MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. ACS-II 2010 8472 516
Dated: 17/6/10

To
All the Principals of Colleges (Arts, Science and Commerce),
Affiliated to M.D. University, Rohtak.

Sub: Teaching of Computer Education at the Undergraduate Level.

Sir/Madam,

In continuation of this office letter No. ACS-II/2010/6955-7097 dated 18.5.2010 on the subject cited above, it is informed that the Vice-Chancellor has been pleased to approve the following recommendations of the Joint Committee of Maharshi Dayanand University, Rohtak and Kurukshetra University, Kurukshetra held on 22.2.2010, in anticipation of the approval of the Academic Council Executive Council for implementation of Compulsory Computer Education at Undergraduate Level from the session 2010-11. The revised modalities are as under:

1. Paper of Computer Education i.e. Level-I (Certificate Course in Computer Education) is compulsory for the students of undergraduate courses (other than those exempted) from the session 2009-10. The Candidates who fail to pass the paper in the 1st year of the course will have to pass the same in 2nd year or 3rd year. However, Level-II (Diploma Course in Computer Education) and Level-III (Advanced Diploma Course in Computer Education) will be optional.

2. Teaching of Compulsory Paper of Computer Education for all the three levels i.e. Level-I (Certificate Course) Level-II (Diploma Course) and Level-III (Advanced Diploma Course) will be done on annual basis along with the In year 2nd year 3rd year of the course respectively and examinations for the same will also be held annually in the month of April/May.

3. The students who study any Add-on course relating to computers along with their Undergraduate course are exempted from the Compulsory Paper of Computer Education as this is being allowed in the case of students who are studying Computer Papers as a part of their undergraduate course.

4. The College will charge Rs. 100/- per candidate per month as lab charges from such candidates.

5. Workload of three periods for theory and three periods for practical per group per week will be assigned.

6. At least 20 computers for a batch of 40 students for lab work will be provided.

7. In order to maintain uniformity, a common question paper will be supplied by the University to the colleges.

8. The date sheet will be notified by the Controller of Examinations.

9. Theory and Practical examinations will be conducted by the respective colleges on annual basis.

10. Evaluation will be done by the respective colleges.
11. Score of the candidate in theory – practical papers taken together will be
given in the form of grades as under:
A - 90% and above
A - 75% and above but less than 90%
B - 60% and above but less than 75%
C - 50% and above but less than 60%
D - 35% and above but less than 50%
There will be no E grade i.e. marks below 35%.
The candidate scoring less than 35% marks will have to re-appear in this
paper as per rules.
12. Format of certificate to be issued to such candidates will be supplied by the
University and got printed by the college itself.
13. The certificate will be prepared & checked by the respective colleges and
signed by the Principal concerned which will be countersigned by the
Controller of Examinations, Maharshi Dayanand University, Rohtak.
14. At the end of the 3rd year of the degree course, the Principal will supply
the list of students (other than those exempted) who could not qualify the
Compulsory Paper of Computer Education i.e. Certificate course in
Computer Education (Level-1) to the Controller of Examinations, to
withhold the detailed marks cards (DMCs) and degree of such candidates.
The State Govt. may be requested to provide the required faculty and
infrastructure. Further necessary action in the matter may be taken accordingly.

Yours faithfully,

[Signature]

Ends. No. ACS-III/2010-8563-76 Dated 17/06/2010

Copy of the above is forwarded to the following for information and necessary
action:
1. The Higher Education Commissioner, Haryana, Shiksha Sadan, Sector 5,
Panchkula
2. Dean, Academic Affairs, M.D. University, Rohtak.
3. Dean, College Development Council, M.D. University, Rohtak.
4. Head, Dept. of Computer Science & Applications, M.D. University,
Rohtak.
5. Registrar, Kurukshetra University, Kurukshetra.
9. P.A to Vice-Chancellor, Registrar (for kind information of Vice-
Chancellor/Registrar) M.D.U. Rohtak.

