


P. A. / B.sc I, II & III Year (Economics)

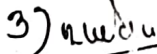
- बी. ए. प्रथम वर्ष - अर्थशास्त्र प्रश्न पत्र- व्यक्ति अर्थशास्त्र (नियमित 40/ स्वाध्यायी 50)
 B.A. I Year - Economics First Paper – Micro Economics (Regular 40/ Private 50)
 2019-2020 - अर्थशास्त्र द्वितीय प्रश्न पत्र – भारतीय अर्थव्यवस्था (नियमित 40/ स्वाध्यायी 50)
 B.A. I Year - Economics Second Paper – Indian Economy (Regular 40/ Private 50)
- बी. ए. द्वितीय वर्ष - अर्थशास्त्र प्रश्न पत्र- समष्टि अर्थशास्त्र (नियमित 40/ स्वाध्यायी 50)
 B.A. II Year - Economics First Paper – Macro Economics (Regular 40/ Private 50)
 2020-2021 - अर्थशास्त्र द्वितीय प्रश्न पत्र – सार्वजनिक एवं अंतराष्ट्रीय अर्थशास्त्र (नियमित 40/ स्वाध्यायी 50)
 B.A. II Year - Economics Second Paper – Public Finance & International Economics (Regular 40/ Private 50)
- बी. ए. तृतीय वर्ष - अर्थशास्त्र प्रथम प्रश्न पत्र- विकास एवं पर्यावरण अर्थशास्त्र (नियमित 40/ स्वाध्यायी 50)
 B.A. III Year - Economics First Paper – Development & Environment Economics (Regular 40/ Private 50)
 2021-2022 - अर्थशास्त्र द्वितीय प्रश्न पत्र – सांख्यिकी (नियमित 40/ स्वाध्यायी 50)
 B.A. III Year - Economics Second Paper – Statistics (Regular 40/ Private 50)


परीक्षा अंक योजना


Examination Marking Scheme

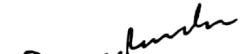
नियमित विद्यार्थियों के लिये 20 अंक का आंतरिक मूल्यांकन (10 अंक त्रैमासिक एवं 10 अंक छःमाही) प्रत्येक प्रश्न पत्र में 40 का अंक विभाजन खण्ड 'अ' वस्तुनिष्ठ प्रश्न $5 \times 1 = 5$ खण्ड 'ब' लघुउत्तरीय प्रश्न $5 \times 2 = 10$ खण्ड 'स' दीर्घउत्तरीय प्रश्न $5 \times 5 = 25$ Internal Assessment for regular Students is 20 Marks (10 Marks for Quarterly and 10 for Half yearly Assessment) Marks Division of 40 Marks for Each Question Paper is as Bellow : Section 'A' – Objective Questions $5 \times 1 = 5$ Section 'B' – Short Answer Questions $5 \times 2 = 10$ Section 'C' – Long Answer Questions $5 \times 5 = 25$	स्वाध्यायी विद्यार्थियों के लिये प्रत्येक प्रश्न पत्र में 50 अंक का विभाजन खण्ड 'अ' वस्तुनिष्ठ प्रश्न $5 \times 1 = 5$ खण्ड 'ब' लघुउत्तरीय प्रश्न $5 \times 3 = 15$ खण्ड 'स' दीर्घउत्तरीय प्रश्न $5 \times 6 = 30$ Marks Division of 50 Marks for Each Question Paper is as Bellow : Section 'A' – Objective Questions $5 \times 1 = 5$ Section 'B' – Short Answer Questions $5 \times 3 = 15$ Section 'C' – Long Answer Questions $5 \times 6 = 30$
---	--


1) 
 04/06/2019
 (Dr. A. V. K. Tripathi)


3) 
 (Dr. R. I. Shrivastava)

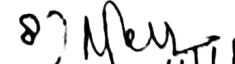
5) 
 (Dr. Arunakumar)

7) 
 4.6.19
 (Dr. Shridhar Shinde)

2) 
 (N. G. Pandey)

4) 
 4/6/19
 Prof. Lekha Acharya

6) 
 (Dr. Rashmi Chugh)

8) 
 4/6/19
 Dr. Meera Patil

9) 
 4/6/19
 (Dr. H. S. Singh)



Department of Higher Education, Govt. of M.P.
Under Graduate yearly Syllabus
As recommended by Central Board of Studies and approved by the
Governor M.P.

उच्च शिक्षा विभाग, म०प्र० शासन
स्नातक स्तर वार्षिक पद्धति के अंतर्गत एकल प्रश्न पत्र प्रणाली अनुसार पाठ्यक्रम
केन्द्रीय अध्ययन मण्डल द्वारा अनुशंसित तथा म०प्र० के महामहिम राज्यपाल द्वारा अनुमोदित

Class / कक्षा – B.A. / B.sc I Year
Session / सत्र – (2019-2020)

Subject/ विषय – Economics/ अर्थशास्त्र

उच्च शिक्षा विभाग, मध्यप्रदेश सरकार स्नातक पाठ्यक्रम वार्षिक परीक्षा प्रणाली के
तहत केन्द्रीय अध्ययन मंडल से अनुशंसित और मध्यप्रदेश के राज्यपाल द्वारा अनुमोदित

Title of Subject Group : Micro Economics.

