NMDC DAV POLYTECHNIC

EDUCATION CITY JAWANGA, GEEDAM, DANTEWADA

COURSE DETAILS

DEPARTMENT OF BASIC SCIENCE & HUMANITIES

Diploma in Engineering

Academic Session: July - Dec 2024

Branch: Electrical

Semester: 1

Name of Subject: Computer fundamentals & Applications

Faculty Name: Dr. AKHILESH YADU

Designation: Lecturer

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Chhattisgarh Swami Vivekanand Technical University (Academic Calendar-2024-2025)

SN	Activity Session (July-Dec - 2024)	Diploma Engineering 5th Semester	Diploma Engineering 3rd Semester	Diploma Engineering 1st Semester
1	**Schedule of classes:**	20-Aug-24 To 06-Dec-24	02-Sep-24 To 20-Dec-24	16-Sep-24 To 06-Jan-25
2	**Induction program 1st Yr UG Students:** 3 week			16-Sep-24
3	**Assignment-1:** To be given at least 15 working days before the start of CT-1.	7-Sep-24	20-Sep-24	4-Oct-24
4	**Inter-Branch / College Level Sports Competition**	23-Sep-24 - 06-Oct-24	23-Sep-24 - 06-Oct-24	23-Sep-24 - 06-Oct-24
5	**Last Date for Evaluation of Assignment-1:**	27-Sep-24	15-Oct-24	28-Oct-24
6	**First Syllabus Coverage Submission to University via Google Link:** The Google link will be open for 3 working days when the Class Test (CT) begins.	28-Sep-24 - 01-Oct-24	11-Oct-24 - 14-Oct-24	24-Oct-24 - 28-Oct-24
7	**Schedule of Class Test-1:** Class Test-1 will commence a minimum of 32 working days after the start of classes (40% syllabus coverage).	28-Sep-24 - 04-Oct-24	11-Oct-24 - 16-Oct-24	24-Oct-24 - 29-Oct-24
8	**Deadline for Showing Answer Scripts of CT-1 and Displaying Marks to Students:** Task must be completed within 5 days after the conclusion of Class Test-1.	10-Oct-24	22-Oct-24	5-Nov-24
9	**Assignment-2:** To be given at least 15 working days before the start of CT-2.	2-Nov-24	16-Nov-24	30-Nov-24
10	**College Level Youth Techfest**	06-Nov-24 - 20-Nov-24	06-Nov-24 - 20-Nov-24	06-Nov-24 - 20-Nov-24
11	**Commencement Date for Submitting the Online Exam Form:** 30 days before the commencement of exams.	20-Nov-24	04-Dec-24	19-Dec-24
12	**Last Date for Evaluation of Assignment-2:**	22-Nov-24	5-Dec-24	19-Dec-24
13	**Last Date for Submitting the Online Exam Form Without Late Fees:**	24-Nov-24	08-Dec-24	23-Dec-24
14	**Second Syllabus Coverage Submission to University via Google Link** The Google link will be open for 3 working days when CT-2 begins.	26-Nov-24 - 28-Nov-24	10-Dec-24 - 12-Dec-24	27-Dec-24 - 30-Dec-24
15	**Semester Academic Review Meeting:**	28-Nov-24	12-Dec-24	30-Dec-24
16	**Schedule of Class Test-2:** Class Test-2 will commence at least 10 working days before the end of classes.	26-Nov-24 - 30-Nov-24	10-Dec-24 - 14-Dec-24	27-Dec-24 - 01-Jan-25
17	**Last Date for Submitting the Online Exam Form With ₹30 Late Fees:**	28-Nov-24	12-Dec-24	27-Dec-24
18	**Last Date for Submitting the Online Exam Form With ₹120 Late Fees:**	02-Dec-24	16-Dec-24	31-Dec-24
19	**Last Date for Submitting the Online Exam Form With ₹200 Late Fees:**	06-Dec-24	20-Dec-24	04-Jan-25
20	**Deadline for Showing Answer Scripts of CT-2 and Displaying Marks to Students:** Task must be completed within 5 days after the conclusion of Class Test-2	6-Dec-24	20-Dec-24	6-Jan-25
21	**Last Date for Exam Form Approval by Institute:**	07-Dec-24	21-Dec-24	05-Jan-25
22	**Internal Assessment:** Internal assessment will start before the 3 days of external practical exam	08-Dec-24 - 10-Dec-24	21-Dec-24 - 23-Dec-24	07-Jan-25 - 09-Jan-25
23	**Schedule of Practical Exams**	11-Dec-24 - 16-Dec-24	24-Dec-24 - 28-Dec-24	10-Jan-25 - 14-Jan-25
24	**Submission of online practical marks** The portal opens on the first day of the practical exam and closes 5 days after the completion of practical exams.	11-Dec-24 - 23-Dec-24	24-Dec-24 - 04-Jan-25	10-Jan-25 - 21-Jan-25
25	**Preparation Leave:** Preparation leave begin after practical examand will end before the commencement of the theory exams.	17-Dec-24 - 19-Dec-24	29-Dec-24 - 02-Jan-25	15-Jan-25 - 17-Jan-25
26	**Schedule of Theory Exams:**	20-Dec-24 - 31-Dec-24	03-Jan-25 - 15-Jan-25	18-Jan-25 - 28-Jan-25
27	**Submission of Online Sessional Marks:** The portal opens at the start of the theory exam and closes 5 days after the completion of theory exams.	20-Dec-24 - 06-Jan-25	03-Jan-25 - 21-Jan-25	18-Jan-25 - 03-Feb-25
28	**Winter / Semester Break :**	01-Jan-25 - 05-Jan-25	16-Jan-25 - 19-Jan-25	01-Feb-25 - 04-Feb-25
29	**Result Declaration:**	01-Mar-25	16-Mar-25	29-Mar-25

Note:

1). Google form link for providing syllabus coverage : https://forms.gle/PwAz3fH7mC77deCp7

2). Dates may be preponed or postponed. Any changes will be notified on the website.

