## SEMESTER - VI

<table>
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<tr>
<th>S. No.</th>
<th>Subject Code</th>
<th>Board of Study</th>
<th>Subject</th>
<th>Period Per Week</th>
<th>Scheme of Examination</th>
<th>Total Marks</th>
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<td>M.O.M.</td>
<td>Entrepreneur and Project</td>
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<td>240615 / 240616</td>
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<td>M.O.M.</td>
<td>Office Training One month</td>
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</table>

L: Lecture hour, T: Tutorial hours, P: Practical hours, ESE: End of Semester Exam, CT: Class Test, TA: Teacher’s Assessment,
E) RATIONALE: Since long Entrepreneurship has been recognized as an essential element of economic development. At present Managerial aspects of Entrepreneurship are being emphasized. It employs innovativeness; an urge to take risk to face uncertainties intuitively i.e. capacity of seeing things in which afterwards proves to be true. The subject is kept in applied course under MOM to bring to surface certain characterizes such as perception of economic opportunity, organizational skill, Managerial skill, managerial competence and motivation to achieve results.

F) TEACHING AND EXAMINATION SCHEME:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Periods/Week (In Hrs.)</th>
<th>Scheme of Examination</th>
<th>Credit</th>
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L: Lecture hour, T: Tutorial hours, P: Practical hours, ESE: End of Semester Exam, CT: Class Test, TA: Teacher’s Assessment

G) DISTRIBUTION OF MARKS AND HOURS:

<table>
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<tr>
<th>S. No.</th>
<th>Chapter No.</th>
<th>Chapter Name</th>
<th>Hours</th>
<th>Marks</th>
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<tr>
<td>01</td>
<td>01</td>
<td>ENTERPUNERSHIP</td>
<td>17</td>
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<td>02</td>
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<td>ENTERPUNER</td>
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<td>03</td>
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<td>FUNCTIONAL ASPECTS</td>
<td>18</td>
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<td>04</td>
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<td>ENTERPUNERIAL PROCESSES</td>
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<td>05</td>
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<td>PROJECT REPORT</td>
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<td>TOTAL</td>
<td>96</td>
<td>100</td>
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</table>

H) DETAILED COURSE CONTENTS:

Chapter-1 ENTERPUNERSHIP
- Meaning
• Definition
• Nature & Characteristic of entrepreneurship
• Importance of entrepreneurship
• Role of the Entrepreneurship economic development.

Chapter-2 ENTERPUNER
• Meaning
• Definition Characteristics & Qualities of a successful entrepreneur
• Types of entrepreneur
• Functions of entrepreneur
• Role or Importance of entrepreneur.

Chapter-3 FUNCTIONAL ASPECTS:-
• Factors affecting entrepreneurship:- Economical & Non-economical
• Role of the supporting agency: - District, Industries and trade center
• Entrepreneurship development centers state financial cooperation or C.G State Industries development Cooperation.

Chapter-4 ENTERPUNERIAL PROCESSES:-
• Basic Steps required for selection/establishing a new enterprise
• Fields Problems and their remedies.

Chapter-5 PROJECT REPORT:-
• Meaning / Objective of project report Subject / Matter (Contents) Format & Specimens of project reports.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:
• Regular assignment should be given on every topic of the syllabus.
• Small project work should be given to group of students on some topics of common use.
• Visits to industries and organization should be arranged so as to make students aware of real life situation
• Arrange expert lectures on same of the specialized topics.
• Topics and related practical should be conducted simultaneously.
• Discuss amount the students the feasibility of starting a small business or consultancy services.
• Assessment of term work of conduction of minimum two progressive test during the session.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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<tbody>
<tr>
<td>1</td>
<td>Business Entrepreneurship</td>
<td>G.S Sudha (Ramesh Book Depo Jaipur)</td>
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<td>2</td>
<td>Basic Concept of Entrepreneurship</td>
<td>Dr.P.K Agrawal,Dr A.K Mishra SahityaB</td>
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<td>Fundamentals of Entrepreneurship</td>
<td>Publication Agra.</td>
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<td>3</td>
<td>Dr. G.K Varshana, Sahitya Bhawan Agra</td>
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<table>
<thead>
<tr>
<th></th>
<th>Entrepreneurship Development</th>
<th>Vasant Desai/Himalaya Publishing.</th>
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</table>

|   | A Practical Guide to Industrial Entrepreneur | Srivastava S.B/Sultanchand & Sons |