Paper -I

विषय समूह का शीर्षक : व्यष्टि अर्थशास्त्र

प्रश्न पत्र – I

नियमित छात्रों हेतु- Max.Marks/अधिकतम अंक : 40 CCE - (आंतरिक मूल्यांकन) 10
स्वाध्यायी छात्रों हेतु- Max.Marks/अधिकतम अंक : 50

Micro Economics व्यष्टि अर्थशास्त्र

Unit I – Definition, scope and nature of economics, Positive and Normative Economics, Methods of economic analysis – Inductive and Deductive, Basic Concepts :-Micro Economics, Utility, Demand, Supply, Commodity, Public goods Private goods and Merit goods Value and Price, Market Administered Price

इकाई 1: अर्थशास्त्र की परिभाषा, अर्थशास्त्र का क्षेत्र एवं प्रकृति, सकारात्मक एवं (मानक) आदर्शात्मक अर्थशास्त्र, आर्थिक विश्लेषण की पद्धतियां आगमन एवं निगमन विधि, व्यष्टि अर्थशास्त्र की आधारभूत अवधारणाएं, उपयोगिता, मांग, पूर्ति, सार्वजनिक वस्तुये, निजी वस्तुये एवं उत्कृष्ट वस्तुये, मूल्य एवं कीमत, बाजार प्रशासित मूल्य।

Unit II – Law of demand and its exceptions, Giffen goods, Elasticity of demand; Price, Income and Cross Elasticity Law of Supply, Law of diminishing marginal utility and Law of Equi Marginal Utility, Indifference curves- characteristics and consumers equilibriums. Consumer's Surplus.

इकाई 2: मांग का नियम और इसके अपवाद, गिफिन वस्तुएं, मांग की लोच: कीमत, आय और आड़ी लोच, पूर्ति का नियम, हासमान सीमांत उपयोगिता नियम, समसीमांत उपयोगिता नियम, तटस्थता वक्र- विशेषताएं और उपभोक्ता का संतुलन उपभोक्ता की बचत।

Unit III – Production- Law of Variable Proportions, Returns to Scale, Economies of Scale, Iso Product curves, characteristics and producer's equilibrium, Concepts of Cost and Revenue- Total, Marginal & Average.



Dr. Rashmi Chandra

Dr. Manish Patel

04/06/19
(Dr. V.K. Tripathi)
Dr. R.K. Sharma

refunder
(N.G. Pandey)
Anur

Dr. Anura Kumakar
04.6.19

Dr. H.B. Gupta

Dr. Sharda S...

Prof. R. Acharya
14/6/19

इकाई 3: उत्पादन- परिवर्तनशील अनुपातों का नियम, पैमाने के प्रतिफल, पैमाने की बचत, समोत्पादक: विशेषताएं एवं उत्पादक का संतुलन, लागत एवं आगम की अवधारणाएं: कुल, सीमांत एवं औसत।

Unit IV- Market : Meaning and Type of markets. Price and Output Determination for Firm and Industry under Perfect Competition, Monopoly and Monopolistic Competition.

इकाई 4: बाजार का अर्थ एवं बाजार के प्रकार, फर्म एवं उद्योग के अंतर्गत कीमत एवं उत्पादन का निर्धारण : पूर्ण-प्रतियोगिता एकाधिकार एवं एकाधिकृत प्रतियोगिता।

Unit V - Factor Price Determination, Marginal Productivity Theory, Modern theories of Wages, Interest, Profit and Rent, General Introduction to Welfare Economics.

इकाई 5: साधन कीमत निर्धारण : सीमांत उत्पादकता सिद्धांत, लगान मजदूरी, ब्याज एवं लाभ के आधुनिक सिद्धांत, कल्याणकारी अर्थशास्त्र का सामान्य परिचय।

Recommended Books :

Ahuja H L : Advance Economic Theory

Jain K P : Advance Economic Theory

Seth M L : Micro Economics

सेठ एम एल - माइक्रो अर्थशास्त्र

Jhingan M L : Modern Micro Economics

झिंगन एम एल - आधुनिक व्यक्ति अर्थशास्त्र

सिन्हा वी सी - माइक्रो अर्थशास्त्र

Stonier & Hague - Text Book of Modern Economic Theory.

Varian H R - Micro Economics-Modern Approach

मध्यप्रदेश हिन्दी ग्रंथ अकादमी के नवीनतम प्रकाशन

[Signature]
04/06/19
(Dr. A. K. Tripathi)

[Signature]
(Dr. R. K. Sharma)

[Signature]
Dr. Rashmi Chaur

[Signature]
(W. G. Pandey) dt. 14.6.19
[Signature]
(Dr. Anurag Kumar) 04.6.19

[Signature]
4.6.19
(Dr. Shashi Shankar)

[Signature]
4/6/19
Prof. Rekha Acharya
[Signature]
4.6.19
Dr. Manisha Pathak



4

Department of Higher Education, Govt. of M.P.
Under Graduate yearly Syllabus
As recommended by Central Board of Studies and approved by the
Governor M.P.

उच्च शिक्षा विभाग, म०प्र० शासन
स्नातक स्तर वार्षिक पद्धति के अंतर्गत एकल प्रश्न पत्र प्रणाली अनुसार पाठ्यक्रम
केन्द्रीय अध्ययन मण्डल द्वारा अनुशंसित तथा म०प्र० के महामहिम राज्यपाल द्वारा अनुमोदित

Class / कक्षा - B.A. / B.sc I Year
Session / सत्र - (2019-2020)

Subject/ विषय - Economics/ अर्थशास्त्र

Title of Subject Group : Indian Economy

Paper -II

विषय समूह का शीर्षक : भारतीय अर्थव्यवस्था

प्रश्न पत्र -II

नियमित छात्रों हेतु- Max.Marks/अधिकतम अंक : 40
स्वाध्यायी छात्रों हेतु- Max.Marks/अधिकतम अंक : 50

