disadvantages Of DBMS, Database Users and Administrator, Database Design using ER Model , Data Model Classification.
UNIT-2 20Hrs	**RELATIONAL DATABASE CONCEPT** Structure of Relational Database, Database Schema, Key, Relational Operations Formal Relational Query Languages. Relational Algebra: Basic Operations selection and projection, Set Theoretic Operations, Join Operations.
UNIT-3 20 Hrs	**RELATIONAL DATABASE DESIGN** Relational Database design: Functional dependencies, Universal Relation, Anomalies in A Database, Normalization Normal forms based on primary keys (1 NF, 2 NF, 3 NF, BCNF, 4 NF, 5NF) Loss less joins and dependency preserving decomposition.
UNIT-4 20 Hrs	**DATABASE STORAGEAND QUERYING** Basic Concepts Of Indexing and Hashing Query Processing, Measures Of Query Cost, Query Processing for Select, Sort Join Operations. Basics of Query Optimization, Transformation of Relational Expression Estimating Statistics of Expression, Choice of Evaluation Plan. Query Resource Utilization, Query Execution Statistics, Query Execution Plan, Sample Index Access, Fill Factor, Multiple Index Access, Methods for Joining Tables (Nested Loop, Merge Join, Hybrid Join, Multiple Join) Structure of a Query Optimizer.
UNIT- 5 15 Hrs	**TRANSACTION MANAGEMENT AND CONCURRENCY CONTROL** Transaction Processing & Concurrency Control: Concept and definition of transaction, ACID properties, serializibility, Prioritization, states of transaction, Types of failure, levels of transaction consistency, deadlocks, long duration transactions, transaction performance, Concurrency Control, locking techniques, techniques based on time-stamp ordering, multiple granularity. Crash Recovery: failure classification, recovery concepts, database backup, recovery concepts based on deferred update and on immediate update. Shadow paging; check points, on-line backup during database updates, crash recovery techniques.
SUGGESTED READINGS	**Books:** 1. Silverschatz Korth And Sudarshan-Database System Concepts, 6 ed. Tata Mc-Graw Hill. 2. Raghu Rama Krishnan-Database Management Systems, 2 ed. Tata Mc-Graw Hill 3. Rajesh Narang – Database Management System,2 Ed.Phi 4. R. Elmasri Et. Al "Fundamentals Of Database Systems". 3 Edition – Addison Wesley, (IndianReprint), New Delhi.C.J.Date, Data Base Systems, Vol I & Ii

M.Sc. in COMPUTER SCIENCE (SECOND SEMESTER)

COURSE CODE: MSCS E203 **COURSE TYPE: ECC/CB**

COURSE TITLE: COMPUTER GRAPHICS

CREDIT: 06 **HOURS: 90** **MARKS: 100 (SEE: 70 & CCA: 30)**

UNIT-1 15Hrs	**Introduction:** Introduction to computer Graphics, Pixel, frame, buffer, application of computer graphics, Raster Graphics fundamentals. Display Devices- Random Scan, Raster Scan Monitors, Color CRT Monitor, DVST and Plasma Panel.
UNIT-2 20Hrs	**Graphics Primitives:** Algorithms for line Generation, circle generation, Polygon generation andpolygon filling algorithm, Anti aliasing. **2D Transformation:** Translation, Scaling, Rotation, Reflection, homogeneous Coordinates.
UNIT-3 20 Hrs	**3-D Transformation:** Translation, Scaling, Rotation, windowing & clipping windows, view port, line clipping, polygon clipping, windows & view port transformation. Display file, Segment table, Segment creation, deletion, rename.
UNIT- 4 20 Hrs	**Multimedia:** Text – Font, Faces, animating Text, Hyper Text. Sound: MIDI, Digital audiobasics, auto file formats, audio editing, MCI-multimedia control interface. **Image** - Bitmap, Vector drawing, color palate, concept of 3D Modeling, Image fileformats (BMP,JPG). **Animation: Principle** of animation, cell animation, kinematics, morphing.
UNIT- 5 15 Hrs	**Video** – Broadcast video standards (NTSC, PAL), Integrating computer and television, video capture board, video, colour, shooting and editing video, recording formats 9S-VHS, video hardware resolution, video compression (JPEG, MPEG). **Hard copy devices**: Printers & plotters, Input devices: mouse, Trackball, Light pen, Scanner, Digital Camera.
SUGGESTED READINGS	**Books:** 1. William M. Newman and Robert F. Sproull, „" Principles of Interactive Computer Graphics „",Tata McGraw- Hill Edition. 2. Steven Harrington „" Computer Graphics „", 2nd Edition, Tata McGraw-Hill Edition. 3. Foley, van Dam, Feiner and Hughes, „"Computer Graphics (Principles and Practice)" ,IndianEdition, Addison Wesley Publication. 4. D Hearn and P M Baker, ""Computer Graphics „", Printice Hall of India (Indian Edition). 5. D F Rogers ,""Mathematical Elements for Computer Graphics „", 2nd Edition, Tata McGraw-Hill