### (b) Others:
- LCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

### LIST OF EXPERIMENTS:
1. Collection & Demonstration of company documents (Performa) like: memorandum /Articles/Prospectus.
2. Demonstration of Notice/Minutes /Agenda of A.G.M of any company.
3. Preparation of Notice/Minutes/Agenda for a meeting
4. Visit to a section or chamber of secretary of any reputed company.
5. Any other as decided by the subject teacher.
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : VI
B) SUBJECT TITLE : Company Law and Secretarial Practice
C) CODE : 240612 (40)
D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : This course is offered with objective to make the students aware about duties related with the job of a secretary in regard to business/company operations and also acquaint with the various company laws & formation processor of company

F) TEACHING AND EXAMINATION SCHEME:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Periods/Week (In Hrs.)</th>
<th>Scheme of Examination</th>
<th>Credit</th>
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<td>L</td>
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<td>240612</td>
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</table>

L: Lecture hour, T: Tutorial hours, P: Practical hours, ESE: End of Semester Exam, CT: Class Test, TA: Teacher’s Assessment,

H) DISTRIBUTION OF MARKS AND HOURS :

<table>
<thead>
<tr>
<th>S. No.</th>
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<th>Marks</th>
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<tr>
<td>01</td>
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<td>FORMATION OF COMPANY</td>
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<td>COMPANY SECRETARY</td>
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<td>04</td>
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<td>BOARD OF DIRECTORS</td>
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H) DETAILED COURSE CONTENTS :

CHAPTER- 1 INTRODUCTION OF COMPANY:-

- Meaning
- Definition
- Characteristics
- Merits & Demerits of a Company
- Types of Company
- Difference between private & public company.
CHAPTER- 2 FORMATION OF COMPANY:-
- Promotion
- Registration & Commencements of business
- Memorandum of Association
- Articles of Association
- Prospectus, Capital structure of company.

CHAPTER- 3 COMPANY SECRETARY:-
- Meaning
- Qualification of Company Secretary
- Qualities
- Importance Status
- Appointment rights and responsibilities of company secretaries

CHAPTER- 4 BOARD OF DIRECTORS:-
- Meaning
- Qualifications & Disqualifications of director’s
- Power & duties of directors
- Resolution: - Meanings & Types of dissolution difference between ordinary and special resolution

CHAPTER- 5 MEETINGS: -
- Meanings and procedure of meeting
- Notice agenda
- Quorum
- Proxy
- Minutes Amendment
- Adjournment.
- Types of meeting
- Meeting of Board of Directors
- Meeting of Shareholders
- Meeting of Creditors
- Duties of Secretaries in connection of company meeting
- Power and duties of Chairman.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:
- Regular assignment should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use like function of secretary, formation of company, meetings etc.
- Assessment of term work of conduction of minimum two progressive test during the session.
- Arrange expert lectures on the subject.