[Signature]

Dr. Registrar (Academic) 17/06/2010

For Registrar
KURUKSHETRA UNIVERSITY, KURUKSHETRA  
(Established by the State Legislature Act XII of 1956)  
("A" Grade, NAAC Accredited)  

No. ACS-I/10/F-51/2010-27  
Dated: 8-11-2010  

To The Principals of all affiliated/maintained colleges of  
Kurukshetra University, Kurukshetra  

Subject: Change in nomenclature of Level-I (Certificate Course in Computer  
'Education' to 'Computer Awareness' Level-(I) and revised Scheme of  
Examination and syllabi for 'Computer Awareness' Level-(I) w.e.f.  
2010-11 and Scheme of Examination and syllabi for 'Computer  
Awareness' Level-(II) w.e.f. 2010-11 and 'Computer Awareness'  
Level-(III) w.e.f. 2011-12.  


Dear Sir/Madam,  

In continuation of this office letter No. ACS-I/10/F-51/86/02-8718 dated  
26.04.2010, it is to inform that on the recommendations of the Board of U.G. Studies in Computer  
Science & Applications under Res. No. 8 of 05.08.2010, the Vice-Chancellor has been  
pleased to approve, in anticipation of the approval of the Academic Council; that the  
nomenclature of Level-I (Certificate Course in Computer Education) will be Level-I  
'Computer Awareness' w.e.f. 2010-11 which is compulsory along with 1st year students of  
undergraduate courses (other than those exempted) in the affiliated/maintained colleges of  
K.U. Kurukshetra. The scheme of examination for Level-I 'Computer Awareness' is as  
under w.e.f. 2010-11 :-

<table>
<thead>
<tr>
<th>Existing Level-I(Certificate Course in Computer Education)</th>
<th>Amended (w.e.f. 2010-11) Level-(I) Computer Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theory</strong></td>
<td><strong>Marks</strong></td>
</tr>
<tr>
<td>L1 Basic Computer Education</td>
<td>100</td>
</tr>
<tr>
<td>Practical Software Lab-I</td>
<td>100</td>
</tr>
</tbody>
</table>

The scheme of examination for Level-II 'Computer Awareness' effective from  
the session 2010-11 and Level-III 'Computer Awareness' effective from the session 2011-12  

Cond....
Both optional papers along with 2nd year and 3rd year of the Undergraduate courses will be as
under-

- **Computer Awareness** Level-(I)
  1. L2-(I) PC software and ICT 100
  2. L2-(II) software Lab-II 100

- **Computer Awareness** Level-(III)
  1. L3-(I) Web designing 100
  2. L3-(II) software Lab-III 100

The revised scheme of examination and syllabi for Level-I and scheme of
examination and syllabi for Level-II & Level-III courses under annual system stand
displayed on K.U. Website i.e. www.kuk.ac.in. A copy of the same is also enclosed here with
for your ready reference.

Yours faithfully,

[Signature]

Asst. Registrar (Academic)
for Registrar

Endst. No. ACS-1/P-51/ 3/638-3/639
Dated: 18-04-2016

A copy of the above along with a copy of the Scheme of Examination and
Syllabi as stated above is forwarded to the following for information and necessary action:
1. Higher Education Commissioner, Haryana, Panchkula with reference to
   her office Memo No. 18/04-2007 UNP (4) dated 20.05.2010.
2. Vice-Chancellor, Mahindra Dyanand, University Rohtak.
3. Vice-Chancellor, Ch. Devi Lal University, Sirsa.
   With ref to meeting of Vice- Chancellories held on 13.05.16
5. Controllers of Examination, KUK.
6. Dy/Asst. Registrar (Secrecy, Conduct, R-I, R-II & R-III), KUK, with the request to maintain a copy of revised scheme
   of examination and syllabi of ‘Computer Awareness’, Level-I, II & III as Master Copy.
7. Head, Automation and Electronic Information Management Cell with the
   request to get uploaded the aforesaid syllabi on the K.U. website i.e. www.kuk.ac.in which have been e-mailed
   at hariic@rediffmail.com of Sh. Deepak Sharma, Programmer.

