As per the NEP 2020

U.G - Arts/Commerce/Science

General Hindi
General English
Elementary Computer

(Effective from Academic Year 2024-2025 onwards)

Faculty of Arts/Commerce/Science

Pandit Deendayal Upadhyaya Shekhawati University

Sikar (Rajasthan) 332024

E-mail: reg.shekhauni@gmail.com

Website: www.shekhauni.ac.in

Semester	Course title MultidisciplinaryCourses	Credit	Course Code	Credit distribution of the course			Eligibility criteria
				Lecture	Tutorial	Practical/ Practice	
I/II/III	General Hindi	MDC(3)	24BGH5101T	3	0	0	10+2 from Any recognized Board
I/II/III	General English	MDC(3)	24BGE5102T	3	0	0	
I/II/III	Elementary Computer	MDC(2)	24BGC5103T	2	0	0	
I/II/III	Elementary Computer Lab	MDC(1)	24BGC5103P	0	0	2	

Note : Multi disciplinary courses (MDC) will be conducted in semesters 1st, IInd and IIIrd. Every student has to study only one MDC in a semester. It will depend on the student which course title he/she selects. Or the colleges will allot the respective subjects to the students as per their system

उद्देश्य (Objectives)	1. विद्यार्थियों में अभिव्यक्ति कौशल विकसित करना। 2. हिन्दी भाषा को अधिक सशक्त और व्यापक बनाना तथा विद्यार्थियों में भाषा प्रयोग की क्षमता को विकसित करना। 3. साहित्यकारों के विचारों से परिचित होना तथा उनके दृष्टिकोणों को भावी पीढ़ी हेतु प्रभावी बनाना। 4. सृजनात्मक लेखन के प्रति आकर्षण और प्रौढ़ता की भावना को अधिक सहज बनाना। 5. शोध के लिए नवीन शैक्षिक दृष्टि की पृष्ठभूमि तैयार करना। 6. सृजनात्मक लेखन तथा आलोचनात्मक दृष्टि का विकास करना।
अधिगम प्रतिफल (Learing Outcomes)	1. भाषायी ज्ञान से अभिव्यक्ति और संप्रेषण कौशल का परिमार्जन हो सकेगा। 2. हिन्दी व्याकरण का ज्ञान सृजनात्मकता में उपयोगी सिद्ध हो सकेगा। 3. भाषायी क्षमता से वैश्विक परिदृश्य में हिन्दी का उन्नयन हो सकेंगे। 4. हिन्दी भाषा का व्यावहारिक ज्ञान प्राप्त कर सकेंगे। 5. हिन्दी लेखक/कवि की मूल भावना का विकास तथा समाजोपयोगी कार्य में गति आ सकेगी। 6. यथार्थ अनुभूति का समावेश तथा कल्पना का विस्तार संभव हो सकेगा। 7. संस्कृति, धर्म और आदर्श के नवीन प्रतिमान स्थापित हो पायेगा।

सामान्य हिंदी

समयावधि 03 घण्टे

परीक्षा के लिए निर्देश–

प्रश्न पत्र चार खंडों (अ,ब,स,द) में विभक्त होगा।

1. **खण्ड– अ** के अंतर्गत प्रश्न संख्या 1 से अतिलघूत्तरीय प्रश्न है, जिसमें संपूर्ण पाठ्यक्रम से 10 प्रश्न पूछे जायेंगे। प्रत्येक प्रश्न 01 अंक का होगा।

2. **खण्ड– ब** के अंतर्गत इकाई संख्या 01 एवं 02 से प्रश्न संख्या 2 एवं 3 विकल्प सहित सप्रसंग व्याख्या के प्रश्न पूछे जायेंगे। प्रत्येक प्रश्न 05 अंक का होगा।

3. **खण्ड– स** के अंतर्गत इकाई संख्या 01 एवं 02 से प्रश्न संख्या 4 एवं 5 आलोचनात्मक प्रश्न पूछे जायेंगे। प्रत्येक प्रश्न 06 अंक का होगा।

4. **खण्ड– द** इकाई संख्या 3 एवं 4 में से प्रश्न संख्या 6 एवं 7 आंतरिक विकल्प सहित पूछे जायेंगे। प्रत्येक प्रश्न अंक 4 का होगा।

