



Government Rani Suryamukhi Devi College, Chhuria  
Dist.- Rajnandgaon (C.G.) Pin - 491558

Email ID – [chhuriacollege@gmail.com](mailto:chhuriacollege@gmail.com) Phone&Fax – 07745 – 299273

ANNEXURE - II

APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. Name of the Department: Commerce
2. UG program: UG
3. Details of the Value Added Courses:
  - a. Name of the Value Added Courses:- Computer Basics
  - b. Type of Value Added Courses: (Theory/ Lab/ Lab integrated Theory/others)
  - c. Short Description: Enclosure 1 enclosed - YES
  - d. Syllabus including Reference: Enclosure 2 enclosed - YES
4. Target audience: 25 seats in each Batch  
Year/Semester (indicate if more than one)  
Others
5. Details of Faculty handling the course:
  - a. Name of the Faculty handling the Value Added course: Dr. Rajendra Sharma
  - b. Details including designation and expertise Enclosure 3 enclosed - NO
  - c. Contact details

Name : Aashish Thakur (PGDCA)

Email ID : [sonut6820@gmail.com](mailto:sonut6820@gmail.com)

Phone No : 7974859483

6. Tentative Time Table including dates: 1<sup>st</sup> Batch from 11 Oct. 2021 & 2<sup>nd</sup> Batch from 01 Dec. 2021 Time - 03:40 PM to 04:40 PM

of internal assessments : Enclosure 4 enclosed - NO

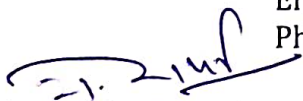
7. Proposed of students opting for the course: To learn computer basics

8. IQAC Minutes : Enclosure 5 enclosed - YES

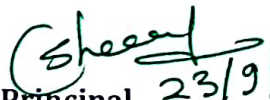
9. Name and Designation of the Coordinator : Mr. A.K. Gour

Email ID : [sgaur3498@gmail.com](mailto:sgaur3498@gmail.com)

Phone No : 8462925940

  
Head of the Department  
(with date & seal)

  
Coordinator IQAC

  
Principal 23/9/2021

with date & seal

Principal  
Govt.Rani Suryamukhi Devi College  
Chhuria, Distt.-Rajnandgaon (C.G.)  
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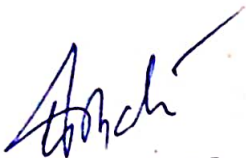
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## **Enclosure I**

Keeping in view the increasing importance of computers in personal as well as professional work, the purpose of developing the basic knowledge of the computer of the students studying in the college and the purpose of making full use of the 25 computers installed in the computer room available in the college. Value added course in Computer Basics is to be conducted. First Batch from 11 October 2021 & Second Batch from 1 December 2021



Enclosure - 2.

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## Computer Basics

Value Added Course Conducted By Department of Commerce

Note: Each Unit has Equal Marks

Max. Marks 100

### UNIT-I

**Introduction to Windows XP-** Introduction, What is Windows XP?, Evolution of Windows Operating System, Features of Windows XP, What's in Windows XP, Windows and its Elements.

**Accessories And other Tool** - Introduction, The Calculator, The Character Map, The Paint, The Notepad, The WordPad, The Internet Explorer, The Media player, The MS- DOS, The Control Panel, The Windows Picture and Fax Viewer.

**Managing Files and Folders** - Introduction, Viewing Files and Folders, Arranging Files and Folders, Creating a new Folder, Creating a File using Short-cut.

**Customizing Your Computer** - introduction, Customizing Your Desktop, Changing the Start Menu style, Setting a Screen sever, Reserving your mouse buttons, Changing the appearance of your mouse pointer, Adding a new font to your computer, Logging off from the Computer, Adding or Removing Programs.

### UNIT-II

**Word Processing and MS-Word** - Introduction, Feature of Word Processor, Starting MS- Word, Chief Elements of MS-Word Windows, Displaying and Hiding the Toolbar, File operations in MS- Word , Using Help Online.

**Text Formatting-** Introduction, Typing the Text, Selecting the Text with mouse, Deleting Text , Restoring the Deleting Text, Typing over the existing

Text, Undoing /Cancelling the last action, Redoing/Replacing the last action, Formatting font, Advanced text formatting, Customizing Spelling Check, Using the thesaurus.

