

S-SYLL. OF COMP.COUR & ENV. SCI.

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A.C. dt. 11-06-2008.

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



REGULATION – 1473 pertaining to :-

- [1] Compulsory “Computer Course” of 100 Marks [as per directives of State Govt.].**
- [2] Compulsory “Six Months Course in Environmental Science” of 100 Marks [as per directives of Supreme Court].**

WITH SYLLABI

[Effective from 2008 and onwards]

S-11062008 AC Circular

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**CIRCULAR NO.ACAD/NP/COMP.SCI./ENV.SCI./ 01 /2008**

It is hereby informed to all the concerned that the **Academic Council at its meeting held on 11-06-2008** has accepted the **Regulation-1473** pertaining to :-

[1] Compulsory "Computer Course"

and

[2] Compulsory "Six Months Course in Environmental Science" of [each of 100 Marks] at U.G. level.

The following issues have been incorporated in the Regulation-1473:-

a]	Scheme of Examination,
B]	Fees Structure for Each Course,
C]	Eligibility of the Faculty,
D]	Remuneration to the teachers as per State Government rules.

This is effective from the Academic Year 2008-2009 and onwards.

The enclosed Regulation-1473 and the syllabi of [1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science" are also available on University Website www.bamu.net.

All the concerned are requested to note the contents of this Circular for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. ACAD/NP/COMP.SCI.
ENV.SCI./2008/
6587-6786

Date:- 20-06-2008.


DEPUTY REGISTRAR,
[ACADEMIC].

Copy forwarded with compliments to:-

1] The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University

Copy to :-

1] The Controller of Examinations,
2] The Finance and Accounts Officer,
3] The Assistant Supdt. [B.A./B.Com./B.Sc./ Professional & Co-ordination Unit] Examination Branch.

S-[F] FACULTY OF SCI. [MINUTES]

A.C. dt. 10-12-2018
-73-

Encl to Item No. ()

M.C. dt. _____

Dr. Babasaheb Ambedkar Marathwada University**AMENDED REGULATION-1473:-**

Pertaining to "[1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science of 100 Marks" each at Under Graduate level.

- [1] The University will conduct the Examinations of [1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science of 100 Marks" each.
- [2] [a] The Examination of Compulsory "Computer Course" shall be conducted at First Year Degree level.
[b] The Examination of Compulsory "Six Months Course in Environmental Science" shall be conducted from the Second Year Degree Course.
- [4] It is Compulsory to Pass these Examinations upto Third Year, otherwise the student will not be permitted to appear for final examination.
- [5] The Teaching Workload will be as per syllabus.
- [6] There shall be following Scheme of Examination

For "Computer Science" :-

		Duration of Exam. (Hrs.)	Max. Marks	Minimum Marks for Passing
[a]	Theory	02	50	25
[b]	Practical	04	50	25
[c]	The medium of instructions will be English.			

- [7] Theory papers will be objective type. All the questions are compulsory;-
- a) The Practical consist of a Seminar :- Marks-05
b) The Practical General :- Marks-10
c) Viva-voce :- Marks-10
d) Practical Examination :- Marks-25

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**[8] Following shall be the Scheme of Examination
For Compulsory "Six Months Course in
Environmental Science".**

		Exam. Duration Hrs.	Max. Marks	Minimum Marks for Passing
[a]	Theory	2 ½	75	26
[b]	Field Work	--	25	09
[c]	The medium of instructions will be English / Marathi.			

The marks obtained by the students in this Examination be shown separately in the marks sheet of the students.

The Practical Exam. of these courses may be conducted at college level and the mark list be forwarded to the University.

[9] The following fees Structure for Compulsory "Six Months Course in Environmental Science" and Compulsory "Computer Course" :-

[a] Total Fees for each course per student :: Rs.200/-

[b] University examination fees per Student:: Rs.50/- per course.

[c] The amount of fees per student kept with the college for remuneration, conducting Practical Examination and administrative charges etc. :: Rs.150/-

[d] Since examinations are conducted by the University, appointment of Co-ordinator is not necessary.

[10] Eligibility of the teacher to be appointed for "Computer Science" Course as under :-

[a] M.Sc.(Comp.Sci.) I.T., M.C.M. and M.C.A.

If such candidates are not available, teachers in the subject of Physics, Electronics may be considered.