3). The Revaluation form will be open for 10 days, and the Re-Revaluation form will be available for 7 days after the result declaration

I/C Exam

Registra

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Chhattisgarh Swami Vivekanand Technical University (Academic Calendar-2024-2025)

SN	Activity Session (Jan June - 2025)	Diploma Engineering 6th Semester	Diploma Engineering 4th Semester	Diploma Engineering 2nd Semester
1	**Schedule of classes:**	06-Jan-25 To 21-Apr-25	20-Jan-25 To 10-May-25	05-Feb-25 To 28-May-25
2	**7 days NSS Camp**		16-Jan-26 - 15-Feb-25	15-Jan-25 - 15-Feb-25
3	**Assignment-1:** To be given at least 15 working days before the start of CT-1.	22-Jan-25	6-Feb-25	21-Feb-25
4	**Last Date for Evaluation of Assignment-1:**	10-Feb-25	24-Feb-25	13-Mar-25
5	**First Syllabus Coverage Submission to University via Google Link:** The Google link will be open for 3 working days when the Class Test (CT) begins.	11-Feb-25 - 13-Feb-25	25-Feb-25 - 28-Feb-25	15-Mar-25 - 18-Mar-25
6	**Schedule of Class Test-1:** Class Test-1 will commence a minimum of 32 working days after the start of classes (40% syllabus coverage).	11-Feb-25 - 15-Feb-25	25-Feb-25 - 03-Mar-25	15-Mar-25 - 20-Mar-25
7	**Deadline for Showing Answer Scripts of CT-1 and Displaying Marks to Students:** Task must be completed within 5 days after the conclusion of Class Test-1.	21-Feb-25	8-Mar-25	26-Mar-25
8	**Assignment-2:** To be given at least 15 working days before the start of CT-2.	18-Mar-25	2-Apr-25	22-Apr-25
9	Commencement Date for Submitting the Online Exam Form: 30 days before the commencement of exams.	06-Apr-25	20-Apr-25	06-May-25
10	**Last Date for Evaluation of Assignment-2:**	23-Apr-25	23-Apr-25	9-May-25
11	Last Date for Submitting the Online Exam Form Without Late Fees:	10-Apr-25	24-Apr-25	10-May-25
12	Last Date for Submitting the Online Exam Form With ₹30 Late Fees:	14-Apr-25	28-Apr-25	14-May-25
13	**Second syllabus coverage submission to University via google link** The Google link will be open for 3 working days when CT-2 begins.	11-Apr-25 - 15-Apr-25	30-Apr-25 - 02-May-25	18-May-25 - 21-May-25
14	**Semester Acdemic Review Meeting:**	15-Apr-25	02-May-25	21-May-25
15	**Schedule of Class Test-2:** Class Test-2 will commence at least 10 working days before the end of classes.	11-Apr-25 - 17-Apr-25	30-Apr-25 - 05-May-25	18-May-25 - 23-May-25
16	Last Date for Submitting the Online Exam Form With ₹120 Late Fees:	18-Apr-25	02-May-25	18-May-25
17	Last Date for Submitting the Online Exam Form With ₹200 Late Fees:	22-Apr-25	06-May-25	22-May-25
18	**Last Date for Exam Form Approval by Institute:**	23-Apr-25	07-May-25	23-May-25
19	**Deadline for Showing Answer Scripts of CT-2 and Displaying Marks to Students:** Task must be completed within 5 days after the conclusion of Class Test-2	24-Apr-25	10-May-25	28-May-25
20	**Internal Assessment:** Internal assessment will start before the 3 days of external practical exam	22-Apr-25 - 24-Apr-25	12-May-25 - 14-May-25	18-Jun-25 - 20-Jun-25
21	**Schedule of Practical Exams**	25-Apr-25 - 29-Apr-25	15-May-25 - 19-May-25	21-Jun-25 - 25-Jun-25
22	**Submission of online practical marks** The portal opens on the first day of the practical exam and closes 5 days after the completion of practical exams.	25-Apr-25 - 06-May-25	15-May-25 - 26-May-25	21-Jun-25 - 02-Jul-25
23	**Preparation Leave:** Preparation leave begin after practical examand will end before the commencement of the theory exams.	30-Apr-25 - 05-May-25	20-May-25 - 19-May-25	29-May-25 - 04-Jun-25
24	**Schedule of Theory Exams:**	06-May-25 - 17-May-25	20-May-25 - 31-May-25	05-Jun-25 - 16-Jun-25
25	**Submission of Online Sessional Marks:** The portal opens at the start of the theory exam and closes 5 days after the completion of theory exams.	06-May-25 - 23-May-25	20-May-25 - 06-Jun-25	05-Jun-25 - 21-Jun-25
26	**Summer/ Internship/ Industrial Training/ Semester Break :**	27-May-25 - 14-Jul-25	01-Jun-25 - 14-Jul-25	26-Jun-25 - 14-Jul-25
27	**Result Declaration:**	16-Jul-25	30-Jul-25	15-Aug-25

Note:

1). Google form link for providing syllabus coverage : https://forms.gle/PwAz3fH7mC77deCp7

2). Dates may be preponed or postponed. Any changes will be notified on the website.

3). The Revaluation form will be open for 10 days, and the Re-Revaluation form will be available for 7 days after the result declaration

Exam

Registrar

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Time Table

Issue Date: 28/09/2024 **Applicable From:** 30/09/2024

	1	2	3	4	5	6	7
Monday	CFA (L)				CFA → Lab →		
Tuesday		CFA(L)			← CFA - Lab →		
Wednesday							
Thursday							
Friday				← CFA (T) →			
Saturday							

Issue Date: 17/10/2024 **Applicable From:** 21/10/2024

	1	2	3	4	5	6	7
Monday	CFA (Test)				← CFA (Lab) →		
Tuesday		CFA(L)			← CFA (Lab →		
Wednesday							
Thursday							
Friday				← CFA (T) →			
Saturday							

Issue Date: 09/12/2024 **Applicable From:** 11/12/2024.

