RAJ RISHI GOVT. (AUTONOMOUS) COLLEGE, ALWAR (RAJ.)

(An Autonomous Institute Affiliated to RRBMU,Alwar)

THREE/FOUR YEAR UNDERGRADUATE PROGRAMME

FACULTY OF SCIENCE

Programme : Undergraduate Degree

Syllabus of Skill Enhancement Courses

Medium of Instruction : Hindi / English

(Syllabus as per NEP-2020 and Choice Based Credit System)

(Academic Year 2023-24 Onwards)

Minutes of the meeting of Committee of Curriculum (BOS) for skill Enhancement Course

Date: 27 November 2023

A meeting of BOS of R.R. College Alwar for skill enhancement course (SEC) is organized under the chairmanship of Prof. V.K .Gupta today on 27 November 2023 at Physics department of college. SEC is the Choice Based Credit System (CBCS) course in new education policy (NEP) 2020. The following members participated in COC meeting

I. Prof V. K. Gupta 2. Mrs Seema Yadav. 3. Sh. Rishi Meena 4. Dr. Virendra singh 5. Mrs Nirmala Yadav
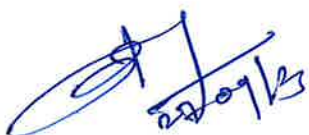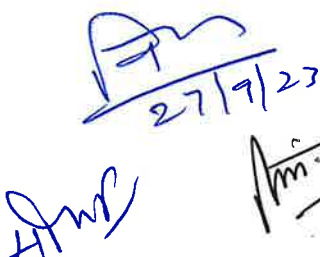
6. Mrs. Seema Chaudhary
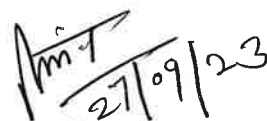
Agenda of meeting:

1. To approve minutes of Last BOS.

2. To Prepare new syllabi under NEP and CBCS system for skill enhancement course (SEC) and approve it.

3. Any other matter with the permission of the chairman of Meeting.

The following decisions are taken and approved in COC Meeting:

1. Minutes of last BOS meeting of ECA conducted on 24 April 2023 are approved.

2. It is decided and approved that in session 2023-24 for all courses in RR College Alwar: B.Sc .(Bio) B.Sc.(Math), B. Sc (Hons), B.Sc.(MH) and B.Sc. (CH), **Computer Fundamentals** will be taught in Semester-I and **Applications of Computer Science** will be taught in Semester -II, in view of skill enhancement courses of NEP-2020. The enclosed syllabi for above mentioned papers i.e Computer Fundamentals and Applications of Computer Science is prepared and approved by BOS and forwarded to Academic Council of RR College for further approval.

3. Following decisions regarding **teaching of Papers** Computer Fundamentals and Applications of Computer Science in Semester-I & Semester- II respectively are taken and approved:

(i) Two periods (each one hour duration) per week will be allotted in the time table of Semester-I & Semester- II for theory classes of Computer Fundamentals and Applications of Computer Science Papers respectively.

(ii) Two periods (each one hour duration) per week will be allotted in the time table of Semester-I & Semester- II for practical classes of Computer Fundamentals and Applications of Computer Science Papers respectively.

(ii) After successful completion of each Semester student will be awarded by three credit points (two credit points for theory classes +one credit points for practical classes) in each Semester in skill development course.

(iv) After successful completion of first academic year (B. Sc Pt-I) student will be awarded by six credit points (four credit points for theory classes +two credit points for practical classes) in skill development course.

4. Following decisions regarding **examinations system for theory and practical papers** in Computer Fundamental sand Applications of Computer Science are taken and approved by COC: Examination Details of Skill Enhancement Cours are given Table:1

The maximum marks for each theory paper is 50 marks and minimum passing marks will be 40% of maximum marks i.e. 20 marks

The examination system of each theory paper comprises two parts

(i) **Continuous assessment (CA)** Is the combination of two categories: Term Test (TT) and Home Assignment (HA)

(II) End of Semester evaluation (EOSE)

(iii) Students have to pass separately in CA and EOSE In each paper.