M.Sc. in COMPUTER SCIENCE (THIRD SEMESTER)	
COURSE CODE: MSCS 302	COURSE TYPE: CCC
COURSE TITLE: DATA COMMUNICATION & COMPUTER NETWORKS	
CREDIT: 06 HOURS: 90	MARKS: 100 (SEE: 70 & CCA: 30)
UNIT-1 15Hrs	**Introduction and Physical Layer :Introduction:** Goal and application Network Hardware and Software ,Protocol Hierarchies, Design Issue of the layers, Interfaces and services, Connection oriented and connectionless services, Service Primitives, Reference Models – The OSI Reference model, The TCP/IP Model ,Types of computer Network :LAN,MAN,WAN, Topologies, Transmission mode . **Physical Layer** :Data and signal, Analog and digital Communication, Transmission Media, Concept of data transmission, Switching Techniques ,Communication Satellites – Geosynchronous Satellite – VSAT, Low Orbit Satellites, ISDN and ATM.
UNIT-2 20Hrs	**Data Link Layer: Data** Link Layer design issues Data link control: Framing, Flow control. Error Detection and Correction. DLC protocol :Stop and Wait Protocol, Sliding window protocol, A Simplex protocol for noisy channel, Medium access sub layer: Channel allocation :static and dynamic ,Multiple access protocol FDDI, Data Link Layer in the Internet : SLIP,PPP. Wired and Wireless LAN protocol.
UNIT -3 20Hrs	**Network Layer:** The Network Layer Design Issue, IP addressing, Address mapping, Error reporting, Multicasting, Delivery, Forwarding and Routing. The Network Layer in the Internet: The IP Protocol. Subnets, Internet control protocols, internet multicasting.
UNIT- 4 20 Hrs	**Transport Layer** :The Transport layer services, The concept of client and server in terms of socket addressing Quality of service, Transport service primitives and buffering, Multiplexing, Crash Recovery. The Internet Transport Protocols (TCP/IP) – The TCP Service Model, The TCP protocol, The TCP segment header, TCP connection management, TCP transmission policy, TCP congestion control, TCP timer management, UDP.
UNIT- 5 15 Hrs	**Presentation and Application Layer :** Network Security, Traditional Cryptography, Private key cryptography and public key cryptography, Authentication protocols, DNS ,SNMP,E-mail, application layer protocols .
SUGGESTED READINGS	**Books:** 1. Data Communications and Networking By Forouzan, Tata McGraw Hill Company. 2. Computer Networks By A.S. Tanenbaum 3. Computer Network By S.S.Shinde , New Age International Publisher. 4. Data and computer Communication by Shashibanzal ,Firewall media . 5.Internetworking with TCP/IP :Principles, protocols, and Architecture Vol 1 5th Edition ,PHIpublication 6. Data Communications and Computer Network by Prakash C Gupta, PHI Publication.

M.Sc. in COMPUTER SCIENCE (THIRD SEMESTER)	
COURSE CODE: MSCS E302	COURSE TYPE: ECC/CB
COURSE TITLE: ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEM	
CREDIT: 06 HOURS: 90	MARKS: 100 (SEE: 70 & CCA: 30)
UNIT-1 15Hrs	**Introduction:** Definitions and approaches, Foundation of A.I. History, Area and Applications of A.I. Preliminary Concept of Intelligent Agents. AI problems, AI Techniques, Tic-tac-toe, Question Answering.AI-programming language: Prolog- objects, relationships, facts, rules and variables, Prolog: Syntax and data structures, representing objects & relationships by using "trees "and "lists", use of cut, I/O of characters and structures.
UNIT-2 20Hrs	**Problem Solving:** A water jug problem, production system, Control strategies, Heuristic Search, Design of search programs AI Search techniques :- Depth-first, Breadth-first search, Generate- and-test, Hill climbing, Best-first search, Constraint satisfaction, Mean-ends-analysis, A* Algorithm, AO* algorithm.
UNIT-3 20 Hrs	**Knowledge Representation and Reasoning**: Knowledge Representation:- Representations and mappings, Knowledge Representations, Issues in Knowledge Representation, Predicate Logic:- Representing Instance and Isa Relationships, Computable Functions and predicates, Resolution, Natural Deduction, Logic programming, Forward versus Backward Reasoning, Distributed Reasoning Systems, Matching, Control knowledge.
UNIT- 4 20 Hrs	**Pattern Recognition:** Meaning of pattern, Pattern Recognition, Classification, Supervised & Unsupervised Learning of classification, K-NN, K-MEANS. Understanding, Understanding as Constraint satisfaction, Natural Language Processing, Syntactic Processing, Unification grammars, Semantic Analysis, Parallel and Distributed AI, Psychological Modeling.
UNIT- 5 15 Hrs	**Expert Systems:** Definition and characteristics of Expert System, representing and using domain knowledge, Expert system shells Knowledge Engineering, knowledge acquisition, expert system life cycle & expert system tools, MYCIN & DENDRAL examples of expert system.
SUGGESTED READINGS	**Books:** 1. Artificial Intelligence By E. Rich and K. Knight, Tata McGraw Hill. 2. Artificial Intelligence: A New Synthesis By Nilsson, Morgan Kaufmann. 3. Pattern Classification 2nd Edition By R.O. Duda, Hart, Stork (2001), John wiley, New York. 4. Pattern Recognition: Technique and Applications By Shinghal (2006) ,Oxford UniversityPress, New Delhi.