	1	2	3	4	5	6	7
Monday			CFA (Test)		← CFA (Lab) →		
Tuesday					← CFA (Lab) →		
Wednesday						CFA (L)	
Thursday							
Friday						CFA (L)	
Saturday		CFA (L)					

Issue Date: 11/01/2024 2:00-03:30 pm **Applicable From:** 14/01/2025.

	1	2	3	4	5	6	7
Monday			← CFA	→			
Tuesday			← CFA	→			
Wednesday			← CFA	→			
Thursday			← CFA	→			
Friday			← CFA	→			
Saturday			← CFA	→			

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NMDC DAV POLYTECHNIC, DANTEWADA
BASIC SCIENCE & HUMANITIES DEPARTMENT
NEW TIME TABLE

BRANCH: ELECT/MECHANICAL | **SEMESTER:1** | **W.E.F- 03.02.2025**

BRANCH	Day/ Time	1st	2nd	01:00 To 02:00	3rd	4th
		10:00-11:30	11:30-01:00		02:00-03:30	03:30-05:00
ELECT	MON	PHYSICS (L)	CS-1	LUNCH BREAK	MATHS-I(L)	CFA(T)
MECH	MON	MATHS-I(L)	AM		CS-1	CHEM (L)
ELECT	TUE	PHYSICS(L)	CS-1		EESD(L)	CFA
MECH	TUE	ED	CHEM		MATHS-I(L)	AM
ELECT	WED	PHYSICS (L)	CFA(T)		MATHS-I(L)	EESD(L)
MECH	WED	MATHS-I(L)	CHEM		CS-1	AM
ELECT	THU	MATHS-I(L)	PHYSICS		CS-1	EESD(L)
MECH	THU	CHEM	CS-1		MATHS-I(L)	ED
ELECT	FRI	CFA (L)	MATHS		PHYSICS(T)	EESD
MECH	FRI	CHEM	AM		ED	CS-1
ELECT	SAT	PHYSICS (L)	MATHS		CS-1	CFA
MECH	SAT	AM	ED		MATHS-I(L)	CHEM (L)

HOD I/C
DR RAJ KUMAR DESHMUKH
NMDC DAV Polytechnic Dantewada

01/02/25
Principal
NMDC DAV Polytechnic Dantewada

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NMDC DAV POLYTECHNIC, DANTEWADA
BASIC SCIENCE & HUMANITIES DEPARTMENT
TIME TABLE(REVISION CLASS)

w.e.f. 16.01.2025

BRANCH: ELECTRICAL & MECHANICAL

SEMESTER:1

Day/ Time	BRANCH	1st	2nd	01:00 To 02:00	3rd	4th
		10:00-12:00	12:10-01:00		02:00-03:30	03:30-05:00
MON	ELECTRICAL	MATHS-I(A) + PHYSICS(B)	CS-I	LUNCH BREAK	CFA	EESD
	MECHANICAL	MATHS-I(A) + MECHANICS(B)	CHEM		ED	CS-I
TUE	ELECTRICAL	MATHS-I(B) + PHYSICS(A)	EESD		CFA	CS-I
	MECHANICAL	MATHS-I(B) + MECHANICS(A)	CS-I		ED	CHEM
WED	ELECTRICAL	MATHS-I(A) + PHYSICS(B)	CS-I		CFA	EESD
	MECHANICAL	MATHS-I(A) + MECHANICS(B)	CHEM		ED	CS-I
THR	ELECTRICAL	MATHS-I(B) + PHYSICS(A)	EESD		CFA	CS-I
	MECHANICAL	MATHS-I(B) + MECHANICS(A)	CS-I		ED	CHEM
FRI	ELECTRICAL	MATHS-I(A) + PHYSICS(B)	CS-I		CFA	EESD
	MECHANICAL	MATHS-I(A) + MECHANICS(B)	CHEM		ED	CS-I
SAT	ELECTRICAL	MATHS-I(B) + PHYSICS(A)	EESD		CFA	CS-I
	MECHANICAL	MATHS-I(B) + MECHANICS(A)	CS-I		ED	CHEM

HOD 16/01/25

Mr. Ashish Kumar Tiwari
NMDC DAV Polytechnic Dantewada

Principal
Dr. Mukesh Thakur
NMDC DAV Polytechnic Dantewada

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NMDC DAV POLYTECHNIC, DANTEWADA

BASIC SCIENCE & HUMANITIES DEPARTMENT

TIME TABLE

BRANCH: ELECTRICAL & MECHANICAL

SEMESTER:1

W.E.F. : 11.12.2024

Day/ Time	BRANCH	1st 10:00-11:00	2nd 11:00-12:00	3rd 12:10-01:00	01:00 To 02:00	4th 02:00-03:00	5th 03:00-04:00	6th 04:00-05:00
MON	ELECTRICAL	CS-I(L)	EESD(L)	CFA(TEST)	LUNCH BREAK	MATHS-I(L)	CFA(L)	
	MECHANICAL	MATHS-I(L)		AM(TEST)		CS-I(L)	CHEM(L)	LIBRARY
TUE	ELECTRICAL	MATHS-I(L)	PHYSICS(L)	CS-I(TEST)		LIBRARY	CFA(L)	
	MECHANICAL	ED(L)		MATHS-I(TEST)		CHEM(L)		CS-I(L)
WED	ELECTRICAL	PHYSICS(L)		CS-I(L)		MATHS-I(L)	EESD(L)	CFA(L)
	MECHANICAL	MATHS-I(L)		CHEM(TEST)		CS-I(L)	AM(L)	
THU	ELECTRICAL	MATHS-I(L)		PHYSICS(TEST)		CS-I(L)		EESD(L)
	MECHANICAL	CHEM(L)		CS-I(TEST)		MATHS-I(L)	ED(L)	
FRI	ELECTRICAL	PHYSICS(L)		EESD(TEST)		MATHS-I(L)		CFA(L)
	MECHANICAL	CHEM(L)	AM(L)			ED(L)		CS-I(L)
SAT	ELECTRICAL	CS-I(L)	CFA(L)	MATHS-I(TEST)		EESD(L)	PHYSICS(L)	
	MECHANICAL	AM(L)	ED(TEST)			MATHS-I(L)		CS-I(L)

