

Sri Sathya Sai College for Women, Bhopal
(An Autonomous College affiliated to Barkatullah University
Bhopal) Session 2019-20

कक्षा	:	बी.एस.सी./ बी.कॉम/बी.सी.ए./बी.ए.प्रथम वर्ष
विषय	:	आधार पाठ्यक्रम
प्रश्न पत्र	:	प्रथम
प्रश्नपत्र का शीर्षक	:	हिन्दी भाषा और नैतिक मूल्य
अधिकतम अंक	:	नियमित विद्यार्थी के लिए निर्धारित – 30 + 5=35 विवरण

इकाई-I

हिन्दी भाषा

1. स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद
2. पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी
3. वाक्य संरचना और अशुद्धियां (संकलित)

इकाई- II

हिन्दी भाषा

1. पूस की रात(कहानी) – मुंशीप्रेमचंद्र
2. आप दीपी भाव(लेख) – डॉ. त्रिभुवननाथ शुक्ल
3. पर्यायवाची, विलोम, एकार्थी, अनेकार्थी एवं शब्दयुग्म शब्द (संकलित)

इकाई-III

हिन्दी भाषा

1. भगवान बुद्ध (निबंध)– स्वामी विवेकानंद
2. लोकतंत्र एक धर्म है (निबंध)– डॉ. सर्वपल्ली राधाकृष्णन
3. नहीं रुकती है नदी – हीरालाल बाछोटिया
4. पल्लवन

इकाई- IV

हिन्दी भाषा

1. अफसर (व्यंग्य)– शरद जोशी
2. हमारी सांस्कृतिक एकता (निबंध)– रामधारी सिंह दिनकर (एक भारत श्रेष्ठ भारत के अन्तर्गत)
3. संक्षेपण (संकलित)

इकाई- V

नैतिक मूल्य

1. नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख)– डॉ. शशि राय
2. आचरण की सभ्यता (निबंध) – सरदार पूर्णसिंह
3. अंतर्ज्ञान एवं नैतिक जीवन (लेख)– डॉ. सर्वपल्ली राधाकृष्णन

Class	:	B.A. /B.Sc./B.Com./B.C.A I Year
Subject	:	Foundation Course
Paper	:	II
Title of Paper	:	English Language
Compulsory/Optional	:	Compulsory
Max Marks.	:	Total Marks= 35(Theory- 30+5-CCE)

UNIT I

1. Where the Mind is Without Fear; Rabindra Nath Tagore
2. The Hero: R.K.Narayan
3. Tryst with Destiny: Jawarharlal Nehru
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

Paragraph Writing

Class	:	B.A./B.Sc./B.Com./BCA I Year
Subject	:	Foundation Course
Paper	:	III
Paper Title	:	Entrepreneurship Development
Max Marks.	:	Theory 25 + CCE 05 = Total 30

Unit-1

Entrepreneurship Development - Concept and importance, function of Enterpriser, Goal determination - Problems Challenges and solutions.

Unit-2

Project Proposal — Need and Objects —Nature of Organization, Production Management.

Unit-3

Role of regulatory Institutions, Role of developmental Organisations, self employment oriented schemes, various growth schemes.

Unit-4

Financial Management for Project — Financial institution and their role, Capital estimation and arrangement, cost and price determination, accounting management

Unit-5

Problem of entrepreneur — Problem relating capital, problem relating registration, Administration problem and how to overcome from above problem.

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विषय	:	आधार पाठ्यक्रम
प्रश्न पत्र	:	प्रथम
प्रश्नपत्र का शीर्षक	:	हिन्दी भाषा और नैतिक मूल्य
अधिकतम अंक	:	नियमित विद्यार्थी के लिए निर्धारित – 30 + 5=35

विवरण

इकाई I

हिन्दी भाषा

1. वह तोड़ती पत्थर (कविता) – सूर्यकांत त्रिपाठी निराला
2. दिमागी गुलामी (निबंध) – राहुल सांकृत्यायन
3. वर्ण – विचार (स्वर-व्यंजन, वर्गीकरण, उच्चारण स्थान)

इकाई-II

हिन्दी भाषा

1. नारीत्व का अभिशाप (निबंध) – महादेवी वर्मा
2. चीफ की दावत (कहानी) – भीष्म साहनी
3. विराम चिन्ह –(संकलित)

इकाई-III

हिन्दी भाषा

1. चली फगुनाहट बौरे आम (ललित निबंध)– विवेकी राय
2. इन्द्रधनुष का रहस्य (वैज्ञानिक लेख)– डॉ. कपूरमल जैन
3. संधि (संकलित)

इकाई-IV

हिन्दी भाषा

1. सपनों की उड़ान (प्रेरक निबंध)– ए.पी.जे.अब्दुल कलाम
2. हमारा सौर मण्डल (संकलित)
3. प्रमुख वैज्ञानिक आविष्कार (संकलित)
4. समास (संकलित)