M.Sc. in COMPUTER SCIENCE (FOURTH SEMESTER)	
COURSE CODE: MSCS 401	**COURSE TYPE: CCC**
COURSE TITLE: NETWORK SECURITY	
CREDIT: 06 HOURS: 90	**MARKS: 100 (SEE: 70 & CCA: 30)**
UNIT-1 15Hrs	**Foundations of Cryptography and security** Security trends, The OSI Security architecture Security attack, services and mechanism Ciphers and secret messages, Mathematical tools for cryptography: substitution techniques,modular arithmetic, Euclid's algorithm, finite fields, polynomial arithmetic.
UNIT-2 20Hrs	**Symmetric Cipher** Symmetric cipher model, Design Principles of Block Ciphers, Theory of Block Cipher Design, Feistel cipher network structure, Data Encryption Standard (DES), Strength of DES Triple DES, Modes of operation. Advance encryption Standard (AES)- Evaluation criteria of AES,AES cipher, key distribution.
UNIT-3 20Hrs	**Public Key cryptography and Hash function** Prime numbers and testing for primarily, factoring large numbers, Principles of public key cryptosystem, RSA algorithm. Key management: Diffie-Helman Key exchange, elliptic curve arithmetic, elliptic curve cryptography, Hash and Message authentication Code (MAC), Hash and MAC algorithms, Digital signature and Authentication protocol.
UNIT- 4 20 Hrs	**IP and Web security protocols:** Authentication application: Kerberos, Public key infrastructure .E-mail: Pretty Good Privacy (PGP), S/MIME. IP security, Web Security: Secure Socket layer (SSL) and Transport layersecurity, Secure Electronic Transaction (SET).
UNIT- 5 15 Hrs	**System Security**: Basics of System security ,Types of System Security, Firewall, Intrusion Detection system (IDS), Malicious Software , Spywares ,Hacking Concepts, Spoofing ,Phishing, Mail Bombing, Virus and its types, Concept of infected files and its remedies .
SUGGESTED READINGS	**Books:** 1. Cryptography and Network Security By William Stallings, 4th Edition Pearson Publication 2. Applied cryptography - protocols and algorithm By Buce Schneier, Springer Verlag 2003 3. Cryptography and Network Security By Atul Kahate , TMH Publication. 4. Cryptography and Network Security By Behrouz A. Forouzan, First Edition, TMH Publication. 5. Network Security: Private Communication in Public World By Charlie Kaufman, Radia Perlmanand Mike Speciner ,PHI Publication.

M.Sc. in COMPUTER SCIENCE (FOURTH SEMESTER)	
COURSE CODE: MSCS 402	COURSE TYPE: CCC
COURSE TITLE: MOBILE COMPUTING AND APPLICATION DEVELOPMENT	
CREDIT: 06 HOURS: 90	MARKS: 100 (SEE: 70 & CCA: 30)
UNIT-1 15Hrs	**Introduction to Mobile Computing**: Concept of Mobile Communication, Different generations of wireless technology ,Basics of cell, cluster and frequency reuse concept ,Noise and its effects on mobile, Understanding GSM and CDMA, Basics of GSM architecture and services like voice call, SMS, MMS, LBS, VAS ,Different modes used for Mobile Communication, Architecture of Mobile Computing(3 tier),Design considerations for mobile computing, Characteristics of Mobile Communication ,Application of Mobile Communication, Security Concern Related to Mobile Computing, Middleware and Gateway required for mobile Computing, Making Existing Application Mobile Enable, Mobile IP, Basic Mobile Computing Protocol ,Mobile Communication via Satellite • Low orbit satellite • Medium orbit satellite • Geo stationary satellite Phones.
UNIT-2 20Hrs	**Introduction to Android**: Overview of Android, What does Android run On – Android Internals, Android for mobile apps development, and Environment setup for Android apps Development, Framework - Android- SDK, Eclipse, Emulators – What is an Emulator / Android AVD. Android Emulation – Creation and set up, First Android Application.
UNIT-3 20Hrs	**Android Activities and GUI Design Concepts**: Design criteria for Android Application : Hardware Design Consideration, Design Demands For Android application, Intent, Activity, Activity Lifecycle and Manifest, Creating Application and new Activities, Simple UI -Layouts and Layout properties : Introduction to Android UI Design, Introducing Layouts , XML Introduction to GUI objects viz.: Push Button , Text / Labels , Edit Text, Toggle Button , Padding etc.
UNIT- 4 20 Hrs	**Advanced UI Programming: Event** driven Programming in Android (Text Edit, Button clicked etc.), Activity Lifecycle of Android, Exception Handling, Application Development using UI Programming.