Mr. Ashish Kumar Tiwari
NMDC DAV Polytechnic Dantewada

Principal
Dr. Mukesh Thakur
NMDC DAV Polytechnic Dantewada

NMDC DAV Polytechnic Dantewada

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NMDC DAV POLYTECHNIC, DANTEWADA
BASIC SCIENCE & HUMANITIES DEPARTMENT
TIME TABLE

BRANCH: ELECTRICAL & MECHANICAL **SEMESTER:1** **W.E.F. : 21.10.2024**

Day/ Time	BRANCH	1st 10:00-11:00	2nd 11:00-12:00	3rd 12:00-01:00	01:00 To 02:00	4th 02:00-03:00	5th 03:00-04:00	6th 04:00-05:00
MON	ELECTRICAL	CFA(TEST)	EESD(L)	MATHS-I(L)	LUNCH BREAK	STP	CFA LAB	
	MECHANICAL	MATHS-I(TEST)	CS-I(L)	AM(L)		LIBRARY	AM LAB	
TUE	ELECTRICAL	CS-I(L)	CFA(L)	PHYSICS(T)		LIBRARY	CFA LAB	
	MECHANICAL	CHEM(TEST)	W/S THEORY	CS-I(T)		MATHS-I(T)	ED(P)	
WED	ELECTRICAL	MATHS-I(TEST)	PHYSICS(L)	CS-I(T)		EESD(T)	BNCES LAB	
	MECHANICAL	CS-I(TEST)	CHEM(L)	MATHS-I(L)		LIBRARY	W/S PRACTICE	
THU	ELECTRICAL	CS-I(TEST)	BNCES(L)	MATHS-I(L)		LIBRARY	PHYSICS LAB	
	MECHANICAL	MATHS-I(L)	CHEM(T)	STP		AM(T)	CHEM LAB	
FRI	ELECTRICAL	PHYSICS(TEST)	MATHS-I(L)	EESD(L)		CFA(T)	STP	
	MECHANICAL	AM(TEST)	W/S PRACTICE			MATHS-I(L)	ED(T)	
SAT	ELECTRICAL	EESD(TEST)	PHYSICS(L)	MATHS-I(T)		BNCES(T)	CO-CURRICULAR ACTIVITIES	
	MECHANICAL	AM(L)	ED(TEST)			STP	CO-CURRICULAR ACTIVITIES	

HOD/T/Tiwary

Mr. Ashish Kumar Tiwari
NMDC DAV Polytechnic Dantewada

17/10/24

Principal
Dr. Mukesh Thakur
NMDC DAV Polytechnic Dantewada

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NMDC DAV POLYTECHNIC, DANTEWADA
BASIC SCIENCE & HUMANITIES DEPARTMENT
TIME TABLE

BRANCH: ELECTRICAL | **SEMESTER:1** | **W.E.F. : 30.09.2024**

Day/ Time	1st 10:00-11:00	2nd 11:00-12:00	12:00 To 12:10	3rd 12:10-01:00	01:00 To 02:00	4th 02:00-03:00	5th 03:00-04:00	6th 04:00-05:00
MON	CFA(L)	EESD(L)	SHORT RECESS	MATHS-I(L)	LUNCH BREAK	STP	CFA LAB	
TUE	CS-I(L)	CFA(L)		PHYSICS(T)		LIBRARY	CFA LAB	
WED	MATHS-I(L)	PHYSICS(L)		CS-I(T)		EESD(T)	BNCES LAB	
THU	CS-I(L)	BNCES(L)		MATHS-I(L)		LIBRARY	PHYSICS LAB	
FRI	PHYSICS(L)	MATHS-I(L)		EESD(L)		CFA(T)		STP
SAT	EESD(L)	PHYSICS(L)		MATHS-I(T)		BNCES(T)	CO-CURRICULAR ACTIVITIES	

S.NO.	ABBRIVATION	SUBJECT CODE	SUBJECT NAME	NAME OF FACULTY	SIGNATURE
1	CS-I	2000171(046)	COMMUNICATION SKILLS-I	DR. RAJ KUMAR DESHMUKH	
2	MATHS-I	2000172(014)	APPLIED MATHS-I	MR. ASHISH KUMAR TIWARI	
3	EESD	2000173(020)	ENVIRONMENTAL ENGG. & SUSTAINABLE DEVELOPMENT	DR. RUBINA SAHIN	
4	PHYSICS	2000174(015)	APPLIED PHYSICS	MR. C. S. VERMA	
5	BNCES	2000175(037)	BASIC NON-CONVENTIONAL ENERGY SOURCES	MR. C. S. VERMA, MR. YUSHU SAHU	
6	CFA	2000176(022)	COMPUTER FUNDAMENTALS & APPLICATIONS	DR. AKHILESH YADU	
7	PHYSICS LAB	2000190(015)	APPLIED PHYSICS(LAB)	MR. C. S. VERMA, MR. YUSHU SAHU	
8	BNCES(LAB)	2000191(037)	BASIC NON-CONVENTIONAL ENERGY SOURCES(LAB)	MR. C. S. VERMA, MR. YUSHU SAHU	
9	CFA(LAB)	2000193(022)	COMPUTER FUNDAMENTALS & APPLICATIONS(LAB)	DR. AKHILESH YADU	
10	STP	2000195(046)	SEMINAR & TECHNICAL PRESENTATION	DR. RAJ KUMAR DESHMUKH	

Time Table I/c
Dr. Rubina Sahin
NMDC DAV Polytechnic Dantewada

HOD 10/09/24
Mr. Ashish Kumar Tiwari
NMDC DAV Polytechnic Dantewada

Principal
Dr. Mukesh Thakur
NMDC DAV Polytechnic Dantewada

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A) Course Code : 2000176(022)

B) Course Title : Computer Fundamentals and Applications

C) Pre- requisite Course Code and Title :

D) Rationale :

This course will enable diploma engineers to use computers and different applications for various computing purposes. It will enable technicians to perform for day-to-day computing activities, in particular- preparing professional documents, analyzing details graphical representations, and multimedia presentation for time to time decision making by the management of academia, business and industry. They would also be able to use Internet, cloud services and its security features for effective computing.