Ends: As above

Asst. Registrar (Academic)
for Registrar

[Signature]
Kurukshetra University, Kurukshetra

SCHEME OF COMPUTER AWARENESS TO BE INTRODUCED AT UNDER GRADUATE LEVEL

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Name</th>
<th>Maximum Marks</th>
<th>Pass Marks</th>
<th>Examination Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 - (i)</td>
<td>Basic Computer Education</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
<tr>
<td>L1 - (ii)</td>
<td>Software Lab – I</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
<tr>
<td>L2 - (i)</td>
<td>PC Software &amp; ICT</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
<tr>
<td>L2 - (ii)</td>
<td>Software Lab – II</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
<tr>
<td>L3 - (i)</td>
<td>Web Designing</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
<tr>
<td>L3 - (ii)</td>
<td>Software Lab – III</td>
<td>100</td>
<td>35</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Important Instructions:**

1. The theory question paper will be provided by the University.
2. The practical question paper will be set by the examiner on the spot.
3. The workload for theory paper is three periods per week.
4. The practical of students will be held in groups.
5. Each practical group will comprise of 20 students in Level-I and 15 students in Level-II and Level-III respectively.
6. The workload for practical paper is three periods per group per week.
L1 – (I) BASIC COMPUTER EDUCATION

Max. Marks: 100
Exam Duration: 3 Hrs

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Computer: Definition, Characteristics, Applications, Components of Computer System; Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.

Operating System: Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel — display properties, add/remove software and hardware, setting date and time, screen saver and appearance.


Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

REFERENCES BOOKS
2. Dromney, R.C., How to Solve it By Computer, PHI
3. Microsoft Office – Complete Reference — BPB Publication

L1 – (II) SOFTWARE LAB – 1

Max. Marks: 100
Exam Duration: 3 Hrs

Windows Operating System and Word Processing
Practical exposure as per theory syllabi

Computer Communication
1. Connect to the Internet, Open any website of your choice and save the Web Pages.
2. Search any topic related to your syllabus using any search engine and download the relevant material.
3. Create your E-Mail ID on any free E-Mail Server, Login through that and implement various operations provided in it.
COMPUTER AWARENESS (LEVEL - II)

L2 - (I) PC SOFTWARE AND ICT

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Note: The examiner will set total 10 (ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter text, numbers and dates, Cell Height and Width, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.
Presentation Software: Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.

REFERENCES BOOKS
1. Microsoft Office – Complete Reference – BPF Publication
2. Learn Microsoft Office – Russell A. Stultz – BPF Publication

L2 – (II) SOFTWARE LAB – II

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Presentation Software
1. Make a presentation of College Education System using (a) Blank Presentation, (b) From Design Template, and (c) From Auto Content Wizard.
2. Make a presentation on “Wild Life”. Apply various color schemes, audio effects and animation schemes.

Spread Sheet
1. Generation of Electricity Bill, Telephone Bill, Salary Statement of an Employee and Mark sheet of a student etc.
2. Apply various mathematical, statistical and financial functions on any worksheet.
3. To compute mean/median/mode in any worksheet.
COMPUTER AWARENESS (LEVEL - III)

L3 - (I) WEB DESIGNING

Max. Marks: 100
Exam Duration: 3 Hrs
Pass Marks: 35
Workload: 3 periods/week

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Scripting Language: Basics of HTML, Basic tags, Document tags, Empty tags, Comment lines, Ordered and unordered lists, Menu list, Absolute links, Relation links in web sites, Table handling, Image and Pictures, Frames, Forms, Animation, Use of colors.


REFERENCE BOOKS:
2. NIFT, Basics of Website Design, PHI Learning Private Limited, New Delhi

L3 - (II) SOFTWARE LAB - III

Max. Marks: 100
Exam Duration: 3 Hrs
Pass Marks: 35
Workload: 3 periods/week

HTML
1. Create any web page using following HTML tags (a) Background Colour, (b) Font (Colour, Size, Face), (c) Bold/Italic/Underline, (d) Big/Small, (e) H1, H2, etc., (f) Marquee, (g) Ordered/Unordered Lists
2. Create an employee table and apply various table handling operations on it using HTML
3. Implement the concept of Frames in a Web page.
4. Design Home page of your Institute and insert images in it.
5. Prepare your CV and link it on the web page.
6. Create a web page and use various sound effects/animation schemes in it.

Front Page
Use Front Page to
1. Create a web page using different text styles.
2. Create a new page using clip art gallery.
3. Create a new page using image from a scanner.
4. Create a web page showing a tourism spots of your area.
5. Create a web page having various table handling operations.