M.Sc. in COMPUTER SCIENCE (FOURTH SEMESTER)	
COURSE CODE: MSCS E401	**COURSE TYPE: ECC/CB**
COURSE TITLE: CYBER CRIME AND SECURITY FUNDAMENTAL	
CREDIT: 06 HOURS: 90	**MARKS: 100 (SEE: 70 & CCA: 30)**
UNIT-1 15Hrs	Cyber Crime and Classification, Reasons for Commission of Cyber Crimes and Kinds, Cyber Stalking, Forgery and Counterfeiting, Computer Vandalism, Computer Hacking, Creating and distributing viruses over internet.
UNIT-2 20Hrs	Spamming, Cross Site Scripting, Online Auction Fraud, Cyber Squatting, Logic Bomb, Web Jacking, Internet Time Thefts and Denial of Service Attack, Data Diddling and EmailSpoofing.
UNIT-3 20Hrs	Computer Vandalism, Computer Hacking, Creating and distributing viruses over internet,Logic Bomb, Cyber Security Technique & Attacks.
UNIT- 4 20 Hrs	Cyber Security and Importance, Physical Security and Threats Cyber Terrorism, Phishing, User tracking and Physical Protection of Data, Software Piracy and Crime related to IPRs.
UNIT- 5 15 Hrs	Case Study Prepare Any One : Recent Cyber Crime Cases and its preventions with complete details/Analysis of Cyber Crime Cases/Study of any five recent virus and its effects/Recent Cyber Security Techniquesand its implementation Note: Prepare Report Maximum 30 Page with suitable formats.
SUGGESTED READINGS	**Books:** 1. The Psychology of Information Security by Leron Zinatullin 2. Penetration Testing: A Hands-On Introduction to Hacking by Georgia Weidman 3. Hacking: The Art of Exploitation by Jon Erickson 4. Cyber Security for Beginners by Raef Meeuwisse 5. Hacking: A Beginners' Guide to Computer Hacking, Basic Security, And PenetrationTesting by John Slavio 6. Social Engineering: The Science of Human Hacking by Christopher Hadnagy 7. Cyber Security For Dummies by Joseph Steinberg. 8. Alice and Bob Learn Application Security by Tanya Janca.

DEPARTMENT OF COMPUTER SCIENCE (FIRST SEMESTER)	
COURSE CODE: VAC CS01	COURSE TYPE: VALUE ADDITION COURSE
COURSE TITLE: CYBER CRIME & SECURITY-I	
CREDIT: 2 HOURS: 30	MARKS: 50
UNIT-1 15Hrs	**Cyber Crime-** definition, Reasons for Commission of Cyber Crimes ,Types of Cyber Crime: (i) Computer Hacking (Spoofing, Phishing, Web Jacking) (ii) Cyber Trolls and Bullying (iii) Cyber Stalking (iv)Online Scams (v)Software Piracy& Illegal Downloads (vi)Data theft &Identity theft (vii) Child Pornography(viii)Logic Bomb. **Cyber law:** Legal perspective of cyber crime, IT Act 2000 and its amendments, Organizations dealing with Cyber crime and Cyber security in India, Case studies.
UNIT-2 15Hrs	**Introduction to Cyber Security:** Defining Cyberspace, Architecture of cyberspace, Communication and web technology, Internet, WWW, Internet infrastructure for data transfer and governance, Internet society, Regulation of cyberspace, Concept of cyber security, Issues and challenges of cyber security, types and techniques of cyber security. **Cyber Security tools example**: Firewall, Antivirus software.
SUGGESTED READINGS	**Books:** 1. The Psychology of Information Securityby leronzinatullin. 2.TheInformationTechnologyAct,2000;BareAct–ProfessionalBookPublishers,NewDelhi 3. Information Technology Law and Practice by Vakul Sharma; Universal Law Publishing Co. Pvt. Ltd. 4. Cyber Law in India by Farooq Ahmad;PioneerBooks. 5. Cyber Law &Cyber Crimes By Advocat Prashant Mali; Snow White publications, Mumbai

DEPARTMENT OF COMPUTER SCIENCE (SECOND SEMESTER)		
COURSE CODE: VAC CS02	COURSE TYPE: VALUE ADDITION COURSE	
COURSE TITLE: CYBER CRIME & SECURITY-II		
CREDIT: 2	HOURS: 30	MARKS: 50

UNIT-1 15Hrs	**Digital Devices Security, Tools and Technologies for Cyber Security:** End Point device and Mobile phone security, Password policy, Security patch management, Data backup, Downloading and management of third party software, Device security policy, Cyber Security best practices, Significance of host firewall and Anti-virus, Wi-Fi security, Configuration of basic security policy and permissions.
UNIT-2 15Hrs	**Cyber security Management, Compliance and Governance:** Cyber Security Plan-cyber security policy, cyber crises management plan, Business continuity, Risk assessment, Types of security controls and their goals, Cyber security audit and compliance, National cyber security policy and strategy.
SUGGESTED READINGS	**Books:** 6. The Psychology of Information Securityby leronzinatullin. 7.TheInformationTechnologyAct,2000;BareAct–ProfessionalBookPublishers,NewDelhi 8. Information Technology Law and Practice by Vakul Sharma; Universal Law Publishing Co. Pvt. Ltd. 9. Cyber Law in India by Farooq Ahmad;PioneerBooks. 10. Cyber Law &Cyber Crimes By Advocat Prashant Mali; Snow White publications, Mumbai