E) **Course Outcomes:** The course content should be taught and implemented with the aim to develop the following outcomes in the students.

CO-1 Use effectively computer system and its peripherals.

CO-2 Prepare a professional document using various features of word-processing for academic/business/ industry.

CO-3 Create a spread sheet, analyze the data using different formula/ functions and represent it in different form of chart for solving academic/business/industrial problem.

CO-4 Create a professional multimedia presentation using its various features for an academic/business/ industrial application.

CO-5 Use Internet, Cloud services, and its security features for computing.

F) Scheme of Studies

S.No	Board of Study	Course Code	Course Titles	Scheme Of Studies (Hours/Week)			
				L	P	T	Total Credits(C) L+T+(P/2)
1	Computer Science and Engineering	2000176 (022)	Computer Fundamentals and Applications	2	-	-	2
2	Computer Science and Engineering	2000193 (022)	Computer Fundamentals and Applications (Lab)	-	4	-	2

Legend: L: Classroom Instruction (Includes different instructional strategies i.e. Lecture and other), P: Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies) T- Tutorial includes Sessional Work(SW) (includes assignment, seminar, mini project etc.) and Self Learning (SL), C: Credits

Note: SW and SL has to be planned and performed under the continuous guidance and feedback of teacher to ensure outcome of Learning.

Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Civil/ Electrical/ EEE/ Mining & Mine Surveying (Group-IA) Semester-I

G) Scheme of Assessment

S.No	Board of Study	Course Code	Course Titles	Scheme of Examination					
				Theory			Practical		Total Marks
				ESE	CT	TA	ESE	TA	
1	Computer Science and Engineering	2000176 (022)	Computer Fundamentals and Applications	70	20	30	-	-	120
2	Computer Science and Engineering	2000193 (022)	Computer Fundamentals and Applications (Lab)	-	-	-	30	50	80

Note : i. Separate passing is must for TA component of Progressive Assessment, both for theory and practical.

ii. Separate passing is must for End Semester Exam(Theory) and End Semester Exam(Practical).

H) **Course-Curriculum Detailing:**

This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Classroom Instruction (L), Laboratory Instruction (P), T- Tutorial includes Sessional Work (SW) and Self Learning (SL). Students are expected to demonstrate the attainment of Session Outcomes (SOs) and finally Course Outcomes (COs) upon the completion of course.

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CO-1 Use effectively computer system and its peripherals.

Approx. Hrs: L+P+T = 17)

Session Outcomes (SOs)	Laboratory Instruction (P)	Class room Instruction (L)	Self-Learning (SL)
SO1.1 Use functions of CPU, ALU, Memory Unit and I/O Units using block diagram of Computer SO1.2 Explain purpose and function of OS in computer SO1.3 Use various file handling operations in Windows operating system. SO1.4 Describe any five important features of Windows control panel. SO1.5 Describe Green IT concept for environmentally sound computing.	LE1.1 Perform various file handling operations of Windows OS (Create, copy, rename, delete, move files and folder) LE1.2 Use accessories utilities of windows OS (Notepad, Paint etc.)	**Unit-1.0 Basics of Computer System** 1.1 Computer block diagram 1.1.1 Central Processing Unit (CPU), Control Unit, Arithmetic logic Unit (ALU), Memory Unit 1.1.2 Input Output Units- Monitor, Printers: Dot matrix, Laser, Inkjet, Plotters, Scanner 1.2 Data Representation 1.2.1 Bit, Byte, Nibble, Word, ASCII, BCD, EBCDIC, UNICODE 1.3 Concept of Hardware and Software 1.3.1 System software & Application Software 1.4 Operating system 1.4.1 Concepts, Purpose and its Functions 1.4.2 Operations of Windows OS 1.5 Operations of Windows OS 1.5.1 Create and name file and folders 1.5.2 Copy file, Rename and Delete of files	• Block Diagram of Computer System • Features of Windows OS • Advance Features of Windows OS Utilities • Concept of Green IT

	and folders, Search files and folders 1.5.3 Install Application, Create shortcut of application on the desktop 1.6 Windows OS Utilities 1.6.1 Windows accessories Utilities 1.6.2 Control Panel, Taskbar 1.7 Green IT Concepts: Ergonomics, Power Plans to maximize computer's performance and conserve energy, Concept of minimizing Carbon Footprint, computing ewaste its toxic constituent and Health effects, ewaste management & recycling.	

SW-1 Suggested Sessional Work (SW):

a) **Assignments**
   i. Describe functions of CPU, ALU and Memory Unit using block diagram of Computer
   ii. List different features of operating system.

b) **Mini Project**
   i. Prepare a report on different type of computer system and printers with its specifications in your computer lab.

c) **Other Activities (Specify)**
   i. A Seminar on 'Various features of Windows O.S. of computer'
   ii. A Seminar on 'The Green IT concept for environmentally sound computing'.

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CO-2 Prepare a professional document using various features of word-processing for an academic/business/ industry.