### UNIT-III

**Document Formatting-** Introduction Using page Border, Bullets and numbering, Setting and Removing Tab stops, Making word count, using Auto text, Using Autocorrect, Headers And Footers, Setting up columns in the Document, Removing columns from the document, Inserting page numbering, Formatting the page numbering, manual and automatic page breaks, Setting margins, Inserting date and time.

### UNIT-VI

**Tables and Graphics-** introduction, Creating tables, calculating numeric data in a table, Deleting columns and rows, Formatting a table, Aligning text in the table, Formatting text in the table, Applying borders and shading, Add a border to a table, Automatically format a table, Using Drawing, Creating a Shape, using Word Art , Using Autoshapes, Insert a text box, What is drawing Canvas?, Using autoshapes.

**Mail Merge** – Introduction, Mail – Merge .

### UNIT-V

**Spreadsheet and MS-Excel-** Introduction, Starting MS- Excel, Spreadsheet and its Elements, Application Windows, Document Windows, Cell, standard Toolbar, Formatting Toolbar, Workbook, worksheet heading files.

**Worksheet Formatting-** Introduction, Entering Text Data, Entering Formula, Editing the Cell, Content Formatting the cell, Formatting Font, Setting Border Around cell, Hilighting Gridlines, using Format painter, Finding and Replacing the Text Using Spelling and Grammar.

**Function and Operator-** Introduction, Chief Element Function, Editing Functions, Using Mathematical, Functions, Using Statistical Functions, Using Date& Time Function, Changing the default date format, Text Function , Logical Function, Financial Function, Operators, AutoSum, Function Wizard.



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शासकीय रानी सूर्यमुखी देवी महाविद्यालय, छुरिया  
जिला - राजनांदगांव (छ.ग.)

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दिनांक 16.09.2021

आज दिनांक 16.09.2021 को प्राचार्य कक्ष में डॉ. श्रीमती सुषमा चौरे (नेताम) प्राचार्य के अध्यक्षता में आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC Cell) को बैठक आयोजित की गई। बैठक की कार्यवाही का विवरण निम्नानुसार है:-

1. बैठक में वाणिज्य विभाग द्वारा प्रस्तावित Value Added Course के अंतर्गत Computer Basics पाठ्यक्रम पर विचार किया गया। कुछ संशोधनों के बाद पाठ्यक्रम को स्वीकृत किया गया।
2. सत्र 2021-22 में यह पाठ्यक्रम 2 Batches के लिए प्रारंभ होगा। पहला Batch का पाठ्यक्रम 11 अक्टूबर से तथा दुसरे Batch के लिए पाठ्यक्रम 1 दिसम्बर से प्रारंभ होगा।
3. प्रत्येक Batch में अधिकतम 25 विद्यार्थी होंगे।
4. प्रति विद्यार्थी प्रशिक्षण शुल्क 800 रुपये निर्धारित किया जाता है। कम्प्यूटर ऑपरेटर को पारिश्रमिक के लिए राशि कम पड़ने की स्थिति में आवश्यक राशि जनभागीदारी फण्ड से उपलब्ध कराने की अनुशंसा की जाती है।
5. प्रत्येक Batch का पाठ्यक्रम अधिकतम 30 घंटों के लिए होगा।
6. नैक द्वारा IIQA के संदर्भ में पुछे गये प्रश्नों के जवाब एवं कार्यवाही के संबध में चर्चा की गई।
7. SSR पूर्णता की समीक्षा की गई तथा प्राचार्य द्वारा तीव्रगति से कार्य करने के निर्देश दिए गये।
8. सितम्बर के अंतिम सप्ताह में Induction कार्यक्रम आयोजित करने का निर्णय लिया गया।
9. ऑफलाइन एवं ऑनलाइन कक्षाओं की समीक्षा की गई तथा शिक्षकों को आवश्यक निर्देश दिए गए।
10. NSS, NCC एवं रेडक्रास सोसायटी की विस्तार गतिविधियों की समीक्षा की गई।

1. डॉ. राजेन्द्र शर्मा
2. डॉ. एच. एस. भाटिया
3. श्री एस. के. गौर
4. श्री ए. के. रामटेके

  
23/9/2021  
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