इकाई-V

नैतिक मूल्य

1. शिकागो व्याख्यान (व्याख्यान)– स्वामी विवेकानन्द
2. धर्म और राष्ट्रवाद – (लेख) महर्षि अरविन्द
3. सादगी (आत्मकथा)– महात्मा गाँधी
4. चित्त जहाँ भय शून्य (कविता)– रवीन्द्रनाथ टैगोर

Class	:	B.A. /B.Sc./B.Com./ B.C.A II Year
Subject	:	Foundation Course
Paper	:	II
Title of Paper	:	English Language
Compulsory/Optional	:	Compulsory
Max Marks.	:	Total Marks= 35(Theory- 30+5-CCE)

UNIT I

- 1.Tree: Tina Morris
- 2.Night of the Scorpion: Nissim Ezekiel
- 3.Idgah: Prem Chand (Translated by Khushwant Singh)
- 4.Letter to God: G.L.Swanteh (translated by Donald A.Yates)
- 5.My Bank Account: Stephan Leacock
- 6.God Sees the Truth but Waits: Leo Tolstoy

UNIT II

Basic English Language: Idioms, Proverbs and Phrases and Phrasal Verbs, Tenses, Prepositions, Determiners, Verbs, Articles, Nouns and Pronouns

UNIT III

- 1.Short Essay on the given topics.
- 2.Correspondence Skills (Formal and Informal Letters and Application)

UNIT IV

Translation of sentences/ passages (English to Hindi and Hindi to English)

UNIT V

Resume Writing

Class : **B.A. /B. Sc. /B.Com. /BCA II YEAR**
Subject : **Foundation Course**
Paper : **III**
Paper Title : **Environmental Studies**

Max. Marks: **Theory - 25** **CCE – 05** **Total - 30**

Unit - I Study of Environment and Ecology

1. Definition and Importance
2. Public participation and public awareness
3. Ecology – Introduction
4. Ecosystem – Concepts, Components, structure & function, energy flow, food chain, food web, ecological pyramids and types.

Unit - II Environmental Pollution and Population

1. Air, Water, noise, heat and nuclear pollution – definition, causes, effect and prevention of pollution.
2. Population growth, disparities between countries.
3. Population explosion, family welfare programme.
4. Environment and human health.
5. Cleanliness and disposal of domestic waste.

Unit - III Natural Resources, Problems and Conservation

1. Water resources
2. Forest resources
3. Land resources
4. Food resources
5. Energy resources

Unit - IV Biodiversity and its Protection

1. Introduction- Genetic, species and ecosystem diversity.
2. Value of bio-diversity- Consumable use: Productive use. Social, Moral and Aesthetic values.
3. India as a nation of mega bio-diversity centre, bio-diversity at national and local levels.
4. Threats to bio-diversity; Loss of habitat. Poaching of wildlife, man and wildlife conflicts.

Unit - V Disaster Management and Environmental laws.

1. Disaster management – flood, earthquake, cyclones and landslides.
2. Conservations of laws for air and water pollution.
3. Wildlife conservation laws.
4. Role of information technology in protecting environment and health.

Books Recommended

- Principles of Environmental science by Cunningham, McGraw Hills publication.
- Book of basics of Environment by Michael Allaby
- Environmental science by Dr. Vishal Rajput
- Environmental Studies by Anju Agarwal and Anil Kumar Agarwal, Ram Prasad and Sons publication.
- Environmental Studies by Dr. S.M. Saxena and Dr. Seema Mohan, Kailash Pustak Sadan Publication

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विषय	:	आधार पाठ्यक्रम
प्रश्न पत्र	:	प्रथम
प्रश्नपत्र का शीर्षक	:	हिन्दी भाषा और नैतिक मूल्य
अधिकतम अंक	:	नियमित विद्यार्थी के लिए निर्धारित - 30 + 5=35

इकाई -1

हिन्दी भाषा

1. मेरे सह यात्री (यात्रा वृत्तांत) - अमृतलाल बेगड़
2. मध्यप्रदेश की लोक कलाएँ (संकलित)
3. लोकोक्तियाँ एवं मुहावरे (संकलित)

इकाई-2

हिन्दी भाषा

1. जनसंचार माध्यम (प्रिंट, इलैक्ट्रॉनिक एवं सोशल मीडिया)
2. दूरभाष और मोबाइल (संकलित)
3. संक्षिप्तियाँ

इकाई-3

हिन्दी भाषा

1. पत्रकारिता के विभिन्न आयाम (संकलित)
2. मध्यप्रदेश का लोक साहित्य (संकलित)
3. पत्र लेखन-आवेदन, प्रारूपण, आदेश, परिपत्र, ज्ञापन, अनुस्मारक पत्र (संकलित)

इकाई-4

हिन्दी भाषा

1. राजभाषा हिन्दी (संकलित) हिन्दी की संवैधानिक एवं व्यवहारिक स्थिति
2. हिन्दी की शब्द सम्पदा (संकलित)
3. अनुवाद: अर्थ, प्रकार एवं अभ्यास