(Approx. Hrs: L+P+T =20)

Session Outcomes (SOs)	Laboratory Instruction (P)	Class room Instruction (L)	Self-Learning (SL)
SO2.1 Use the various features of a word processing software for preparing a professional document.	LE2.1 Prepare a sample academic/ business/ industrial/ letter document applying formatting features on text like bold, italics, underline, font type, color and size. LE2.2 Apply bullet, and numbering feature in the above sample document LE2.3 Insert images and manipulate tablesin the above sample document. LE2.4 Use mail merge feature of word processing to write and send a personalized letter or e-mail to different people at the same time such as appointment or invitation letters. LE2.5 Develop typing speed for documentation at a proficiency level.	**Unit-2.0 Word Processing** 2.1 Overview of Word processor 2.1.1 Basics of Font-Type, Size, Color, Effects like Bold, Italic, Underline, Subscript and superscript, Case changing options 2.2 Working with Text 2.2.1 Inserting & Deleting, Undo and Redo 2.2.3 Copy and Moving (cutting) text within a document 2.3 Formatting Paragraphs 2.3.1 Lists Setting, Line spacing 2.4 Page settings 2.4.1 Margins Setting, Header and Footer 2.5 Spelling and Grammatical checks 2.6 Table and its options 2.6.1 Inserting rows or columns, Merging and Splitting cells, Arithmetic Calculations in a Table 2.7 Working with pictures 2.7.1 Inserting Pictures from Files 2.8 Using Drawings & Objects 2.8.1 WordArt, Lines	• Features of word-processing software • Advance features of word processing • Features for working with pictures and drawing objects

		and Shapes, Modifying Drawn Objects, Formatting Drawn objects.	

SW-2 Suggested Sessional Work (SW):

a. **Assignments**
   i. Make a report file on short cut key for different word processing commands.
   ii. Describe mail merge feature of word processing software for sending mass letter.

b. **Mini Project**
   i. Prepare a learning material in form of a document on the sessions taken on word processing.

c. **Other Activities (Specify)**
   i. A Seminar on 'Features of Word processing Software'

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CO-3 Create a spread sheet, analyze the data using different formula/ functions and represent it in different form of chart for solving academic/business / industrial problem.

(Approx. Hrs: L+P+T = 20)

Session Outcomes (SOs)	Laboratory Instruction (P)	Class room Instruction (L)	Self-Learning (SL)
SO3.1Use Spread Sheet software to create, analyze and represent it different form of charts.	LE3.1 Create a sample worksheet for any academic/ business/ industrial problem. (pay bill/ pay slip/ electricity bill/ examination results/ admission list). LE3.2 Apply different formula and functions in the above sample sheet for analyzing data. LE3.3 Use graphics and auto shapes in above sample sheet. LE3.4 Create and manipulate charts on the analyzed data for above sample sheet.	**Unit-3.0 Spread sheet/ Data Analysis & Chart Presentation** 3.1 Introduction to spread sheet/ Data Analysis & Graphical Presentation 3.1.1 Introduction to data, cell address 3.1.2 Excel Data Types 3.2 Concept of hyperlink 3.3 Introduction to Formatting 3.3.1 Formatting Number, Text, Formatting Date & Time, Formatting Concept of Worksheet, Formatting Concept of Workbook 3.4 Understanding Formulas 3.4.1 Operators in spread sheet 3.4.2 Operators Precedence 3.5 Understanding Functions 3.5.1 Common Excel Functions • Math & Trig Functions such as Sum, Round, Sqrt, Power etc. • Statistical Function such as Average, Min, Max, etc. • Date & Time • Lookup & Reference such as transpose etc. • Logical Functions such as IN, AND, OR etc. • Text Function such as Upper, Lower Types of Graphics3.6.1 Word Art, Auto Shapes, Images 3.7 Introduction to charts 3.7.1 Overview of different types of Charts, 3.7.2 Using different Types of Charts such as Bar Chart,	• Features of spread-sheet software • Advance features of Data Analysis • Type of data representation / Charts

		PI- Chart etc 3.8 Printing in spreadsheet 3.8.1 Print Area, set Margins, Header & Footer 3.6 Page Setup options.	

SW-3 Suggested Sessional Work (SW):

a) **Assignments**

I. Describe the use of Spread Sheet software to create, analyze and represent it different form of charts.

b) **Mini Project**

I. Create a student result sheet using Spreadsheet software, analyses the data and represent it in form of chart with respect to scores of previous exams/test/ Assignment.

c) **Other Activities (Specify)**

I. A Seminar on 'Features of Spread sheet/ Data Analysis & Chart Presentation software'

CO-4 Create a professional multimedia presentation using its various features for any academic/business/industrial application.

(Approx. Hrs: L+P+T = 19)

Session Outcomes (SOs)	Laboratory Instruction (P)	Class room Instruction (L)	Self-Learning (SL)
SO4.1 Use various features of multimedia presentation software.	LE4.1 Create a sample multimedia presentation for any academic/ business/ industrial application. LE4.2 Perform various operation on above sample presentation. LE4.3 Apply formatting features like font setting, text fill, space formatting on above sample presentation. LE4.4 Apply word arts, styles, bullets and numbers on above sample	**Unit-4.0 Multimedia/ Graphic Presentation** 4.1 Introduction to Multimedia/Graphic Presentation package 4.1.1 Outline of an effective presentations, Starting a New Presentation Files, Saving work, Creating new Slides 4.2 Work with textboxes 4.2.1 Adjusting character spacing, Adjusting line spacing, Formatting text	• Features of Multimedia Presentation software • Advance features of Multimedia Presentation • Features of drawing tools, clip art's, multimedia elements

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	presentation. LE4.5 Apply drawing tools, shapes object borders, object fill and effects on above sample presentation. LE4.6 Insert video, animation and sound files on above sample presentation. LE4.7 Create hyperlink and use action buttons on above sample presentation. LE4.8 Print the above multimedia presentation as per given format.	boxes, 4.2.2Create new Slides 4.3 Introduction to Formatting 4.3.1 Change a slides Layout, Applying a theme, Changing Colors, Using various types of effects, Creating and managing custom Color, Changing the background, Formatting bulleted and numbered list, Styles 4.4 Work with Fonts 4.4.1 Change thefont, font size, font color, Creating and managing custom font theme & Color, Using text fill 4.5 Work with Slides 4.5.1 Change slides Layout, Slides Master, Slide Sorter 4.5.2 Apply& Manage theme 4.6 Use Drawings & Objects 4.6.1 Word Arts, Selecting, deleting, moving, copying, resizing and arranging objects, working with drawing tools, Apply shape or picture styles, Applying object borders, Apply object fill, Apply	

		object effects, Apply object borders 4.7 Work with Clip Art & Picture 4.7.1 Insert Clip Art, Modify Clip Art, Insert& Editing Pictures 4.8 Find and replace text, Correcting your spelling	
		4.9 Use Tables 4.9.1 Creating a new Table, Editing a table's structure 4.10 Work with Video 4.10.1 Embed a video, Link to a video, Size a video, Video playback options 4.11 Use Animation, Sound & Effects 4.11.1 Using Custom Animation for Text & Picture 4.11.2 Configure a sound playback, Add a digital music sound track, provide Transition effects and timings, Creating hyperlinks, using action buttons	