DEPARTMENT OF COMPUTER SCIENCE (FIFTH SEMESTER)	
COURSE CODE: GE CS05	COURSE TYPE: GENERIC ELECTIVE COURSE
COURSE TITLE: MULTIMEDIA & ITS APPLICATION	
CREDIT: 4(3T + 1P) HOURS: 75	MARKS: 100 (SEE: 60 CCA: 15 Practical: 25)
UNIT-1 10Hrs	**Multimedia:** Introduction to multimedia, components, uses of multimedia, multimedia applications, virtual reality. **Text:** Fonts & Faces, Using Text in Multimedia, Fonts Editing & Design Tools, Hypermedia & Hypertext.
UNIT-2 12Hrs	**Images:** Still Images- bitmaps, vector drawing, 3D drawing & rendering, natural light & colors, Computerized colors, color palettes, image file formats. **Sound:** Digital Audio, MIDI Audio, MIDI vs. Digital Audio, Audio File Formats.
UNIT-3 11Hrs	**Video:** How video works, analog video, digital video, video file formats, video shooting and editing. **Animation:** Principle of animation, animation techniques, animation file formats.
UNIT-4 12Hrs	**Internet and Multimedia:** www and HTML, multimedia on the web- web servers, web browsers, web page makers and site builders. Hardware peripherals: Connections, Memory and storage devices, Multimedia software and Authoring tools.
SUGGESTED READINGS	**Books:** 1. Tay Vaughan, Multimedia: Making it work, TMH, Eighth edition.2011 2. Ralf Steinmetz and Klara Naharstedt, Multimedia: Computing, Communications Applications, Pearson.2012 3. Keyes, Multimedia Handbook, TMH, 2000. 4. K. Andleigh and K. Thakkar, Multimedia System Design, PHI.2013

M-A- Semester- III

Paper-V

COURSE CODE:HNDC 04COURSE TYPE: ECC/CB	
COURSE TITTLE दृश्य श्रव्य माध्यम लेखन	
CREDIT: THEORY 6 PRACTICAL:NA	HOUR:90 THEORY:90 PRACTICAL:
MARKS: THEORY:70+30 PRACTICAL:	MARKS THEORY: PRACTICAL:

UNIT-1 18 HOURS	समकालीन जनसंचार माध्यम 1. मुद्रित माध्यम, 2. टेलीविजन 3. रेडियो 4. सिनेमा 5. इन्टरनेट 6. पारंपरिक संचार ।
UNIT-2 18 HOURS	माध्यम लेखन (मीडिया राइटिंग) के प्रमुख प्रकार – 1. समाचार लेखन, 2. फीचर (अखबारी फीचर, रेडियो फीचर, टी.वी. फीचर 3. रिपोर्ताज 4. साक्षात्कार 5. परिचर्चा 6. संस्मरण 7. रेखांकन 8. पटकथा 9. संवाद 10. रेडियो वार्ता 11. ध्वनि नाटक 12. समीक्षा 13 कार्टून 14. ग्राफिक्स 15. प्रोफाइल आर्ट और फीचर सिण्डीकेट ।
UNIT-3 18 HOURS	व्यावसायिक लेखन मीडिया लेखन की प्रमुख संस्थाएँ। माध्यम लेखन की भाषिक संरचना । श्रव्य माध्यम (रेडियो) की भाषिक प्रकृति, मानक वर्तनी, लिपि, उच्चारण एवं व्याकरण, ध्वनि संयोजन ।
UNIT-4 18 HOURS	हिन्दी भाषा के विकास में रेडियो का अवदान विजुअल रेडियो की संकल्पना । श्रव्य, दृश्य पाठ्य माध्यम के रूप में टेलीविजन का विकास, दृश्य भाषा की विशेषताएँ । कैमरे की भाषा और देहभाषा । इण्टरनेट में सामग्री का अनुसृजन ।
UNIT-5 18 HOURS	प्रमुख हिन्दी धारावाहिकों, वृत्तचित्रों एवं फिल्मों के आधार पर मीडिया की भाषिक संवेदना का विश्लेषण। मीडिया लेखन की समस्याएँ और व्यावहारिक समाधान ।

B. A. Semester-II
Subject : Economics (Course Code: UD16)
Paper : Indian Economy, (ECO: 201)

COURSE OUTCOME

CO 1. To enable the students to have an understanding of the various issues of the Indian Economy.
CO 2. Te enable the students to comprehend and critically appraise current issues and problems of Indian economy.
CO 3. The focus of this course is on the development of Indian Economy since Independence.
CO 4. To understand the importance of planning undertaken by the government of India.
CO 5. To provide a detailed treatment of issues in agricultural economics.
CO 6. To familiarize students with policy issues those are relevant to Indian Agricultural Economics.
CO 7. To enable them analyse the agricultural issues using the economic concepts

MAPPING WITH PROGRAMME OUTCOMES					
COS	PO1	PO2	PO3	PO4	PO 5
CO1	M	S	M	M	M
CO2	S	S	M	M	L
CO3	L	M	M	S	L
CO4	L	S	M	M	S
CO5	S	S	M	L	M
CO6	S	S	S	M	M
CO7	S	L	S	S	S

S- Strong, M- Medium, L-Low

Scheme of Marks :-

1. Objective Question – Twelve questions carrying one marks each, are to be asked and ten questions are to be attempted
2. Short Answer Type Questions – Five questions carrying three marks each, are to be asked and three questions are to be attempted (Word Limit- 70-100)
3. Middle Answer Type Questions – Five questions carrying Six marks each, are to beasked and three questions are to be attempted (Word Limit- 200-250)
4. Long Answer Type Questions – Five questions carrying eleven marks each are to beasked and three questions are to be attempted (Word Limit- 500-600)

Under the scheme of Choice Based Credit System (CBCS). Each paper of first to fourth semester carries 100 marks out of which.70 marks are for external theory exam and 30 marks are for internal assessment. Internal assessment is divided in three parts, tests, seminar and assignment, each carrying 10 marks. Student has to secure minimum 33% marks in each external theory papers and 33% marks separately in test, seminar and assignment.