इकाई-5

हिन्दी भाषा

1. विश्व के प्रमुख धर्म एवं महत्वपूर्ण विशेषताएं
(हिन्दू धर्म, जैन धर्म, बौद्ध धर्म, सिक्ख धर्म, ईसाई धर्म, इस्लाम धर्म)
2. सत्य के प्रयोग (महात्मा गांधी की आत्मकथा का संक्षिप्त संस्करण)

Class	:	B.A. /B.Sc./B.Com./B.C.A III Year
Subject	:	Foundation Course
Paper	:	II
Title of Paper	:	English Language
Compulsory/Optional	:	Compulsory
Max Marks.	:	Total Marks= 35(Theory- 30+5-CCE)

Unit-1

1. Stopping by Woods on a Snowy Evening: Robert Frost
2. Cherry Tree : Ruskin Bond
3. The Axe: R.K. Narayan
4. The Selfish Giant: Oscar Wilde
5. On the Rule of the Road: A.G. Gardiner
6. The Song of Kabir: Translated by Tagore

Unit-2

Basic Language Skills-

Transformation of sentences, Direct-Indirect Speech, Active-Passive Voice, Confusing words, misused words, Similar words with different meaning.

Unit-3

Report Writing, Narration Skills, Narration of events and situations.

Unit-4

Drafting of E-mails

Unit-5

Drafting CV.

Class	:	B.A. /B. Sc. /B.Com. /BCA III YEAR
Subject	:	Foundation Course
Paper	:	III
Paper Title	:	Basics of Computer & Information Technology
Compulsory/Optional	:	Compulsory

Unit I

Introduction to Computer: Basic Organization of computer system: Block diagram & Function (central Processing Unit, input/output unit, storage unit), Characteristics, capabilities & Limitations, types of Computing Devices: Desktop, Laptop & Notebook, Smart Phone, Tablet PC, Server, Workstation & their characteristics.

Primary Memory & its types: RAM, ROM, PROM, EPROM, EEPROM, Cache Memory.

Peripheral devices : Input Devices - Keyboard, Mouse, Trackball, Joystick, Digitizer or Graphic table, Scanners, Digital Camera, Web Camera, MICR, OCR, OMR, Bar-code Reader, Voice Recognition Device, Light pen & Touch Screen. Output Devices: Display Devices (CRT, TFT, LCD, LED, Multimedia Projectors), Video Standards: VGA, SVGA, XGA etc. Impact Printers (Daisy Wheel, Dot Matrix & Line Printers), Non-Impact Printers (Inkjet, Laser, Thermal).

STORAGE DEVICES : Magnetic Tape, cartridge, Data Drives, Hard Disk Drives (Internal & External), Floppy Disk, CD, VCD, CD-RW, Zip Drive, DVD, DVD-RW, USB Flash Drive, Blue Ray Disc & Memory Cards.

Unit II

OPERATING SYSTEM (OS): DOS Basics - FAT, File & Directory Structure, naming rules, Booting Process, DOS System Files. Internal & External DOS Commands.

WINDOWS Basics (Only elementary idea): Windows 7 & 8 Desktop, Control Panel, saving, renaming, moving, copying and searching, files & folders, restoring from Recycle Bin, Creating shortcut, Establishing Network connection.

Unit III MS Word

Text Editing And Formatting Using Word 2007 & onwards : creating documents using Template, Saving word file in various file formats, previewing documents, printing documents to file/page, protecting document, editing of selected text, inserting, deleting and moving text.

Formatting documents, page layout, paragraph format, Aligning text and paragraph, Borders and Shading, headers and footers.

Unit IV

MS Power Point & MS Excel: Creating presentation using slide master and template in various themes & variants, Working with slides: New slide, move, copy, delete, duplicate, slide layouts, presentation view, Format menu: Font, paragraph, drawing & Editing, Printing presentation: print slides, notes, hand outs and outlines, Saving presentation in different file formats, Workbook & Worksheet Fundamentals: concept of Row, column & cell; creating a new workbook through blank & template, Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc.); Renaming, Copying, inserting, deleting & protecting worksheet, Working with Row & Column (inserting, deleting, pasting, Resizing & Hiding), Cell & cell formatting, Concept of range.

Unit V

Internet and cyber security: Internet world wide web, dial-up connectivity, leased line, VSAT, Broad Band , Wi-Fi, URL, domain name , Web Browser (Internet Explorer , Firefox, Google Chrome, Opera , UC Browser etc.), search engine (Google , Bin , Ask etc.), website - static & dynamic, difference between Website & Portal, E-mail: Account opening , sending &receiving e-mails, managing Contacts & Folders, E-mail, internet & social networking ethics, Types of viruses & antivirus.

Computer security issues & its protection firewall & antivirus, making secured online transactions.

Recommended Text Books:

1. PC Software for Windows by R.K. Taxali
2. Fundamental pc computers by P.K.Sinha
3. Computers Today by Suresh K. Basandra
4. Computer Fundamentals and Architecture by B.Ram