J) SUGGESTED LEARNING RESOURCES:
(a) Reference Books:
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<tr>
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<th>Author, Publisher, Edition &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretarial Practice &amp; Office Management</td>
<td>Dr.Verma, Dr.Agrawal</td>
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<td>2</td>
<td>Secretarial Practice &amp; Office Management</td>
<td>Sherleker S.A</td>
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<td>3</td>
<td>Company Law &amp; Secretarial Practice</td>
<td>Dr.S.M Shukla, Sahitya Bhavan Publication Agra.</td>
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<td>4</td>
<td>Secretarial Practice</td>
<td>Dr.S.M Shukla</td>
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</table>

(b) Others:
- LCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

K) LIST OF PRACTICALS/TUTORIALS:
- Group discussion and seminar
- Collection & Demonstration of company documents (Perforam) like: memorandum /Articles/Prospectus.
- Demonstration of Notice/Minutes /Agenda of A.G.M of any company.
- Preparation of Notice/Minutes /Agenda for a meeting
- Visit to a section or chamber of secretary of any reputed company.
- Any other as decided by the subject teacher.
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : VI
B) SUBJECT TITLE : Office Equipment Safety Practice and Maintenance
C) CODE : 240613 (40)
D) BRANCH / DESCPLINE : MOM

E) RATIONALE : In modern age it is very important that personal being appointed in various office’s must know the operation of various machine and equipment used in modern offices. Automation is the essential necessity of every modern office that is why course is incorporated. So that the student of MOM acquire sufficient knowledge of office equipment and machine. The Course aims at achieving professional skill and proficiency is not only operating and handling various equipment but also in decision a requirement for an office.

F) TEACHING AND EXAMINATION SCHEME:

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<th>Scheme of Examination</th>
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<th>Hours</th>
<th>Marks</th>
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<tr>
<td>01</td>
<td>01</td>
<td>OFFICE EQUIPMENT AND MACHINES</td>
<td>19</td>
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<td>PRACTAICE OF MACHINE/EQUIPMENTS</td>
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<td>04</td>
<td>CARE &amp; UPKEEPING OF MACHINES</td>
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<td>20</td>
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<td>05</td>
<td>05</td>
<td>FAULT DETECTION &amp; REMEDIES</td>
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<td>20</td>
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<td>TOTAL</td>
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<td>100</td>
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H) DETAILED COURSE CONTENTS:
CHAPTER- 1 OFFICE EQUIPMENT AND MACHINES:

- Meaning
- Definition of office equipment and Machines
- Importance of office Machines/Equipment
- Needs of office Automation
- Classification of office Machines
- Guiding principles for selection of office machines and equipments
- Advantages and disadvantages and equipment.

CHAPTER- 2 PRACTICE OF MACHINE/EquipMENTS:

- Machine for office use
- Functions of machines
- Mechanical features of Machines/Equipments
- Advantages and disadvantages and Practice on Typewriter (Manual Electronic)
- Duplicator (Manual/ Electronic
- Calculator
- Cash Register
- Photocopier
- Postal Franking
- Laminating Machine
- Electronic Stencil Cutter.

CHAPTER- 3 PRACTICES OF MACHINE/EquipMENTS:

- Functions of Machines
- Mechanical Features of Machines/Equipments
- Advantages and Disadvantages and Practice of Computer
- Fax, Telex, EPABX, E-Mail, Pager
- Embossing Machine (Plastic Cards)
- Addressograph
- Letter Weighing Machine
- Paper Cutting Machine
- Comb binding Machine
- Binding Machine (Thermal Process)
- Staple Machine (Jumbo Size)
- Paper Shredder
- Mail opener and other office Machine / Equipment.

CHAPTER- 4 CARE & UPKEEPING OF MACHINES

- Installation of machines
- Guidelines or using manual/instructions
- Precautionary measures for using various office machines
- Tools required for maintenance and safety
- Safety from moisture
- Safety from heat or temperature
- Safety from fire
- Use of fire extinguisher etc
- Training for users or operators needs before use of machines
- Oiling/Cleaning and regular case taking of office machines.
CHAPTER- 5 FAULT DETECTION & REMEDIES:

- Detection of faults in various office machines
- Types of faults
- Nature of faults
- Periodical Maintenances
- Changing the fast moving parts/Stops after expiry of life period.