CCE - (आंतरिक मूल्यांकन) 10

Paper II

Indian Economy भारतीय अर्थव्यवस्था

Unit I - Basic Structure of Indian economy, Natural Resources:-land, water, forest and mineral resources. Demographic Features: Population, size and distribution, sex, rural-urban classification,

इकाई 1: भारतीय अर्थव्यवस्था की मूलभूत संरचना- प्राकृतिक संसाधन, भूमि, जल, वन एवं खनिज। जनसांख्यिकी विशेषताएं : जनसंख्या आकार एवं वितरण, लिंग, ग्रामीण-शहरी वर्गीकरण।

Unit II - Agriculture: Nature and Importance, Land Use Pattern, Changes in Cropping Pattern of Madhya Pradesh, Land reforms and Crop Insurance, Trends in Agriculture Production and Productivity, Green revolution, Agriculture Marketing and Mechanisation.

इकाई 2: कृषि-प्रकृति और महत्व, भू उपयोग पद्धति, भूमि सुधार एवं फसल बीमा, मध्यप्रदेश की फसल पैदायिता में परिवर्तन, कृषि उत्पाद और उत्पादकता की प्रवृत्ति, हरित क्रांति, कृषि विपणन एवं यंत्रीकरण।

Unit III - New Industrial Policy of 1991 and changes there in, Role of Public Sector and Private Sector in industrialization, Public-Private Partnership. Industrial Policy of Madhya Pradesh. Concepts of small scale industries (SSI) and cottage industries, problems and prospects of SSI in Indian economy. Start Up India and Make In India.

इकाई 3: 1991 की नई औद्योगिक नीति और उसमें परिवर्तन, औद्योगीकरण में सार्वजनिक क्षेत्र एवं निजी क्षेत्र की भूमिका, सार्वजनिक एवं निजी क्षेत्र की साझेदारी, मध्यप्रदेश की औद्योगिक नीति, लघु एवं कुटीर उद्योगों की अवधारणा, भारतीय अर्थव्यवस्था में लघु उद्योगों की समस्याएं और संभावनाएं। स्टार्ट अप इण्डिया एवं मेक इन इण्डिया।



Chauhan
Dr. Rashmi Chauhan

Dr. Marisli Pathe
4/6/19
Dr. Marisli Pathe

Dr. R. K. Sharma
4.6.19
Dr. R. K. Sharma

Dr. R. K. Sharma
4.6.19
Dr. R. K. Sharma

Dr. S. K. Sharma
4.6.19
Dr. S. K. Sharma

Unit IV—Infrastructure of Indian Economy and Foreign Trade :- Power, Transportation and Communication. India's foreign Trade:- composition and direction, Balance of Payment, Role of Foreign Direct Investment and Multinational Corporation.

इकाई 4: भारतीय अर्थव्यवस्था की आधारभूत संरचना एवं विदेशी व्यापार – शक्ति, परिवहन और संचार। भारत का विदेशी व्यापार – संरचना और दिशा। भुगतान संतुलन, प्रत्यक्ष विदेशी निवेश की भूमिका एवं बहुराष्ट्रीय निगम।

Unit V – Planning in India:- objectives, strategy, achievements and failure, NITI Ayog, Problems of Indian Economy-Poverty, Unemployment, Regional disparities.

इकाई 5: भारत में नियोजन उद्देश्य, व्यूह रचना, सफलताएं एवं विफलताएं, नीति (NITI) आयोग, भारतीय अर्थव्यवस्था की समस्याएं— निर्धनता, बेरोजगारी, क्षेत्रीय विषमताएं।

Recommended Books :

Indian Economy : Dutt & Sundaram

भारतीय अर्थव्यवस्था : दत्त एवं सुंदरम

भारतीय अर्थव्यवस्था : मिश्रा एवं पुरी

भारतीय अर्थव्यवस्था : ए एन अग्रवाल

भारतीय अर्थव्यवस्था : ए के घोष

Indian Economy : A K Ghosh

Indian Economy : Uma Kapila

भारतीय अर्थव्यवस्था : पी डी महेश्वरी

भारतीय अर्थव्यवस्था : जे.सी. पंत

मध्यप्रदेश हिन्दी ग्रंथ अकादमी के नवीनतम प्रकाशन

[Signature]
04/06/19
(Dr. A. K. Tripathi)

[Signature]
(Dr. R. K. Sharma)

[Signature]
N. K. Sharma
[Signature]
(Dr. Anurag Kusumakar)
14.6.19

[Signature]
Dr. H. B. Gupta

[Signature]
4.6.19
(Dr. Shanti Sharma)

[Signature]
4/6/19
Prof. Rekha Acharya

[Signature]
(Dr. Rashmi Chaturvedi)

[Signature]
4/6/19
(Dr. Manisha Pathak)



Department of Higher Education, Govt. of M. P. Under Graduate Unified Syllabus for B.A.
Three Year Degree Course as recommended by Central Board of Studies and approved by the
Governor of M. P.

उच्च शिक्षा विभाग म० प्र० शासन

स्नातक स्तर की बी० ए० उपाधि के एकीकृत तीन वर्षीय पाठ्यक्रम के अन्तर्गत केन्द्रीय अध्ययन मण्डल
द्वारा अनुशंसित तथा म० प्र० के महामहिम राज्यपाल द्वारा अनुमोदित
सत्र 2019-20 से प्रभावशील

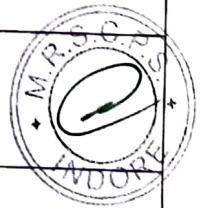
Note: The syllabus of B.A. Part-I consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks will be given after three month and 10 marks will be given after six month of the course.