(iv) Weightage of continuous assessment CA is 20% of total maximum marks: I.e. 10 Marks. The 10 marks of CA are further divided in TT and HA as:

Term Test: One term test will be conducted of 06 marks (Computer Fundamentals in Semester-I and and Applications of Computer Science in Semester-II) Time duration for term test examination will be One Hour.

Home Assignment: In each Semester 04 marks are allotted for home assignments in each paper.

(v) End of Semester evaluation (EOSE) will be conducted at the last of each Semester. Weightage of End of Semester evaluation (EOSE) will we 80% of total maximum marks i.e. 40 Marks. Minimum passing marks in EOSE will be 16 marks. Time duration for the End of Semester Evaluation (EOSE) will be 1.30 Hours.

(vi) Pattern of Question paper will be multiple choice question (MCQ) type for Both papers (Fundamentals of computer in Semester-I and Applications of Computer Science in semester - II).

(vii) Practical: examination in the last of academic session practical examination will be conducted once in a year. Duration of practical examination is two hours. Maximum marks for the practical examinations are 50 and the minimum passing marks in practical examination are 40% of maximum marks i.e. 20.

(viii) Division of 50 marks of practical examination are as follows : students have to perform three practical exercises of 10 marks each in the practical examination ($3 \times 10 = 30$) and twenty marks for the viva-voce. Skeleton is attached.

(x) Panel of the external examination for the practical examination is enclosed.

(xi) It is also approved that in the forthcoming sessions onward 2023- 24 following papers may be included in teaching of skill enhancement courses in B Sc classes:

- Introduction to office productivity software.
- Data analysis using Excel.
- Business communication skills.
- Effective communication skills.
- Learning life Skills.
- logical and critical thinking
- quantitative aptitude and data Interpretation.
- Finance of for everyone.
- Basics of tourism concepts.
- Data literacy.
- Bio fertilizer.
- Nursery and gardening techniques.
- अनुवाद कौशल।
- प्रभावी हिंदी लेखन।
- Pest management and control.
- Vermicomposting.
- Understanding union budget and economic survey.
- Survey methodology.

I. Prof V. K. Gupta

2. Mrs Seema Yadav.

3. Sh. Rishi Meena

4. Dr. Virendra Singh

5. Mrs Nirmala Yadav

6. Mrs. Seema Chaudhary ⟶ Attended online

B.Sc. (Math Group) B. Sc. (Bio Group) B Sc. (Honors) B.Sc. (Math/ Phy./ Chem./Bot./Zoo.)

Semester-I

Syllabus (Skill Development Enhancement Course)

Paper: Computer Fundamental

Time: 1.30 Hours   Maximum marks: 40

1. The Question paper shall be of 1.30 Hours duration.

2. Q. No. 1 to 40 shall contain objective type questions having four options, out of which one shall be correct. Each question shall carry one mark. (1 X 40 =40 marks)

unit-I

Introduction to computers and related terminology:(Basic information only)

A. Hardware: CPU (Mother board, Microprocessors, , MMX technology, System clock, Address Bus, Date Bus, (PCI and ESIC) Cache Memory, Processing speed, Expansion slots (Video controller, sound Card, SCSI, Network Card), Memory - (RAM and ROM), Input and Output devices- Keyboard (The standard Keyboard layout), Mouse, Printers (Dot matrix, Inkjet, Laser Jet), Microphone, Speakers, Digital Cameras, Scanners, Storage devices - Diskette Drive (Types, Density, Formatting Boot Record, FAT, Folder, Directory), Hard Disk Drive, CD, DVD, Pen Drive, Tape Drive.

B. Software: Introduction to programming languages, System software (Operating Systems and Utilities), Application software (Word Processors, Spreadsheets, DBMS, Presentation Graphics, Browsers, Personal Information Managers) Introduction to Multilingual Word-Processors.

C. Communications and Connectivity: Data Communication System, Data Transmission (Serial, Parallel, Bandwidth, Protocols), Emails, Voice and video massaging, Video conferencing. Online service user connection (Types), Networking of Computers, (Node, Client, Server, LAN, WAN), Working of the internet and the Web.