MAINTENANCE PROCESS:

- Meaning
- Importance of maintenance of office Machines and equipments
- Need for maintenance,
- Types of maintenance
- Routine maintenance
- Periodical maintenance
- Training on job for routine and regular type of maintenance of office machines.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Demonstration of Manual Typewriter
- Demonstration of Electronic Typewriter.
- Demonstration of Duplicator
- Demonstration of Power Operated Duplicating machine.
- Demonstration of Cash Register.
- Demonstration of Photocopier Machine.
- Demonstration of Postal Franking Machine
- Demonstration of Lamination & Binding machine.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Office work &amp; Automation</td>
<td>Levin H.S</td>
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<td>2</td>
<td>Office management</td>
<td>Narayan &amp; Rao</td>
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<td>Chabra T.N.S.Chandra New Delhi</td>
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<td>4</td>
<td>Office Automation system</td>
<td>Mac millan</td>
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<td>5</td>
<td>Office equipment and practice</td>
<td>V.K Verma</td>
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(b) Others:

- LCD Projector
- Different types of Office machine like Typewriter, Duplicator etc.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes
- Postal franking machine
- FAX
- EPABX Trainer kit
Subject: Office Equipment Safety Practice and Maintenance Lab

Code: 240621 (40)

Hours: 32

(H) LIST OF PRACTICALS/TUTORIALS

- Practice on various office machine/equipment.
- Maintenance of various office machine/equipment.
  - Hands on practice on various equipments visit to selected offices to observe different office equipments.
  - Demonstration of safety measures.
  - Demonstration of maintenance processes of various office equipments.
  - Group discussion and seminar
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : VI
B) SUBJECT TITLE : Computer Hardware & Maintenance
C) CODE : 240614 (40)
D) BRANCH / DESCRIPLINE : MOM

E) RATIONALE: The aim of this course is to provide practical knowledge of Computer Hardware and its Components. The course will develop students to accept challenges, which they are required to face during their initial career span. Also they will understand the concepts of subject, which they have studied to theory. The student will have an opportunity to apply his knowledge in presentable and practical form through this course. The students will apply their knowledge in practical life and Maintenance of the system.

F) TEACHING AND EXAMINATION SCHEME:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Periods/Week (In Hrs.)</th>
<th>Scheme of Examination</th>
<th>Credit</th>
</tr>
</thead>
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<td>ESE CT TA ESE TA L+(T+P)/2</td>
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<td>240614 (40)</td>
<td>4 1 -</td>
<td>100 20 30 - - 150</td>
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<td>240622 (40)</td>
<td>- - 3</td>
<td>- - - 50 20 70</td>
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G) DISTRIBUTION OF MARKS AND HOURS:

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<th>Hours</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>INTRODUCTION &amp; DEVELOPMENT OF COMPUTER HARDWARE -I</td>
<td>15</td>
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<td>02</td>
<td>02</td>
<td>INTRODUCTION &amp; DEVELOPMENT OF COMPUTER HARDWARE –II</td>
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<td>03</td>
<td>03</td>
<td>INPUT, OUTPUT SYSTEM</td>
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<td>04</td>
<td>ASSEMBLING OF COMPUTER SYSTEM</td>
<td>18</td>
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<td>05</td>
<td>05</td>
<td>UPGRADEDATION OF OUR SYSTEM</td>
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<tr>
<td></td>
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<td>TOTAL</td>
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</tbody>
</table>

H) DETAILED COURSE CONTENTS:

CHAPTER 1: INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE -I

- System Component
- Mother Board
Main parts of Mother Board, Working system of mother Board, Power Supply and Connectors of motherboard.