Subject : English Literature
Class : B.A. Part- I
Paper : I
Title : Poetry
Maximum Marks : 40

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (At least one question to be set from each unit)	1X5 = 5 Marks
Section B	Short Answer Type Questions (Annotations) (Ten questions (Minimum two from each unit) to be set from Unit II, III, IV & V and five to be attempted)	2X5 = 10 Marks
Section C	Long Answer Type Questions (Ten questions (two from each unit) to be set from unit I, II, III, IV & V and five to be attempted .	5X5 = 25 Marks
TOTAL		40 Marks

Unit-I	Metaphysical Poetry, Epic Poetry, Satire Poetry, The Romantic Movement	
Unit-II	John Donne	: Canonization Death be not Proud The Good Morrow The Relic
Unit-III	John Milton	: Paradise Lost- Book I- First to 250 Lines
Unit-IV	Alexander Pope	: The Rape of the Lock



Alok
03/06/2019
(Prof. Alok Chandra)

Dr. Vikas Jaiswal
03/06/19
Dr. Anshu Sankar
03/06/19
Dr. P.S. Bhargava

Dr. Anshu Sankar
03/06/19
Dr. P.S. Bhargava

Unit-V	William Wordsworth : Ode on Intimations of Immortality, Tintern Abbey
--------	--

BOOKS & REFERENCES

- Evans, J. Martin. 'Paradise Lost' and the Genesis Tradition, Oxford, Clarendon Press, 1968
- Lewis, C.S. A Preface to Paradise Lost, Oxford: OUP, 1968
- Steadman, John M. Epic and Tragic Structure in Paradise Lost, Chicago: University of Chicago Press, 1976
- Bennett, John. Five Metaphysical Poets, Cambridge University Press, 1964
- B. Prasad, A Background to the study of English Literature, Macmillan
- Saintsbury, G. Short History of English Literature, London, J.M. Dent & Sons, 1928
- Legouis, E. Short History of English Literature, OUP, 1976
- Abrahams M.H., A Glossary of Literary Terms, Bangalore, Prism Books Pvt. Ltd. 1993
- Hudson W.H. An outline History of English Literature
- J.A. Cuddon: Dictionary of Literary Terms , Penguin Edition.
- Daiches David: A Critical History of English Literature, Volume I & II

(Dr. Neeraj Agnihotri)

*For 03/06/19
(Dr. Vikas Jaiswal)*

*For 03/06/2019
Prof. Atok Chatterjee*

Dr. M.S. Rath
3.6.19

Dr. M.S. Rath

Dr. Vignesh

Dr. Ashok Sachdev
3.6.19

Dr. Ashok Sachdev

Dr. Ms. Bharati Bhan
03/06/19

Dr. Ms. Bharati Bhan

Dr. Rohit Trivedi
For
Atok



Department of Higher Education, Govt. of M. P. Under Graduate Unified Syllabus for B.A.
Three Year Degree Course as recommended by Central Board of Studies and approved by the
Governor of M. P.

उच्च शिक्षा विभाग म० प्र० शासन

स्नातक स्तर की बी० ए० उपाधि के एकीकृत तीन वर्षीय पाठ्यक्रम के अन्तर्गत केन्द्रीय अध्ययन मण्डल
द्वारा अनुशंसित तथा म० प्र० के महामहिम राज्यपाल द्वारा अनुमोदित
सत्र 2019-20 से प्रभावशील

Note: The syllabus of B.A. Part-I consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks will be given after three month and 10 marks will be given after six month of the course.

Subject : English Literature
Class : B.A. Part- I
Paper : II
Title : Prose
Maximum Marks : 40

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (At least one question to be set from each unit)	1X5 = 5 Marks
Section B	Short Answer Type Questions (Annotations) Ten questions (Minimum two from each unit) to be set from Unit II, III, IV & V and five to be attempted.	2X5 = 10 Marks
Section C	Long Answer Type Questions (Ten questions(two from each unit) to be set from unit I, II, III, IV & V and five to be attempted.	5X5 = 25 Marks
TOTAL		40 Marks

Unit-I	Prose and Its Forms
Unit-II	Francis Bacon : Of Studies Of Travel Of Love Of Revenge
Unit-III	Joseph Addison : Sir Roger at Church Sir Roger at Home The Spectator's Account of Himself The Adventures of A Shilling



Dr. V. K. Sharma
Dr. Rohit K. Singh
Dr. Ashok Singh
Dr. Neeraj Agnihotri
Dr. Vikas Jaiswal
Dr. Ms. Bhawanishar
Dr. M. S. Fatha
3/6/19
03/06/19
03/06/19
03/06/19

Unit-IV	<p>Charles Lamb : A Bachelor's Complaint of the Behaviour of Married People All Fools' Day</p> <p>E.V. Lucas : On Finding Things Unbirthday and Other Presents</p>
Unit-V	<p>A.G. Gardiner : On Saying Please</p> <p>H.G. Wells : The Stolen Bacillus</p>

BOOKS & REFERENCES

B. Prasad, A Background to the study of English Literature, Macmillan

Saintsbury, G. Short History of English Literature, London, J.M. Dent & Sons, 1928

Legouis, E. Short History of English Literature, OUP, 1976

Abrahams M.H., A Glossary of Literary Terms, Bangalore, Prism Books Pvt. Ltd. 1993

Hudson W.H. An Outline History of English Literature

J.A. Cuddon: Dictionary of Literary Terms, Penguin Edition.