पाठ्यक्रम

इकाई 1 गद्य भागः–

1. रेखाचित्र : महादेवी वर्मा–घीसा

2. निबंध :: सरदार पूर्ण सिंह– आचरण की सभ्यता

3. व्यंग्य : शरद जोशी –मेघदूत की पुस्तक समीक्षा

इकाई 2 पद्य भाग–

1. रहीम ग्रंथावली – संपादक विद्यानिवास मिश्र, गोविंद रजनीश दोहा क्रमांक 38, 49, 87, 126, 187, 212, 218 एवं 220

2. मैथिलीशरण गुप्त – मनुष्यता, हमराज्य के लिए मरते हैं (गीत, साकेत के नवम् सर्ग से)

इकाई 3

1. शब्दनिर्माणः उपसर्ग, प्रत्यय, संधि, समास

2. पद के प्रकारः संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रियाविशेषण।

3. संक्षेपण।

इकाई 4

कार्यालयी हिंदी की शब्दावली, कार्यालय पत्राचार के विविध प्रकार एवं कार्यालय से निर्गत पत्र (ज्ञापन, परिपत्र, अनुस्मारक, पृष्ठांकन, आदेश, सूचनाएं, निविदा आदि।

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

सहायकग्रंथ–

हिंदी व्याकरण–कामताप्रसाद गुरु
हिंदी शब्दानुशासन–किशोरीदास वाजपेयी
हिंदीभाषा की संरचना–भोलानाथ तिवारी
प्रयोजन मूलक हिंदी की नई भूमिका–कैलाशनाथ पांडेय
प्रारूपण, शासकीय पत्राचार और टिप्पणी लेखन विधि–राजेंद्रप्रसाद श्रीवास्तव
प्रयोजन मूलक भाषा और कार्यालयी हिंदी– कृष्णकुमार गोस्वामी
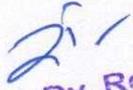
Foundations of English Language: A Comprehensive Introduction

Learning Objectives
1. Enhancing vocabulary with different types of words
2. Translation from Hindi to English and vice versa
3. Reinforcing selected components of grammar and usage
4. Strengthening comprehension of poetry, prose and short-stories
5. Strengthening compositional skills in English for paragraph writing. CVs and job applications.

Semester I

Unit I: Vocabulary and Translation
1. Homophones and Homonyms
2. Synonyms and Antonyms
3. Translation from Hindi to English

Unit II: Grammar and Usage
4. Part of Speech
5. Elements of a Sentence
6. Tenses

Unit III: Comprehension
Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan.
7. Ruskin Bond : *Night Train at Deoli*
8. M.K. Gandhi: *The Birth of Khadi*
9. Bernard Shaw: *Spoken English and Broken English*

10. Comprehension Passage
Unit IV: Compositional Skills
11. Formal Letter and Writing Emails
12. Paragraph Writing

Recommended Reading:
Essential Language Skills revised edition compiled by Macmillan.
Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.
Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.
Singh, R.P. Professional Communication. OUP. 2004
Judith Leigh. CVs and Job Applications. OUP. 2004
Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.
Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.
Quirk and Greenbaum: A University Grammar of English Longman, 1973

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

ELEMENTARY COMPUTER APPLICATIONS

Objectives of the Course:

The objectives of the Programme shall be to provide the sound academic base from which an advanced career

in Computer Application can be developed. Conceptual grounding in computer usage as well as its practical

business application will be provided.

Learning Outcomes:

The student would be able to understand:

1. To give basic information about the computer system.

2. To give knowledge about computer hardware and computer software.

3. To familiarize students with the use of MS Windows, Internet and E-mail.

4. To familiarize students with the use of MS Office - MS Word, MS Excel & MS PowerPoint.

Unit-I
Introduction to Computer sand Related Terminology
(Basic information only).