Examination and result shall be treated according to rule and regulation of the ordinance of the institution.

SALLYBUS

UNIT 1

Pre and post independent Indian economy. A short introduction of economic policies of British India. State of economy at the time of independence, Planning exercise in India-Planning in India through different five Year Plans, The planning commission and NITI Aayog, Growth and development in pre reform period, New Economic Reforms: Liberalization, Privatization and Globalization, Growth, development and structural change in post-reform period.

UINIT 2

Population and human development: Demographic trends and issues of education, health, malnutrition and migration, Growth and distribution Trends and policies in poverty, inequality, unemployment and occupational distribution, International comparison in human development and poverty reduction

UNIT 3

Agriculture: Nature and importance, Trends in agriculture production and productivity, factors determining productivity, Land reforms, new agriculture strategies and green revolution, rural credit, Agricultural marketing, natural resources and infra-structure development. Performance, problems and policies, MUDRA yojana.

UNIT 4

Industry: Growth and productivity, Industrial policy and reforms, Growth and problems of small and cottage scale industries, Role of public sector enterprises in India's industrialization Trends and performance in services.

UNIT 5

External Sector Role of foreign trade, Trends in exports and imports, Composition and direction of India's foreign trade, Export promotion measures and the new trade policies, Recent macroeconomic scenario: National income, investment, saving and inflation, Current macroeconomic policies and their Impact, fiscal policies and monetary policy.

References

1. Uma Kapila, "Indian Economy: Performance and Policies," published by Academic Foundation
2 Dutta and Sundram, "Indian Economy, S. Chand Publications..
3 Mishra and Purt, "indian Economy, Himalaya Publishing House.
4 Economic Survey of India: various Issues, Published by Government of India.

B.Sc. /B.A. / B.Com. / B.C.A.			SEMESTER I/II/III/IV
COURSE TITLE: Quantitative Aptitude			COURSE TYPE: SEC
COURSE CODE:SECMAT –001			Hours-30hrs
Credit -2		Theory-30	Practical-0
Theory-2	Practical-0		
Marks			
Theory-(40+10)		Practical-0	

Scheme of Marks:

i. Objective type questions: Ten questions carrying 1 marks each to be asked 07 to be attempted.

ii. Short answer type questions: Five questions carrying 2 marks each to be set three to be attempted (Word limit 100 words).

iii. Middle answer type questions: Five questions carrying 4 marks each to be set three to be attempted (Word limit 250 words).

iv. Long answer type questions: Three questions carrying 5 marks each to be set three to be attempted (Word limit 750 words).

Unit I 15 hrs	Alphabet, Coding & Decoding, Direction & Distance, Ranking & Comparison of Rank
Unit II 15 hrs	Calendar, Time & Clocks, Arithmetical Reasoning , Blood Relation

REFERENCES:

1. Dr. R. S. Agrawal , A Modern Approach to Verbal & Non-verbal Reasoning, S.Chand Publication.
2. BS Sijwali & Indu Sijwali , A New Approach to Reasoning – Verbal, Non-verbal & Analytical Arihant Publication.
3. K.Kundan, Advanced Verbal Reasoning, Magical Book Series
4. Dhiraj Ku. Singh, Verbal Reasoning, Lucent Publication

B.SC.-II	SECOND SEMESTER	COURSE CODE: SECPHY-02
PAPER CODE: PSEC-2T	Credit: (Theory-02), Theory: 30 Hours,	
PAPER TITLE: ELECTRONIC INSTRUMENATATION-II		
THEORY MARKS: 50 (CCA: 50)		
Question Pattern- i) Objective Type Question-MCQ, Fill up the blanks, True/False, Total- 10 Q. ii) Very Short Answer Type- Word Limit 70-100, Total-5 Q. iii) Short Answer Type- Word Limit 200-250, Total-5 Q. iv) Long Answer Type- Word Limit 500-600, Total-5 Q.		
UNIT-1 15Hours	**Oscilloscopes:** CRT, wave form display and electrostatic focusing, time base and sweep synchronization, measurement of voltage, frequency and phase by CRO, **Power scope:** Block diagram, principle and working, Advantages and applications, CRO specifications (bandwidth, sensitivity, rise time). Signal Generators: Audio oscillator, Pulse Generator, Function generators	
UNIT-2 15 Hours	**Transducers and sensors:** Classification of transducers, Basic requirement/characteristics of transducers, active & passive transducers, Resistive (Potentiometer, Strain gauge – Theory, types, temperature compensation and applications), Capacitive (Variable Area Type – Variable Air Gap type – Variable Permittivity type), Inductive (LVDT) and piezoelectric transducers. Measurement of temperature (RTD, thermistor, thermocouple, semiconductor IC sensors), Light transducers (photoresistors, photovoltaic cells, photodiodes).	
LAB	1. To determine the Characteristics of resistance transducer - Strain Gauge (Measurement of Strain using half and full bridge.) 2. To determine the Characteristics of LVDT. 3. To determine the Characteristics of Thermistors and RTD. 4. Measurement of temperature by Thermocouples and study of transducers like AD590 (two terminal temperature sensor), PT-100, J- type, K-type. 5. To study the Characteristics of LDR, Photodiode, and Phototransistor: (i) Variable Illumination. (ii) Linear Displacement. 6. Characteristics of one Solid State sensor/ Fiber optic sensor	
SUGGESTED READINGS	R. P. Bali Consumer Electronics Pearson Education (2008) 2. R. G. Gupta Audio and Video systems Tata McGraw Hill (2004)	