Daiches David: A Critical History of English Literature, Volume I & II

Dr. V.S. Rathore
3.6.19

(Dr. Vikas Jaiswal) 03/06/19
(Prof. Atok Chandra)

Dr. Ashok S. Chandra 3/6/19
Dr. M.S. Bhargava Bhargava
03/06/19

Dr. Rishi Trivedi
03/06/19



(17)

AS recommended by Central Board of Studies of Computer Application &
Approved by H E the Governor of Madhya Pradesh
Session 2017-18
JULY 2017 Onwards

BA I, II, III
Computer

Class: B.Sc./BA/BCom (Computer Application)

Paper Code		Internal			Theory	Total	Practical	Grand Total
	First Year	Three Months	Six Months	Total				
CA101	Fundamentals of Computer and PC Software	10	10	20	40	80		100
CA102	Desktop Publishing and Multimedia				40			
CA103P	PRACTICAL						50	50
	Second Year							
CA201	Internet and E-Commerce	10	10	20	40	80		100
CA202	Relational Database Management System				40			
CA203P	PRACTICAL						50	50
	Third Year							
CA301	Web Designing	10	10	20	40	80		100
CA302	Digital Marketing				40			
CA303P	PRACTICAL						50	50
Grand Total								450

Remark: (i) Each theory paper contain five objective type question of 1 mark and
(ii) Five short answer type question of 2 marks and
(iii) Five long answer type question of 5 marks, with internal choice in (ii) and (iii)



(Abhilasha Kumar)
(Dr Anuj Hundet)
(Dr. Poonam Singh)
(Dr. Umesh Singh)
(Dr. S. K. Singh)
(Dr. S. K. Singh)

Department of Higher Education, Government of Madhya Pradesh
Yearly Syllabus for Undergraduates
As recommended by Central Board of Studies of Computer Application
Approved by H E the Governor of Madhya Pradesh
Session 2017-18 onwards

B.A/B.Com/B.Sc. (Computer Application) First Year

First Paper

Paper Code - CA -101

Paper Name - Fundamentals of Computer and PC Software

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Introduction to Computer System: Block diagram, components: mother board, processor, main memory, cache memory, hard disk.

Input devices, Output devices, External storage devices: floppy disk, CD ROM, DVD, USB drives.

Types of software: System software, Application software.

System software: Operating system. Utility programs: anti-virus, disk cleaning, defragmentation, compression and decompression of files.

Application software: examples of commercial software with brief introduction.

Programming Languages: Low-level Language, Assembly Language, Middle Level Language and High Level Language, Compiler, Interpreter, Assembler, Difference between Compiler & Interpreter.

Unit II

Operating system : Definition, Functions of operating system, CUI, GUI, types of operating systems like Single user, Multi-user, Real time, Time sharing and Batch processing, Multiprocessing, Multiprogramming, Multitasking, Distributed processing. Elementary idea of various common operating system prevalent round the world.

MS Windows: An introduction and its features, desktop, taskbar, files and folders start menu operations, my computer, network neighborhood, recycle-bin, windows explorer, creating, copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, understanding the OLE features.

Unit III

Introduction to MS-Word: Advantages of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting Text and Paragraph, Using the Font, Dialog Box, Paragraph Formatting using



1

Pravin Bhandari
Arde
(Anuj Hundet)

Samman
Nave

Deesh
(Dr. Umesh Singh)

Baxer
(Abhilasha Kumar)

(Mouber)
Shweta
(Dr. S. Kusumina)

Bullets and Numbering in Paragraphs, Use of Smart Art, Checking Spelling, Line spacing, Margins, Space before and after paragraph, Mail merge, customizing the ribbon.

Introduction to MS-Excel: Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, using a Range with SUM, Moving and Copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format Cells Dialog box, Using chart wizard to create a chart.

Introduction to MS-Power Point: Introduction to PowerPoint presentation, Slide show, Formatting, creating a Presentation, inserting Smart Arts, Adding Objects, Applying Transitions, Animation effects, Adding Tables, Charts and Media files.

Unit IV

Decision Support System: Importance of Decision support system, limitation, Characteristics of DSS, Decision Support and Structure of Decisions Making Decision Support and Repetitiveness of Decisions, DSS Users.

Expert Systems: Support for decision making phases, Support for the Intelligence Phase, Support for the Design Phase, Support for the Choice Phase, Decision Support and Alternative Concepts of Decision Making.

Management Information System: Introduction, Role of IT, MIS characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

Unit V

Internet: Meaning, Definitions, History, Internet protocols, TCP/IP, FTP, HTTP, URL. Internet Browsers, WWW Consortium, Search engines. Introduction to Internet Security terminology- network security, firewall, cryptography, password, biometrics, digital signature, digital certificate. Business applications of internet, e-mail, UseNet, newsgroup, telnet, intranet, extranet, e-ticketing, chatting.

E-Banking and its benefits: Smart Card, E-cash, Online financial Services Stock trading, E-brokering. E-business Model, Do-it-yourself model, Made-to-Order model, Information Service Model, Emerging hybrid models.

Text Books and Reference Books:

1. Computer Fundamentals by P.K. Sinha
2. Fundamentals of Information Technology by A. Leon & M. Leon
3. Computer Today by Suresh K. Basandra
4. Internet business models and Strategies by Afuah A. & Tucci C.
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.
8. Operating System: Achyut S. Godbole
9. Management Information systems by Gerald V. Post & David L. Anderson.
10. Understanding Computer Fundamentals & Dos by G.K. Iyer

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.