- Micro Processors
  - Introduction of Micro Processors
  - Intel Processor specification, Slots and Socket of Micro Processors.
  - General Problems and Solution of Micro Processors

- Techniques of Hard Disk
  - Introduction of Hard Disk, Cabling & Connection of Hard Disk,
  - Partition of Hard Disk
  - Troubleshooting of Hard Disk
  - Format of Hard Disk

CHAPTER 2: INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE – II

- CD & DVD Drives.
  - Main part of C.D, Meaning of DVD
  - General Problems and Solution of CD & DVD Drives

- Video Card
- Sound Card
- Speaker
- Mike
- Modem (Internal & External Modem)

- RAM
  - Types of RAM, Changing of RAM

- Mouse
  - Maintenance of Mouse

CHAPTER 3: INPUT, OUTPUT SYSTEM

- Uses of different ports in INPUT & OUTPUT SYSTEM like:- Serial Port, Parallel Port, USB Port etc.
- Introduction to Monitor Technology.
- Some Importance Technical Words
  - ACPI, AGP, APM, ATA, Beep Code, BIOS and its set up, Device Manager, Resolution, HUB, Flash Memory.

CHAPTER 4: ASSEMBLING OF COMPUTER SYSTEM

- Different hardware uses for assembling a System.
- Techniques of assembling a computer system.
- Booting Processor
- Problem and solution arises on assembling of system.

CHAPTER 5: UPGRADATION OF OUR SYSTEM

- Changing of Central Processing Unit.
- Increasing of RAM
- Changing a Sound Card
- Change Hard disk
- Installation of Networking.
- Meaning of Virus and its treatments.
- Introduction to Tablet PC
I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Demonstration of Computer Hardware Trainer Kit.
- Explain the different Computer Tools Kit.
- Demonstration of Internal & External Modem.
- Demonstration of different Cards used in our System.
- Regular assignments should be given on every topics of the syllabus.
- Arrange expert lectures on the subject matter.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Title</th>
<th>Author, Publisher, Edition &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BPB Computer Hardware Course</td>
<td>BPB Editorial Board, BPB Publication</td>
</tr>
<tr>
<td>2</td>
<td>Computer Hardware &amp; maintenance.</td>
<td>Hemant Goyal, Ravi Pocket Book</td>
</tr>
</tbody>
</table>

(b) Others:

- LCD Projector
- Computer Tools Kit.
- Computer Hardware Trainer Kit
- Computer Aided Instructional Packages
SUBJECT: Computer Hardware & Maintenance Lab

CODE: 240622 (40)

Hours: 48

(I) LIST OF PRACTICALS/TUTORIALS

- Practice on hardware trainer kit.
- Up gradation of your System.
- Installation of Internet on your system.
- Detail about Computer based Project:-
  
  The focus of the project is not to write lot of codes, but to have complete working system developed, using proper system planning and analysis. The student should select some real life problems for the project and maintain proper documentation such as requirements specification, design, test plan, overall plan etc. The student must submit a written copy of the project along with a soft copy. The faculty and student should work according to following schedule.

- The student must submit outline and action plan for the project execution (time schedule) and the same approved by the concerned faculty.
- The project group should no include more than 5 students.
- The project development must be carried out according to the following steps and write up should have the same sequence:-
  1. Project Objectives.
  2. Selections of tools (Hardware and Software).
  3. Analysis and project (input requirement analysis, DFD, Data Dictionary Databases, Flowchart, Structured Language, Algorithm, Program Modules, Master and Transaction File)
  5. Designing a Small user manual.
  6. System requirement for Designed Software.
     Future Scope, Suggestion.
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : VI
B) SUBJECT TITLE : Advance Stenography-IV (Hindi)
(Speed @ 100 w.p.m.)
C) CODE : 240615 (40)
D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : This Course is offered to the MOM students as to impart further inputs in the stenography area to enable him to achieve a higher targeted speed of 80 w.p.m., so as to enhance the employability still more in the job market. To make the students understand how to make sentences easy without wasting too much of the time with the help of Grammalogues, phrases and strokes and transcribing it on the typewriter or paper for accuracy test of 100 w.p.m. Speed and students will be able to take with the help of magazines, books, new paper, journals etc. to improve their accuracy.