SW-4 Suggested Sessional Work (SW):

a. **Assignments:**
   i. Describe the potential use multimedia presentation.
b. **Mini Project:**
   i. Create a short slide show of any event organized in college.
c. **Other Activities (Specify)**
   i. A Seminar on 'Features of multimedia presentation Software

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CO-5 Use Internet, Cloud services, and its security features for computing.

(Approx. Hrs: L+P+T = 20)

Session Outcomes (SOs)	Laboratory Instruction (P)	Class room Instruction (L)	Self-Learning (SL)
SO5.1 Identify different type of computer Networks. SO5.2 Explain briefly wired and wireless Internet connectivity.	LES.1 Identify various types of network, its devices LES.2 Configure Internet connection and browser setting. LES.3 Search web content based on different criteria using search engine. LES.4 Use email services to send	**Unit-5.0 Basics of Internet & Cloud Computing** 5.1 Types of Networks 5.1.1 LAN, MAN, WAN 5.2 Intranet, Internet, VPN, WI- FI, Bluetooth, switches 5.3 Brief of Internet Connectivity 5.4 Devices and Services	• Internet and its services • Browsers and search engines • Network security and features of cloud
SO5.3 Use different types of Internet services SO5.4 Identify various types of Viruses and its protection. SO5.5 Explain briefly cloud computing.	and receive emails. LES.5 Use voice mail, newsgroup, chat and video conferencing, ftp services LES.6 Install and configure Anti- virus/firewall on computer system	5.4.1 Dial up, Leased line, DSL Broadband, Access Point, Modem, WI-FI Router 5.4.2 Email, voice mail, Newsgroup, Chat, Video conferencing, File Transfer Protocol 5.5 Web Browsers URL, Web Site, http 5.6 Internet Services 5.6.1 Queries, Search Engines 5.7 Introduction to Virus & Antivirus 5.7.1 Virus & its type, Antivirus 5.7.2 Firewall 5.8 Overview of Cloud Computing	computing

SW-5 Suggested Sessional Work (SW)

a. **Assignments:**
   i. Explain Different type of networks
   ii. List the basic features of cloud network

b. **Mini Project:**

Prepare report on computer network, devices, antivirus and firewall software installed in the laboratory.

c. **Other Activities (Specify)**
   i. A seminar on 'Computer Antivirus'
   ii. A seminar on 'Computer Firewall'
   iii. A seminar on 'Overview of Cloud Computing'

Note: Performance under Laboratory and Sessional work may appear in more than one COs/SOs.

I) Suggested Specification Table (For ESE of Classroom Instruction)

Unit Number	Unit Titles	Marks Distribution			Total Marks
		R	U	A	
I	Basics of Computer System	10	16	6	32
II	Word Processing	-	6	-	6
III	Spread sheet/ Data Analysis & Chart Presentation	-	6	-	6
IV	Multimedia/Graphic Presentation	-	6	-	6
V	Basics of Internet, Cloud Services and its Security for Computing	6	10	4	20
Total		16	44	10	70

Legend: Remember, U: Understand, A: Apply and above

J) Suggested Specification Table (For ESE of Laboratory Instruction*)

S.No/ Units	List of Practicals	Assessment of Laboratory Work (Marks)			
		Performance		Viva-Voce	
		PRA	PDA		
1	i. Perform various file handling operations of Windows OS (Create, copy, rename, delete, move files and folder) ii. Use accessories utilities of windows OS (Notepad, Paint etc.)	2	2	2	30 Marks are allocated for performance under ESE
2	Prepare a sample academic/ business/ industrial/ letter document applying formatting features on text like bold, italics, underline, font type, color and size.	2	2	2	
3	Create a sample worksheet for any academic/ business/ industrial problem.(pay bill/ pay slip/ electricity bill/ examination results/ admission list).	2	2	2	

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4	Create a sample multimedia presentation for any academic/ business/ industrial application.	2	2	2	
5	i. Use voice mail, newsgroup, chat and video conferencing, ftp services ii. Install and configure Anti-virus/firewall on computer system	2	2	2	
		10	10	10	

*Assessment rubric, process and product check list with rating scale need to be prepared by the course wise teachers for each experiment for conduction and assessment of laboratory experiments /practicals

Legend: PRA: Process Assessment, PDA: Product Assessment

Note: Each student at the end of semester examination of **30 Marks**; has to undertake five experiments (one from each Unit)

K) Suggested Instructional/Implementation Strategies

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Industrial visits
6. Industrial Training
7. Field Trips
8. Portfolio Based Learning
9. Role Play
10. Demonstration
11. ICT Based Teaching Learning (Video Demonstration, CBT, Blog, Face book, Mobile)
12. Brainstorming
13. Others

L) Suggested Learning Resources

(a) Books

S. No.	Titles	Author	Publisher	Edition & Year
1.	Computer Fundamentals	Goel, Anita	Pearson Education, New Delhi,	2014, ISBN-13: 978-8131733097
2.	Computer Course	Ravi Kant Taxali	Tata McGraw Hills. New Delhi.	Year 2014 or latest
3.	Fundamentals of computers	V. Rajaraman, NeehariKaAdabala	PHI	6th Edition 2014 or latest
4.	Computer Basics Absolute Beginner's Guide, Windows 10	Miller, Michael	QUE Publishing;	8th edition August 2015, ISBN: 978-0789754516 or latest
5.	The Internet Book	Douglas Comer	Prentice Hall	Year 2007 or latest