2

Regional
Amman
George
(Dr. Umesh Singh)
Shubert
Arish
Apex
Ambar
Baxer
Humar
Shruti

Department of Higher Education, Government of Madhya Pradesh
Yearly Syllabus for Undergraduates
As recommended by Central Board of Studies of Computer Application
Approved by H E the Governor of Madhya Pradesh
Session 2017-18 onwards

B.A/B.Com/B.Sc. (Computer Application) First Year

Second Paper

Paper Code – CA-102
Paper Name – Desktop Publishing and Multimedia
Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout programs, Introduction to Word Processing. Commercial DTP Packages, Difference between DTP Software and Word Processing Software.

Unit II

Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Typefaces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Typefaces, Printers, Types of Printers used in DTP, Plotter, Scanner.

Unit III

History and Versions of PageMaker, Creating a New Page, Document Setup Dialog Box, Paper Size, Page Orientation, Margins, Different Methods of placing text and graphics in a document. Master Page, Story Editor, Formatting of Text, Indent, Leading, Hyphenation, Spelling Check, Creating Index, Text Wrap, Position (Superscript/Subscript), Control Palette.

Unit IV

History, Multimedia Elements; Text, Images, Sound, Animation and Video. Text, Concept of Plain Text and Formatted Text, RTF & HTML Text, Image, Importance of Graphics in Multimedia, Image Capturing Methods, Scanner, Digital Camera, Sound – Sound and its effect in Multimedia, Analog and Digital Sound, Animation, Basics, Principles and use of Animation. Video, Basics of Video, Analog and Digital Video.

Unit V

Features of Multimedia, Overview of Multimedia, Multimedia Software Tools, Multimedia Authoring – Production and Presentation, Graphic File Formats, MIDI – Overview, Concepts, Structure of MIDI, MIDI Devices, MIDI Messages.

leest
(Dr. Umesh Singh)

Pragya Pandey

Dr. Umesh Singh
(Dr. Umesh Singh)

Samman

Aty

(Mouhey)

Arde

Daxel

Shuman



Shreyas

Text Books and reference books:

1. Desktop Publishing on PC by M. C. Sharma
2. Professional in Desktop Publishing by Dinesh Maidasani
3. DTP Courses 2/e by Singh & Singh
4. Multimedia, Computing, Communication & Applications by Ralf Steinmetz
5. Fundamentals of Multimedia by Ze-Nian Li
6. Page Maker – Manual
7. 'o' level module m3.2 Desktop publishing & Presentation graphics by V. K. Jain

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Amhar
(20-5 mark)
Rajesh Pandey

Samran

Adar *Asy*

Geegh
(or vish Singh)

Chubey
Daxer

Kumar

Shrey



Department of Higher Education, Government of Madhya Pradesh
Yearly Syllabus for Undergraduates
As recommended by Central Board of Studies of Computer Application
Approved by H E the Governor of Madhya Pradesh
Session 2017-18 onwards

B.A/B.Com/B.Sc. (Computer Application) First Year

Suggested list of exercises for practical

Maximum Marks: 50

MS-Word

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading. ✓
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus.
Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
 - a. Sort data by Name
 - b. Filter data by Class
 - c. Subtotal of no. of students by Class.



Rejendra Bandey

Ambar

Ambar

Asp

Geog (Dr. Umesh Singh)

Arde

Ambar

Boxel

Ambar

MS Power Point

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, word Art and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

PageMaker

1. Create a Greeting Card for New Year.
2. Create a Visiting Card.
3. Create your Resume.
4. Create an advertisement for job in well-known firm.
5. Create a Newspaper Report.
6. Create a document by importing Graphic Image from Clip Art.
7. Create a Wedding Card.
8. Type a document using Story Editor.
9. Input a text from Word Document into a PageMaker document.
10. Create a document on Importance of Text Wrap, applying proper font size,



Regisr bundy

Samuani

beegh

Minkey
Baxet

Samuani

My

Adas

Samuani

Samuani

Department of Higher Education Govt. Of M.P.
Under Graduate year wise syllabus
As recommended by central board of studies and approved by
The governor of M.P.

उच्च शिक्षा विभाग, म.प्र. शासन
स्नातक कक्षाओं के लिये वार्षिक पद्धति अनुसार पाठ्यक्रम
केन्द्रीय अध्ययन मण्डल द्वारा अनुशंसित तथा म.प्र. के राज्यपाल द्वारा अनुमोदित
सत्र 2017-18

BA, BSC, B.A., BSC,
B.Com(I) Year
Foundation

Class : B.A./B.Sc./B.Com./B.Sc. (Home Science)/BCA/B.A. (Mgt.) I Year
Subject : Foundation Course (आधार पाठ्यक्रम)
Paper : I
Title of Paper : हिन्दी भाषा और नैतिक मूल्य (Hindi Language & Moral Values)
Compulsory / Optional : Compulsory
Max. Marks : नियमित (Hindi Language = 25) + (Moral Values 05) + CCE 05 = 35
स्वाध्यायी = 35