UNIT - II

The Internet and Online Resources (Working Knowledge at Common Users Level only): How the internet works, Introduction to (TCP/IP, and DNS Addresses. Features of the intermet -(Email, News, Telnet, Chat, Channels, WWW, Online Services, Bulletin Board Services), Connection wizard, Overview of the internet explorer and features therein, use of search engines, Surfing, creating and use of email, Awareness about e-commerce and its advantages.

B.Sc. (Math Group) B. Sc. (Bio Group) B Sc(Honors) & B.Sc (Math/ Phy./ Chem./Bot./Zoo.)

Semester-II

Syllabus (Skill Development Enhancement Course)

Paper: Application of Computer Science

Time: 1.30 Hours   Maximum marks: 40

1. The Question paper shall be of 1.30 Hours duration.

2. Q. No. 1 to 40 shall contain objective type questions having four options, out of which one shall be correct. Each question shall carry one mark. (1 X 40 =40 marks)

UNIT I

OPERATING SYSTEMS (Working knowledge at common users level only): Overview of important DOS Commands, Windows: Installation, Scandisk, Control Panel, Taskbar, Toolbars, Display settings (Background, wallpapers, screensavers, Desktop themes), Files and Folder management, Windows explorer, Finding Files and Folders, Formatting Disks and copying files, Printer settings, Modem installation, mouse installation, Adding and removing programs, Active desktop Concepts, WinZip and its application, Antivirus and its use, Use of calculator, Paintbrush, Win amp, MPEG player and Windows help.

UNIT II

Application Software (Working knowledge at common users' level only):

(a) Word processing software - MS Word: Entering, editing and formatting text, Document formats (Page size and Orientation, Headers and Footers, Columns and Sections, Page layout), Spelling and grammar checks, Thesaurus, Find and replace, cut and Paste, Table and Formatting tables, Mail Merge, Styles and Templates.

(b) Spreadsheet Programme - MS Excel: Entering Data, Labels, Cell references, Values, Dates, formulas, formats, Functions, Templates, charts and Maps, Analyzing datain a spreadsheet.

(c) DBMS - Microsoft Access: Database, Entering data into the database, Creating database tables, editing data, viewing records, sorting records, querying a database, generating reports.

B.Sc. (Math Group) B. Sc. (Bio Group) B Sc. (Honors) & B.Sc. (Math/ Phy./ Chem./Bot./Zoo.)

Semester-I & II

Computer Science (Skill Development Enhancement Course)

The scheme of Practical Examination:

Time: 2.00 Hours   **Maximum marks: 50**

The practical exercise will be designed to help in the understanding of concept of computer and utilization in the area outlined in the theory syllabus. The emphasis should be on practical usage rather than on theoretical concept only.

The practical examination scheme should be as follows:

➤ Three practical exercise of 10 Marks each: 3×10=30 Marks
• Operating system
• MS word
• MS Excel
• Microsoft access
• Internet
➤ Viva-voce: 20 Marks

Panel of SEL Examiners

RR College,Alwar
Elementary Computer Application

Sr.No	External	College	Mobile Number
1	Sh.Sanjay Saini	Govt Pollytechnic College,Alwar	8005616473
2	Mrs.Nirmal Yadav	Govt Pollytechnic College,Alwar	9460549211
3	Mrs.Nazma Bano	Govt Pollytechnic College,Alwar	9462147523
4	Sh.Anant Jain	Dev International College,Alwar	9460470727
5	Dr.Sanjeev Tiwari	Siddhi Vinayak College,Alwar	9549912413

27/9/23

Convener
Elementary Computer Appliocation

R. R. Government (Autonomous) College Alwar

Elementary Computer Application

Skeleton of practical examination

1. Duration of elementary computer application Practical Examination = 2 hours.
2. Total marks (both semester of entire academic year) for elementary computer application Practical Examination = 50 marks.
3. Students have to perform 3 practical exercises of each 10 marks. (3× 10= 30 marks)
4. Vice Voca. = 20 marks
5. One exercise/ experiment of 10 marks is divided as follows:
 (i) Performing the exercise/ experiment on computer = 5 marks
 (ii) Writing the steps of exercise/ experiment on answer book = 5 marks

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