For Compulsory "Environmental Science"

A teacher having one of the following Degrees :-
M.Sc.(Env. Science), M.Phil., Ph.D. may be appointed to teach this subject.

If such candidates are not available, teachers in Botany, Zoology and Chemistry may be considered for the teaching.

- [11] Remuneration :-
The concerned teachers may be appointed on Clock Hour Basis @ Rs. 85/- per period of 50 Minutes duration as per Govt. guidelines.

The following students have been exempted from the Examinations :-

For Compulsory "Computer Science".

- [i] Passed Standard-XII with "Computer" or "I.T." as an Optional Subject.
- [ii] Passed MS-CIT, Certificate Course in "Computer, I.T. OR Diploma in Computer Science / I.T..
- [iii] Having Optional "Computer Science or I.T." subject at Degree level.

For "Compulsory "Six Months Course in Environmental Science"

- [iv] The students of B.F.A. and B.Ed. Degree Courses have been exempted from these exams.
- [v] Having Optional "Environmental Science" subject at Degree level.

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A.C. Dt. 11-06-2008

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Syllabus

COMPULSORY "COMPUTER COURSE"

[Effective from - 2008-2009]

Price : Rs. /-

OBJECTIVE :-

The Course is designed to aim at imparting a basic level appreciation programme to graduate students in computer. After completing the course the student is able to use the computer for basic purposes of preparing letters, bio-data, internet, sending mails, searching information on www, presentation of project maintainig accounts etc.

SYLLABUS

The theory as well as practical aspects of following topics will be taught. Corresponding practical classes should follow each theory topic. Each practical be recorded properly in the Record Book and be checked and signed by the concerned teachers of theory classes and practical classes both.

Part-1

- [1] Introduction to Computers :-
- Functions and Components of Computer
 - Types of Computers
 - Characteristics of Computers
 - What Computers can do
 - What Computers cannot do
- [2] Input and Output Devices
Input Devices
Output Devices
- [3] Auxiliary Storage Devices
- [4] Representation of data / information concepts of data processing
Definition of information and data
Basic Data Types

PART-2**INTRODUCTION TO WINDOWS**

- [6] Basic Dos Commands
- Comparison of DOS and Windows
 - Switching between DOS and Windows
 - Basic DOS commands: File / Directory, Manipulations, Copy , Delete Formatting a Floppy.
- [5] Introduction to Window
Starting Windows
Handling the Mouse
Window Controls

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Using Menus
 Dialog Boxes
 Getting Help from Windows
 Windows Settings dates and Sound
 Right Button of Mouse
 Creating short cuts
 Windows set up
 Notepad
 Window Accessories :
 CD writer

PART 3
WORD PROCESSES

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| [6] | Introduction of word Processing
Basic Features
Full-featured Word Processors
Conclusion | 15 Hours |
| [7] | Basics
Starting Word
Menus and Toolbars
Creating, Editing and Saving a Word Document
Using Word Help | |
| [8] | Working with Text-Further Techniques
Opening a Document
Moving Multiple Text Selections Simultaneously
Link Documents | |
| [9] | Word Advanced Topics
Creating a Table
Working with Graphics
Mail Merging
Previewing and Printing a Document
Shrink a Document to Fit into One Page | |

PART 4
Excel

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|------|----------------------------------------------------------------------------------------------------------|----------|
| [10] | Introduction to Electronic Spreadsheets
Electronic Spreadsheets
Spreadsheet Packages
Conclusion | 15 Hours |
| [11] | Excel Basics
Starting Excel
Navigating in a Workbook | |

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- Data Entry-Manual and Automatic Correcting Mistakes-Spelling Checker, Undo and Redo Changes
Using Excel Help
- [12] Formatting the Worksheet
 - Workbook File Properties
 - Naming the Worksheets
 - Entering Labels and Adjusting Layout
 - Adding Comments and Data Validation
 - Adding Pictures
 - Changing Cell Alignment and Wrapping
 - Formatting Cells
 - Formatting Numbers and Dates
 - Adding headers and Footers
 - Previewing and Printing a Worksheet
- [13] Formulas, Functions and Graphs
 - Naming a Range of Cells
 - Creating and Using Formulas
 - Using Excel Functions
 - Creating Graphs and Charts