Particulars / विवरण

Unit-I	हिन्दी भाषा 1. स्वतंत्रता पुकारती (कविता) - जयशंकर प्रसाद 2. पुष्प की अभिलाषा (कविता) - माखनलाल चतुर्वेदी 3. वाक्य संरचना और अशुद्धियाँ (संकलित)
Unit-II	हिन्दी भाषा 1. नमक का दरोगा (कहानी) - प्रेमचंद 2. एक थे राजा भोज (निबंध) - डॉ. त्रिभुवननाथ शुक्ल 3. पर्यायवाची, वेलोम, एकार्थी, अनेकार्थी एवं शब्दयुग्म शब्द (संकलित)
Unit-III	हिन्दी भाषा 1. भगवान बुद्ध (निबंध) - स्वामी विवेकानंद 2. लोकतंत्र एक धर्म है (निबंध) - डॉ. सर्वपल्ली राधाकृष्णन 3. नहीं रुकती है नदी - हीरालाल बाछोतिया 4. पल्लवन
Unit-IV	हिन्दी भाषा 1. अफसर (निबंध) - शरद जोशी 2. हमारी सांस्कृतिक एकता (निबंध) - रामधारी सिंह दिनकर (एक भारत श्रेष्ठ भारत के अन्तर्गत) 3. संक्षेपण (संकलित)
Unit-V	नैतिक मूल्य 1. नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख) - डॉ. शशि राय 2. आचरण की सभ्यता (निबंध) - सरदार पूर्णसिंह 3. अंतर्ज्ञान और नैतिक जीवन (लेख) - डॉ. सर्वपल्ली राधाकृष्णन 4. अप्प दीपो भव (लेख) - स्वामी श्रद्धानंद

15.6.17
(डा. के. ए. ए. मिश्र)

15-6-17
डा. प्रतिमा मादन
15/6/17
डा. अशा मिश्रा

15.6.17
प्रो. दिनेश कुशवाह



अंक विभाजन -

नियमित विद्यार्थियों के लिए कुल 30 अंक

खण्ड-अ-प्रत्येक इकाई से एक वस्तुनिष्ठ प्रश्न $1 \times 5 = 5$

खण्ड-ब-इकाई एक से चार तक तीन लघु उत्तरीय प्रश्न

आन्तरिक विकल्प के साथ $3 \times 3 = 9$

खंड ---स---इकाई दो से पांच तक चार दीर्घ उत्तरीय प्रश्न $4 \times 4 = 16$

आन्तरिक विकल्प के साथ

स्वाध्यायी विद्यार्थियों के लिए कुल 35 अंक

खण्ड - अ- प्रत्येक इकाई से एक वस्तुनिष्ठ प्रश्न $1 \times 5 = 5$


खण्ड - ब- इकाई एक से चार तक तीन लघु उत्तरीय प्रश्न....


आन्तरिक विकल्प के साथ $3 \times 4 = 12$


खण्ड - स- इकाई दो से पांच तक चार दीर्घ उत्तरीय प्रश्न $4 \times 4 \frac{1}{2} = 18$

अतिरिक्त विकल्प के साथ

नोट - निर्धारित पाठ्यपुस्तक हिन्दी भाषा और नैतिक मूल्य मध्यप्रदेश हिन्दी ग्रंथ अकादमी भोपाल से प्रकाशित।


15.6.17
(डॉ. के. के. ज. मिश्र)


15.6.17
डा. प्रतिमा यादव
भोपाल
15-6-17
(डा. कृष्णा किशोरा अग्रवाल)


15.6.17
प्रोफे. दिनेश कुमार



Department of Higher Education, Govt. of M.P.
Syllabus for Under Graduate Annual Exam Pattern As recommended by Central
Board of Studies and Approved by the Governor of M.P.
With effect from : 2017-18

Class : B.A./B.Sc/B.Com/B.Sc.(Home Science)/B.A.(Mgt.) BCA
Year : I
Subject : Foundation Course
Paper Name : English Language
Paper : II
Compulsory / Optional : Compulsory

Max. Marks : Marks : 30 + Internal assessment (5) = 35

Note : Max. Marks for private students shall be 35.

Particulars

UNIT - I

1. Where the mind is without fear : Rabindranath Tagore
2. The Hero: R.K. Narayan
3. Tryst with Destiny: Jawaharlal Nehru
4. Indian weavers: Sarojini Naidu
5. The portrait of a lady: Khushwant Singh
6. The Solitary Reaper: William Wordsworth

UNIT - II

Basic Language Skills: vocabulary, Synonyms, Antonyms, Word formation, Prefixes, Suffixes.

UNIT - III

Basic Language Skills: Uncountable nouns, verbs, tenses, adverbs.

UNIT - IV

Comprehension / Unseen Passage

UNIT - V

Composition and Paragraph writing.

Indira

For Indira
Dr. Rohit Trivedi

With effect from : 2017-18

Class	:	B.A./B.Sc/B.Com/B.Sc.(Home Science)/B.A.(Mgt.) BCA
Year	:	I
Subject	:	Foundation Course
Paper Name	:	English Language
Paper	:	II
Compulsory / Optional	:	Compulsory

Note : Max. Marks for private students shall be 35.

- | | | |
|---------------------------|--|------------------------|
| Ques. 1 | Six objective type questions to be set any four to be attempted from the prescribed text (multiple choice, non-multiple choice, fill in the blanks) | 1 x 4 = 4 marks |
| Ques. 2 | Six short answer type to be set based on the lessons; three to be attempted | 2x3=6 marks |
| Ques. 3 | Basic Language Skills: vocabulary, Synonyms, Antonyms, Word formation, Prefixes, Suffixes, Confusing words, Misused words, Similar words with different meanings.

Basic Language Skills: Uncountable nouns, verbs, tenses, articles, adverbs.

(Ten items to be set Eight to be attempted) | 8 marks |
| Long answer type question | | |
| Ques. 4 | Comprehension / Unseen passage | 6 marks |
| Ques 5 | Paragraph Writing

(Three topics to be given One to be attempted) | 6 marks |



निादयाले
अ. रत्ना दयाले

Indira

(5)

Question 5. - 7.