F) TEACHING AND EXAMINATION SCHEME:

<table>
<thead>
<tr>
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<th>Scheme of Examination</th>
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<td>L T P</td>
<td>Theory ESE CT TA</td>
<td>Practical ESE TA</td>
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<td>240615 (40)</td>
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<td>240623 (40)</td>
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</tbody>
</table>

L: Lecture hour, T: Tutorial hours, P: Practical hours, ESE: End of Semester Exam, CT: Class Test, TA: Teacher’s Assessment,

G) DISTRIBUTION OF MARKS AND HOURS:

H) DETAILED COURSE CONTENTS:

विशेष नियम –
पोस्ट आफिस विभाग, रेलवे विभाग, शिक्षा विभाग, स्वास्थ्य विभाग, कृषि विभाग, न्याय विभाग, बैंक एवं कंपनी से संबंधित और अन्य विभागों से संबंधित शब्दों का निर्माण।

परीक्षा के नियम –
700 शब्दों का डिक्टेशन 100 शब्द प्रति मिनट की गति से दिया जाएगा।
- पांच मिनट का अपठित गद्यांश 500 शब्द का होगा।
- दो मिनट का व्यापारिक/कार्यालयीन पत्रों से 200 शब्द का होगा।
- ट्रांसक्रिष्ट टाइपराइटर पर किया जाएगा।
I) SUGGESTED INSTRUCTIONAL STRATEGIES:
- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- There will be a two-man committee, out of which one will be Internal (Subject teacher) and another will be External (Outside teacher/Industry Personnel). Both will jointly assess the student on the basis of practical examination.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

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<tr>
<td>2</td>
<td>हिन्दी आश्रुलिपि संकलन</td>
<td>एम0 एस0 मेवाड</td>
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<tr>
<td>3</td>
<td>हिन्दी आश्रुलिपि श्रुतलेख</td>
<td>ओ0 पी0 शुक्ला</td>
</tr>
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(b) Others:
- Magazines, news papers, TV news, Journals, dictionaries etc. to be used for Shorthand practice.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

SUBJECT: Advance Stenography-IV (Hindi) (Speed @ 100 w.p.m.) Lab
CODE: 240623 (40)
Hours: 32

(H) LIST OF PRACTICALS/TUTORIALS:
- Passage A: The passage must be a business report/ a legal report/ matter or political report/ speech of 5 minutes duration @ 100 w.p.m. For experiment.
- Passage B: Must be a long hand matter to be produced into shorthand accreting and theoretical (500 words) for accuracy test.
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI

A) SEMESTER : VI
B) SUBJECT TITLE : Advance Stenography -IV (English)
(Speed @ 100 w.p.m.)
C) CODE : 240616 (40)
D) BRANCH / DESCIPLINE : MOM

E) RATIONALE : This Course is offered to the MOM students as to impart further inputs in the stenography area to enable him to achieve a higher targeted speed of 80 w.p.m., so as to enhance the employability still more in the job market. To make the students understand how to make sentences easy without wasting too much of the time with the help of Grammalogues, phrases and strokes and transcribing it on the typewriter or paper for accuracy test of 100 w.p.m. Speed and students will be able to take with the help of magazines, books, new paper, journals etc. to improve their accuracy.

F) TEACHING AND EXAMINATION SCHEME:

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<td>240616 (40)</td>
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<tr>
<td>240624 (40)</td>
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L: Lecture hour, T: Tutorial hours, P: Practical hours, ESE: End of Semester Exam, CT: Class Test, TA: Teacher’s Assessment,

G) DISTRIBUTION OF MARKS AND HOURS

--------------------------Not applicable-------------------------

H) DETAILED COURSE CONTENTS:

Chapter 1 Revision
- Technical Phrases, Legal Phrases, General Phrases.