SEC PSYCHOLOGY-I SEM			
COURSE CODE:		COURSE TYPE:SEC	
COURSE TITLE: PSYCHOLOGICAL COUNSELLING			
CREDIT: 3		HOURS:	
THEORY: 02	PRACTICAL: 01	THEORY:	PRACTICAL:
MARKS: 100		MARKS	
THEORY: 75	PRACTICAL:25	THEORY:	PRACTICAL:
	Meaning & goal of Counselling, Stages, Characteristics of a good Counsellor Traits&ability. Factors affecting the counseling process: Area-(Personal counselling, Educational, Vocational guidance and career counseling family and merital counselling) Counsellor –Counselee relationship Ethical Consideration in counseling.		
	Approaches:- Psychodynamic, Behavioural, Cognitive behavioural approaches:- Models of Counselling Skills –Rogers, Carkhuff model of Counselling skills, IPR model of counseling training Indian model of counseling.		

Reference:-

1. Guidance and counseling – Rai A. &Asthana M.
2. Modern counseling psychology in hindi- Amarnath Rai & Madhu Asthana
3. Perspectives on indigenous psychology –Misra ,G.,& Mohanty
4. Handbook of counseling psychology- Brown ,S.,D.,&Lent R.W.

B. A /B.Sc./B.Com/B.C.A

VAC: English Composition and Translation

Course Code:

Course Type : VAC
VACENG01
Credit - 02
SEE- 40
CCA- 10

UNIT -I 15 Hours	Writing Skill : Notice Writing , Dialogue Writing ,Report Writing , Writing Letters - Business ,Appointment , Paragraph writing
UNIT -II 15 Hours	Theory of Translation, Translation : Hindi to English (K.P. Thakur , Translation Book exercise - 1-30)

Under Graduate Programme
Semester I
छत्तीसगढ़ी भाषा

Course Code -VACHIN01

Course Type - VAC
Credits - 02
SEE - 40

CCA - 10

Question Pattern – (i) वस्तुनिष्ठ प्रश्न, रिक्त स्थान की पूर्ति, सत्य/असत्य, कुल – 7 प्रश्न
(ii) अति लघूत्तरी प्रश्न – शब्द सीमा 70 से 100, कुल – 03 प्रश्न
(iii)लघूत्तरी प्रश्न – शब्द सीमा 200 से 250, कुल – 03 प्रश्न
(iv) दीर्घोत्तरी प्रश्न – शब्द सीमा 500 से 600, कुल – 03 प्रश्न

Unit	Course	Hours
I	छत्तीसगढ़ी भाषा का सामान्य परिचय, प्रकार, क्षेत्र छत्तीसगढ़ी व्याकरण छत्तीसगढ़ी शब्दकोश	15 Hours
II	छत्तीसगढ़ी साहित्य की विकास यात्रा छत्तीसगढ़ी मुहावरे और लोकोक्तियॉं मुकुटधर पाण्डेय – मेघदूत का छत्तीसगढ़ी अनुवाद	15 Hours
	पाठ्यक्रम से सम्बंधित व्यावहारिक शिक्षण (Practicum) जैसे – ऑडियो–विजुअल प्रस्तुति, सेमिनार, कक्षा–परिचर्चा, पेपर प्रस्तुति, शैक्षणिक भ्रमण आदि	

Reference Books –

1. मेघदूत : छत्तीसगढ़ी अनुवाद, मुकुटधर पाण्डेय, सम्पादक : बिहारी लाल साहू, छत्तीसगढ़ लेखक संघ, रायगढ़ छत्तीसगढ़
2. जनपदीय भाषा साहित्य छत्तीसगढ़ी : सम्पादक : सत्यभामा आडिल
3. छत्तीसगढ़ी बोली का व्याकरण : हीरालाल काव्योपाध्याय
4. छत्तीसगढ़ी – बोली, व्याकरण और कोष : डॉ. कान्ति कुमार जैन