रत्नापात्र
डा. रत्ना दयल
Time India India
India India

उच्च शिक्षा विभाग म0प्र0 शासन

स्नातक कक्षाओं के लिये वार्षिक पद्धति के अनुसार पाठ्यक्रम

केन्द्रीय अध्ययन मण्डल द्वारा अनुशंसित तथा मध्य प्रदेश के राज्यपाल द्वारा अनमोदित

कक्षा - बी. ए. / बी.कॉम. / बी.एस.सी. / बी. एस. सी. (गृह विज्ञान) प्रथम वर्ष हेतु

सत्र - 2017-18 से लागू

विषय - आधार पाठ्यक्रम

उद्यमिता
प्रश्नपत्र-तृतीय - उद्यमिता विकास

इकाई 1 - उद्यमिता विकास - अवधारणायें एवं महत्व, उद्यमी के कार्य, लक्ष्य निर्धारण, समस्या चुनौतियाँ एवं समाधान।

इकाई - 2 परियोजना प्रस्ताव - आवश्यकता एवं उद्देश्य- संगठन का स्वरूप, उत्पादन प्रबंधन, वित्तीय प्रबंधन, विपणन एवं उपभोक्ता प्रबंधन।

इकाई -3 उद्यमिता हेतु नियामक संस्थाओं की भूमिका। विकासात्मक संस्थाओं की भूमिका, स्वरोजगार मूलक योजनायें, विभिन्न अनुदान योजनायें।

इकाई 4 परियोजना हेतु वित्तीय प्रबंधन- पूंजी अनुमान एवं व्यवस्था, लागत एवं मूल्य निर्धारण, लेखा-जोखा रखना।

इकाई -5 पूंजी संबंधी समस्यायें, पंजीकरण संबंधी समस्यायें, प्रशासकीय समस्यायें एवं उपरोक्त समस्याओं का समाधान।

For Ravi Trivedi
15.6.17

Rajpal
(डा. राजपाल राय)

Indira
Dr. Indira Javed.
15.6.17

Sunil
15-6-17

डॉ. प्रतिभा यादव

For
15.6.17
(डा. म. म. ज. मिश्र)

Rup
(Dr. Renu Mishra)

Dr. Renu Mishra
31/05/2017

Dr. Renu Mishra
(Prof. Dr. Renu Mishra)

Dr. Renu Mishra
प्रोफे. रीनेश मिश्रा



Department of higher education govt. of M.P.

Under graduate year wise syllabus

As recommended by central board of studies and approved by the
governor of M.P.

Class – B.A./B.Com./ B.Sc./ B.Sc.(Home Science) I Year

Subject – foundation Course

Session – 2017-18

Paper-3 Enterprenuership Development

Unit 1- Enterprenuership Development – Concept and importance ,
function of Enterprisar , Goal determination – Problems Challenges
and solutions.

Unit -2 Project Proposal – need and Objects –Nature of organisation ,
Production Management, Financial Management , Marketing
Management , Consumer Management .

Unit -3 Role of regulatory Institutions , Role of development
Organisations , self employment oriented schemes , Various growth
Schemes .

Unit -4 Financial Managemet for Project –Financial institution and
their role ,Capital estimation and arrangment,cost and price
determination,accounting management

Unit -5 Problem of enterpreneour – Problem relating Capital, Problem
relating Registration , administration problem and how to overcome
from above problems .

*Robit Trivedi
For India*

*India
Indira Jaiswal*

*Barpujari
(CS & Accounts)*

15.6.17

प्रोफे. दिनेश कुशवाह

*15-6-17
डा. प्रविण यादव*

15.6.17



Shubha Tripathi

Dr. Renu Misra

Dr. Indira Jaiswal

Note:-
01 नियमित विद्यार्थियों के लिए 25 अकों की सैद्धांतिक परीक्षा तथा 05 अकों का आंतरिक मूल्यांकन होगा ।

अंक विभाजन - नियमित विद्यार्थियों के लिए कुल 25 अंक

प्रत्येक इकाई से, एक लघु उत्तरीय प्रश्न.....आंतरिक विकल्प के साथ $1.5 \times 5 = 7.5$

खंड --स-- प्रत्येक इकाई से एक दीर्घ उत्तरीय ..प्रश्न..... $3 \times 5 = 15$

आंतरिक विकल्प के साथ

स्वाध्यायी विद्यार्थियों के लिए कुल 30 अंक

खण्ड -अ- प्रत्येक इकाई से एक वस्तुनिष्ठ प्रश्न ..1x 5=5

खंड 'ब' प्रत्येक इकाई से एक लघु उत्तरीय प्रश्न.....आंतरिक विकल्प के साथ $2 \times 5 = 10$

खंड —स— प्रत्येक इकाई से एक दीर्घ उत्तरीय ..प्रश्न..... 3 X 5 = 15

आंतरिक विकल्प के साथ

Marks distribution for paper setters:		for Regular students	for private students
Section A :	Objective type	$\frac{1}{2} \times 5 = 2.5$	$1 \times 5 = 5$
Section B :	Short Answer Type	$1 \frac{1}{2} \times 5 = 7.5$	$2 \times 5 = 10$
Section C :	Long Answer Type	$3 \times 5 = 15$	$3 \times 5 = 15$
	Total	25	30

2.
(Dr. H. K. Singh)

१५.११.१९९९

[Signature]

De Hambra Trepallri

~~Dr. Rishikesh Choudhary~~
- Com

India
For Rohit

2/11/19

ਡਾ. ਮੰਜੁਮਾ ਮੋਖਾ

Dr. प्रतिभा यादव

Indira
Dr. Indira Javed

रत्नादयाल
डॉ. रत्ना दयाल

15.6.11
15.6.11