(a) Hardware :CPU (Mother board , Microprocessor , the Intel Pentium III, AMD and Cyrix,) MMX Technology , Cache Memory , Processing Speed, Expansion Slots Memory (Unit RAM, ROM, SD RAM) Input and Output Devices (Keyboard, The Standard Keyboard Layout) Mouse , Printers (Dot matrix , Ink- Jet, Laser-Jet), Boot Record FAT, Folder Directory), Hard Disk Drive CD ROM Drive (CD Rom Speed) CD-R Drive DVD Rom Drive, Tape Drive)

(b) Software: Introduction to programming, Languages, System Software (Operating system and Utilities), Application Software (Word Processors, DBMS, Presentation Graphics, Browsers , Personal Information Mangers)

(c) Communications and Connectivity: Data Communication System Data Transmission (Serial Parallel, Bandwidth, Protocols), E-mail, FAX, Voice and Video messaging Video Conferencing online services user connection (types) Net- Working of Computers (Node, Client, Serve, LAN,WAN), The Internet and the Web.
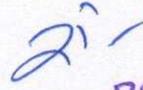
Unit-II:

Operating System

(Working Knowledge at Common Users Level Only)

Overview of important DOS commands. Windows 98 : Installation, Scandisk, Control Panel, Taskbar, Toolbars. Display, Settings (Background, Wallpaper, Screensaver, Desktop Themes). Files and Folder management, Window Explorer, Finding Files and Folders, Formatting Disks and Copying files, Printer Settings,

Unit-III

Application Software

(Working Knowledge at Common Users Level Only)

a) Word Processing, Software MS Word, Entering Editing and Formatting Text, Document Formats,(Page Sizeand Orientation, HeadersandFooters,Columns and Sections, Page Layout), Spelling and Grammar Checkers, Thesaurus, Find the Replace, Cut and Paste, Tables and Formatting tables,

b) Spreadsheet Program- MS Excel
Entering data, Labels, Values, Dates, Formulas, Cell references, Formats, Function, Templates, Charts and Maps.

Unit-IV

The Internet and Online Resources (Working

knowledge at Common Users Level Only)

How the Internet Work, Introduction to TCP/IP,IP and DNS Address. Features of the Internet (E-mail, News, Telent, FTP, Chart, Channel, WWW, Online Services Bulletin Board Services), Connecting to a PC to the Internet (Setting Dial up and Internet Connection Wizard), Overviews Of Internet Explorer and features there in, use of search engines, surfing, creating and Use of E-mail, Awareness about e-commerce and its advantages.

References:

1. P.K. Sinha, Fundamentals of Computers, BPB Publications
2. Fundamentals of Computers By R. Thareja, Oxford University Press.

3. Introduction to Information Technology - ITL Education solutions limited, PEARSON

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

| Course Title:	Elementary Computer Lab	Course Code: 24BGC5103P

1. To identify Different Components of Computer, Switch on , Booting process, Shut down, Restart of computer.
2. Explain the operation of different keys available in a keyboard.
3. Explain the operation of different types of printer.
4. Explain the working principle of scanner.
5. To identify Different Ports present in Mother Board.
6. Explain the CMOS set up and ROM BIOS.
7. How will you change Screen Saver? Write the steps.
8. How will you boot your System? Write the steps.
9. How many types of DOS Command? Make a diagram and Practical on Internal and External DOS Command and write the use and syntax of any 10 commands both internal and External.
10. Perform the following in windows operating system and show them to the teacher.
    i. Create a folder.
    ii. Create a shortcut to an item on the desktop.
    iii. Quickly find files and folders.
    iv. Open file explorer.
    v. Change windows taskbar properties and restore them.
    vi. Change system date and time and restore them.
    vii. Pin and unpin the items to the task bar.
    viii. Open and work with Notepad.
    ix. Open and work with MS Paint.
    x. Open and work with Media player.
    xi. Open and work with system tools.
11. Insert a chart by using above table and write the steps.

| Student Marks				
	OMT	English	Geography	History
Student 1	88	79	65	75
Student 2	55	63	83	92
Student 3	92	73	42	90
Student 4	65	55	77	63
Student 5	70	85	79	60
Total				

(i) Insert a column before physics name English and enter the values.
(ii) Insert a row below student 4 name student 5 and enter the values.
(iii) Align the center of all cells.
(iv) Merge the Top row and enter Student Marks in bold and italic.
(v) Insert a row below student 5 Where student name is Total and calculate the every subject total.
(vi) Apply Grid Table 4
(vii) Insert Pie chart by using above table re-sultant as shown below:

Student Marks
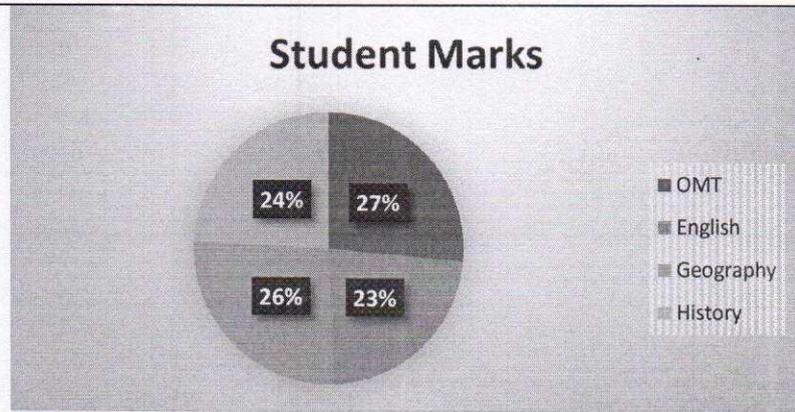
12. Prepare document with inserting following
   i. Pictures
   ii. Online Pictures
   iii. Shapes
   iv. SmartArt
   v. A chart
   vi. Screenshot

13. Using the Mail Merge Wizard to Create our Own List of Recipients.
14. Decorate word document with page border, content border, add pattern and write beautiful text in it.
15. Design in MS Word
   i. Create page 1 and 2 in portrait and create page 3 in landscape.
   ii. Add page number in the footer, starting from the second page.
   iii. Ensure that the first page does not show the page number.
   iv. Insert a SmartArt showing your all BA-Ist year subjects with teachers and Subject Time. Write all steps with diagram on page 2.
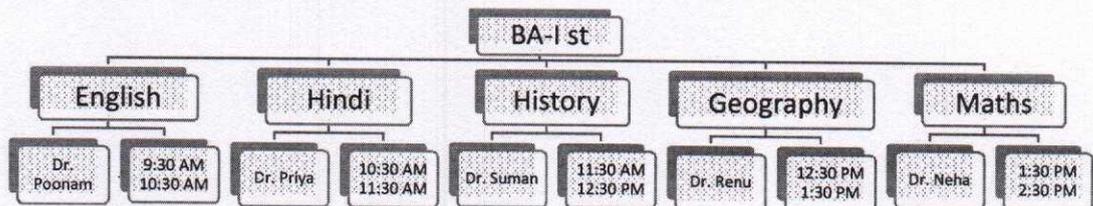
   v. Create a table of your BA time table on first page.

16. Perform the following tasks in MS Word and write the steps.
   a. Insert a symbol in a word document.
   b. Insert a clipart in a word document.
   c. Insert a picture in a word document.
   d. Create a header and footer in a word document.
   e. Create a Table in a word document.
   f. Add rows and columns to the table.
   g. Perform spell check in a document.
17. Open a new workbook in excel and perform the below points :-
   i. Create the below given Table

	A	B	C	D	E	F
1	S.No	English	Hindi	History	Geography	Maths
2	1					
3	2					
4	3					
5	4					
6	5					
7	6					
8	7					
9	8					
10	9					
11	10					

ii.   Insert any 10 students entry.

iii.   Align the row in center and column in middle.

iv.   Change the column name in Red bold color.

v.   Insert a new row above the column name.

vi.   Merge the cell A to F and enter the text "BCA STUDENT MARKS".

vii.   Enter a new column after C Lang. name Total and calculate the sum of every subjects.

viii.   Find the number 30 and replace it with 45.

ix.   Check the Student name spelling.

x.   Fill the yellow color in A1 : F1 Cell.

18. Create Two Slides ;-

Slide 1 : Block diagram of Computer

Slide 2 : Definition Input device, Output device, CPU

i.   Apply Zoom Animation effect on both slides.

ii.   Apply Random Transitions effect on both slides.

iii.   Apply 30 second on both slides and then show the presentation.

19. Draw the image of Slide and output and write the steps of points.Q.2 Create Two Slides ;-

Slide 1 : Use of MS – Word.

Word. Slide 2 : Use of MS – Excel.

i.   Insert a new slide.

ii.   Writ the uses of MS – Power point in slide No 3 and also create a hyperlink of slide 1 and slide 2.

iii.   Define hyperlink in Notes Page in slide no 3.

iv.   Print the Handout and Notes Page of slides.

20. Explain the steps to create an account in Gmail?

21. Explain the steps to send an E-Mail?