Under Graduate Programme
Semester I
कामकाजी हिन्दी

Course Code -VACHIN01

Course Type - VAC
Credits - 02
SEE - 40

CCA - 10

Question Pattern – (i) वस्तुनिष्ठ प्रश्न, रिक्त स्थान की पूर्ति, सत्य/असत्य, कुल – 7 प्रश्न
(ii) अति लघूत्तरी प्रश्न – शब्द सीमा 70 से 100, कुल – 03 प्रश्न
(iii)लघूत्तरी प्रश्न – शब्द सीमा 200 से 250, कुल – 03 प्रश्न
(iv) दीर्घोत्तरी प्रश्न – शब्द सीमा 500 से 600, कुल – 03 प्रश्न

Unit	Course	Hou
I	कामकाजी हिन्दी – अभिप्राय एवं उद्देश्य, कामकाजी हिन्दी के विविध रुप– प्रशासनिक, वाणिज्यिक, तकनीकी साहित्य आदि। आधुनिक प्रशासनिक व्यवस्था में पत्राचार का स्वरुप और महत्व। कार्यालय से निर्गम पत्र, ज्ञापन, परिपत्र, आदेश, पृष्ठांकन, टिप्पण, प्रतिवेदन, विज्ञापन का सामान्य परिचय एवं विशेषताएं।	15 Hou
II	कार्यालयी और व्यापारिक/व्यावसायिक पत्राचार में अंतर, प्रस्तावपत्र (Letters of office), निवेदित मूल्य–विवरण(Quatation), बीजक(Invoice), बैंकों से लेन–देन के लिए किया जाने वाला पत्राचार, व्यापारिक पत्राचार, निविदा जारी करना, कामकाज में प्रयुक्त पारिभाशिक भाब्दावली।	15 Hou
	पाठ्यक्रम से सम्बंधित व्यावहारिक शिक्षण (Practicum) जैसे – ऑडियो–विजुअल प्रस्तुति, सेमिनार, कक्षा–परिचर्चा, पेपर प्रस्तुति, शैक्षणिक भ्रमण आदि	

Reference Books –

Under Graduate Programme
Semester III
कम्प्यूटर और हिन्दी

Course Code -VACHIN03

Course Type - VAC
Credits - 02
SEE - 40

CCA - 10

Question Pattern – (i) वस्तुनिष्ठ प्रश्न, रिक्त स्थान की पूर्ति, सत्य/असत्य, कुल – 7 प्रश्न
(ii) अति लघूत्तरी प्रश्न – शब्द सीमा 70 से 100, कुल – 03 प्रश्न
(iii)लघूत्तरी प्रश्न – शब्द सीमा 200 से 250, कुल – 03 प्रश्न
(iv) दीर्घोत्तरी प्रश्न – शब्द सीमा 500 से 600, कुल – 03 प्रश्न

Unit	Course	Hours
I	कम्प्यूटर का परिचय एवं विकास : कम्प्यूटर का परिचय, उद्दे य एवं विकास, कम्प्यूटर के अवयव– सीपीयू, की–बोर्ड, माउस, मॉनिटर, इनपुट एवं आउटपुट डिवाइस, हार्डवेयर एवं सॉफ्टवेयर, कम्प्यूटर मेमोरी,ऑपरेटिंग सिस्टम, विन्डोज की सामान्य जानकारी। कम्प्यूटर नेटवर्क एवं इन्टरनेट की सामान्य जानकारी।	15 Hours
II	कम्प्यूटर में हिन्दी –कम्प्यूटर में हिन्दी का अनुप्रयोग, यूनिकोड एनकोडिंग, रेमिंग्टन, इंस्किप्ट एवं फोनेटिक की–बोर्ड, हिन्दी में डिक्टे ान, गूगल ट्रांसमे ान, विकीपीडिया हिन्दी, ई–महा ाब्दको ा, हिन्दी में ई लर्निंग, ई–पुस्तकालय और उनका प्रयोग।	15 Hours
	पाठ्यक्रम से सम्बंधित व्यावहारिक शिक्षण (Practicum) जैसे – ऑडियो–विजुअल प्रस्तुति, सेमिनार, कक्षा–परिचर्चा, पेपर प्रस्तुति, शैक्षणिक भ्रमण आदि	

Reference Books –

1. मेघदूत : छत्तीसगढ़ी अनुवाद, मुकुटधर पाण्डेय, सम्पादक : बिहारी लाल साहू, छत्तीसगढ़ लेखक संघ, रायगढ़ छत्तीसगढ़
2. जनपदीय भाषा साहित्य छत्तीसगढ़ी : सम्पादक : सत्यभामा आडिल
3. छत्तीसगढ़ी बोली का व्याकरण : हीरालाल काव्योपाध्याय
4. छत्तीसगढ़ी – बोली, व्याकरण और कोष : डॉ. कान्ति कुमार जैन

SYLLABUS

For Value Added Course
ECONOMICS
Paper-II
Cooperative Housing & Hotel Management

Course Code:- ECO/VAC: 201

Module 1
(10 Lecture)

Concept & Ideology of Cooperation, its Values & Principles, History of Cooperative Movement in India, Different Sectors of Cooperative Movement & their Organisational Structure, Problems & Challenges Before Cooperative Movement and Strategies to overcome them.

Module 2
(10 Lecture)

Application of different processes of Management of Cooperative Sector in Housing. Human Resource Management. Marketing & Finance

Module 3
(10 Lecture)

Application of different processes of Management of Cooperative Sector in Hotel Mansgament Human Resource Management Marketing & Finance