Chapter 2
- Note taking Techniques & Transcription on Typewriters
- Rectification of Mistakes
- Drafting letters, rules & regulation
Chapter 3
- Dictation from newspapers and Journals
- Dictation from magazines and books intended for speed building
- Repeat the above

Chapter 4
- Dictation from T. V. news & transcription on Typewriter
- Dictation @ 100 W.P.M. from different magazines and books for speed building

Chapter 5  Repeat
- Phraseography Advanced
- Dictations
- Reading book
- Transcription on Typewriter
- Exercise in transcription of longhand matter into Correct Shorthand
- Speed test @ 100 w.p.m. related to Insurance, Banking, Legal or Political

I) SUGGESTED INSTRUCTIONAL STRATEGIES:
- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- There will be a two-man committee, out of which one will be Internal (Subject teacher) and another will be External (Outside teacher/Industry Personnel). Both will jointly assess the student on the basis of practical examination.
- Rules of Examination:-
  - Total 700 words dictation of 100 w.p.m speed.
    - Dictation of 500 words passage with the speed of 100 w.p.m of 5 minutes.
    - Dictation of 200 words business/official letter with the speed of 100 w.p.m of 2 minutes.
  - Transcription should be in Typewriting machine.
  - Total time of transcription will be 2 hrs.
  - 1 marks should be deducted by 2 mistakes
  - Maximum Marks for exam is 50 and the passing mark will be 50% or 25 marks

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

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<tr>
<td>1</td>
<td>Sir Isaac Pitman (Book)</td>
<td>Isaac Pitman &amp; Sons Ltd., Pitman House, London</td>
</tr>
<tr>
<td>2</td>
<td>Pitman 5 minute speeds Tests (Book)</td>
<td>Isaac Pitman &amp; Sons Ltd., Pitman House, London</td>
</tr>
<tr>
<td>3</td>
<td>Small magazines 5 minute speed test</td>
<td>Isaac Pitman &amp; Sons Ltd., Pitman House, London</td>
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(b) **Others:**
- Magazines, newspapers, TV news, Journals, dictionaries etc. to be used for Shorthand practice.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

**SUBJECT TITLE:**  *Advance Stenography -IV (English) (Speed @ 100 w.p.m.) Lab*  
**CODE:** 240624(40)  
**Hours:** 32

**H) LIST OF PRACTICALS/TUTORIALS:**
- Passage A: The passage must be a business report/ a legal report/ matter or political report/ speech of 5 minutes duration @ 100 w.p.m. For experiment.
- Passage B: Must be a long hand matter to be produced into shorthand accreting and theoretical (500 words) for accuracy test.
The purpose of office training is to offer wide range of practical exposures to latest practices, equipments and techniques used in the field. This training programme will help the student in acquiring hands on experiences of various practices and events required to perform in different job situations. Through the office training the students are given an opportunity to develop psychomotor skills and problem solving ability. The students will have to go for official training in the areas related to:

1. Public Sector
2. Government Sector
3. Semi-Government Sector
4. Central Government
5. Private or Industrial Sector
6. Different Enterprises.

The duration of office training will be of four weeks and organized after the end of VI semester examination. The Office Training has basically the following three components:

1. Orientation Programme
2. Official Training in different office.
3. Report Writing and Evaluation

Note: During the orientation programme complete guidelines will be provided to the students regarding planning, implementation and evaluation of industrial training.

During the training student will have to maintain a daily dairy to record his observations and experiences at field and on the basis of daily dairy student has to prepare and submit Official Training Report.

For evaluation each student has to prepare and present a seminar paper related to experience gained during the office training. Each student will be evaluated on the basis of daily diary, training report, seminar presentation and viva voce.
F) TEACHING AND EXMINATION SCHEME:

<table>
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<td>240625</td>
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<td>(40)</td>
<td>L T P</td>
<td>Theory Practical</td>
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