PART 5**POWERPOINT**

- [14] Introduction to Presentations and Presentations Software 15 Hours
 - Presentation Basics
 - Presentation packages
 - Conclusion
- [15] PowerPoint Basics
 - Starting PowerPoint
 - Menus and Toolbars
 - Opening and Saving an Existing Presentation
 - Creating and Saving a Presentation Using AutoContent Wizard
 - Creating a Presentation Using a Design Template
 - Creating and Saving a Presentation Using the Blank Presentation
 - Using PowerPoint Help
- [16] Editing, Formatting and Displaying the Presentation
 - The Slide Sorter View
 - Inserting Slides from another Presentation
 - Inserting Pictures and Graphics
 - Setting Slide Transitions
 - Slide Show View
 - Printing Slides, Notes and Handouts

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PART 6
DDBMS AND ACCESS

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|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| [17] | Introduction to Databases, DBMS and RDBMS
Information
What is a Database?
What is a Database management System (DBMS)?
Why DBMS?
Types of Database Management Systems
Conclusion | 15 Hours |
| [18] | Access-Basics
Starting Access
Menus and Toolbars
Viewing Data
Using Access Help | |
| [19] | Data Manipulation in Access
Sorting and Filtering Records
Creating and Printing Reports | |

PART 7
Internet, E-mail and Outlook

- | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| [20] | Introduction to Internet
Internet Basics
Conclusion | 10 Hours |
| [21] | Internet Explorer
What is a Browser?
Starting Internet Explorer
Menus and Toolbars
Microsoft Internet Explorer
Setting up an Internet Explorer | |
| [22] | Basics of E-mail
Introduction
Why use E-mail?
How E-mail Works?
E-mail-Advantages and Disadvantages | |
| [23] | Outlook
Introduction
Starting Outlook
Menus and Toolbars
Outlook and E-mail
Opening and Saving an Attachment | |

PART 8
WEB DESIGNING & FRONTPAGE

- [24] Introduction to Web Design 05 Hours
Introduction
Basics of Web Design
Conclusion
Introduction to Front Page
Starting FrontPage
- [25] Use of Scanner
Scanning a picture and editing it
Attachment of the picture in a HTML document

In practical there should not be more than 20 students in a batch. In theory, there should not be more than 100 students in a batch.

Each part consists of 50% theory classes and 50% practical (50 hours theory and 50 hours practical). Students are required to keep record of practical in a journal which will be checked during practical examination.

THE EXAMINATIONS:

The Examination will consist of one theory paper of two hours durations and one practical examination of four hours duration. The examination will be conducted two times in a year.

The theory examination will consists of 50 marks. The paper will have 100 objective type questions.

In the practical examination the students will be four problems based on the syllabus mentioned above. The duly signed seminar and the practical record journals are essential for appearing the practical examination. No student will be allowed to appear for the practical examination until he / she submits duly signed to practical record book certifying that at least 70% of practical have been done by the student. The marks distribution of the practical marks will be as follows

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Practical Journals	10 Marks
Seminar report	5 Marks
Viva	10 Marks
Performance in practical	25 marks

The student will be declared pass, if he / she gets more than or equal to 50% marks in theory and practical separately.

PART 9

	Introduction to Publisher, Photo Draw and Small Business Tools	05 Hours
[26]	Introduction in Publisher Introduction Starting Publisher	
[27]	Introduction to Photo Draw Introduction Starting Photo Draw	
[28]	Introduction to Small Business Tools Introduction Small Business Financial Manager Small business Customer Manager Direct Mail Manager Business Planner	
[29]	Seminar report on any recent topic related to computer application 5 hours	05 Hours

Books: Any book containing above topics may be recommended.
Some examples are as follows:

1. Introduction to Computers with MS-Office 2000 :- Alexis Leon and Mathes Leon (Tata McGraw Hill)
2. Information Technology:- V.Rajarman (PHI)
3. Data Processing and Information Technology – C.S. Rrench, BPB Publication

The information may be also gathered from Web Site.

INFRASTRUCTURE REQUIRED:

There should be a computer laboratory with one server and 25 computers among 100 students. There should be 5 scanners in the Laboratory.

The system should have Internet facilities. All system should have software related to operating system of the LAN, DOS, Word Processor, PowerPoint, Access, Excel, Internet explorer, Paint Photoshop, HTML