6.	Microsoft Office 2010: On Demand	Johnson, Steve	Pearson Education, New Delhi India,	-2010. ISBN :9788131770641 or latest
7.	OpenOffice.org for Dummies	Leete, Gurdy, Finkelstein Ellen, Mary Leete	Wiley Publishing, New Delhi,	2003 ISBN : 978-0764542220 or latest
8.	Computer Fundamentals	Pradeep K Sinha	BPB Publication	Year 2004 or latest

(b) Open source software and website address

a. Fundamentals of computers- V. Rajaraman, NeeharikaAdabalahttps://books.google.co.in/books?id=rGjkBQAAQBAJ&dq=Fundamentals+of+computers&source=gbs_navlinks_s
b. Computer course, Ravi Kant Taxali- https://books.google.co.in/books/about/COMPUTER_COURSE.html?id=PfHftdSmN8kC&redir_esc=y
c. Computer Fundamentals Tutorials- https://www.arstecb.com/book_argment/com_fun.pdf
d. Computer fundamentals, P.K. Sinha http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/
e. Microsoft office set by step Joan Lambert and Curtis Frye https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf
f. Open Office Suit- http://www.openoffice.us.com/download-openoffice-free.php
g. MS Office: https://www.microsoft.com/en-in/learning/office-training.aspx
h. Open Office Training: http://www.tutorialsforopenoffice.org/
i. Star Office- https://s3-ap-southeast-1.amazonaws.com/r4ltue295xy0d/Special_Edition_Using_StarOffice_6_0.pdf
j. Typing Master 10 in English for Windows: http://www.typingmaster.com/typing-tutor/free-download.html
k. Hindi Typing Tutor and Master http://www.hinditypingtutor.com/

(c) Others

1. Learning Packages.
2. Lab Manuals.
3. Manufacturers' Manual
4. Users' Guide

M) List of Major Laboratory Equipment, Tools& Software

S. No.	Name of Equipment/Tools/Software	Broad Specification s	Relevant Practical Number
1.	Computer Network	LAN Cable, Router, Switch 30*2/Hub	LE1.1 & LE1.2

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4	Create a sample multimedia presentation for any academic/ business/ industrial application.	2	2	2	
5	i. Use voice mail, newsgroup, chat and video conferencing, ftp services ii. Install and configure Anti-virus/firewall on computer system	2	2	2	
		10	10	10	

*Assessment rubric, process and product check list with rating scale need to be prepared by the course wise teachers for each experiment for conduction and assessment of laboratory experiments /practicals

Legend: PRA: Process Assessment, PDA: Product Assessment

Note: Each student at the end of semester examination of 30 Marks; has to undertake five experiments (one from each Unit)

K) Suggested Instructional/Implementation Strategies

1. Improved Lecture
2. Tutorial
3. Case Method
4. Group Discussion
5. Industrial visits
6. Industrial Training
7. Field Trips
8. Portfolio Based Learning
9. Role Play
10. Demonstration
11. ICT Based Teaching Learning (Video Demonstration, CBT, Blog, Face book, Mobile)
12. Brainstorming
13. Others

L) Suggested Learning Resources

(a) Books

S. No.	Titles	Author	Publisher	Edition & Year
1.	Computer Fundamentals	Goel, Anita	Pearson Education, New Delhi,	2014, ISBN-13: 978-8131733097
2.	Computer Course	Ravi Kant Taxali	Tata McGraw Hills. New Delhi.	Year 2014 or latest
3.	Fundamentals of computers	V. Rajaraman, NeehariKaAdabala	PHI	6th Edition 2014 or latest
4.	Computer Basics Absolute Beginner's Guide, Windows 10	Miller, Michael	QUE Publishing;	8th edition August 2015, ISBN: 978-0789754516 or latest
5.	The Internet Book	Douglas Comer	Prentice Hall	Year 2007 or latest

6.	Microsoft Office 2010: On Demand	Johnson, Steve	Pearson Education, New Delhi India,	2010, ISBN 9788131776401 or latest
7.	OpenOffice.org for Dummies	Leete, Gurdy, Finkelstein Ellen, Mary Leete	Wiley Publishing, New Delhi,	2003 ISBN : 978-0764543210 or latest
8.	Computer Fundamentals	Pradeep K Sinha	BPB Publication	Year 2004 or latest

(b) Open source software and website address

a. Fundamentals of computers- V. Rajaraman, NeehariKaAdabalahttps://books.google.co.in/books?id=GR8QAAAQBAJ&pg=PA1&dq=fundamentals+of+computers&source=gbs_navlinks_s
b. Computer course, Ravi Kant Taxali- https://books.google.co.in/books/about/COMPUTER_COURSE.html?id=PHRwSwAACAAJ&redir_esc=y
c. Computer Fundamentals Tutorials- https://www.pratech.com/book_arrangement_list.pdf
d. Computer fundamentals, P.K. Sinha https://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/
e. Microsoft office set by step Joan Lambert and Curtis Frye https://bigmedia.pearsoncmg.com/images/9780735698628/samplepages/9780735698628.pdf
f. Open Office Suit- http://www.openoffice.us.com/download-openoffice-free.php
g. MS Office: https://www.microsoft.com/en-in/learning/office-training.aspx
h. Open Office Training: http://www.tutorialsforopenoffice.org/
i. Star Office- https://s3-ap-southeast-1.amazonaws.com/h4tbue28sq0b/Special_Edition_Using_StarOffice_6_0.pdf
j. Typing Master 10 in English for Windows: http://www.typingmaster.com/typing-tutor-free-download.html
k. Hindi Typing Tutor and Master http://www.hindityping.com/

(c) Others

1. Learning Packages.
2. Lab Manuals.
3. Manufacturers' Manual
4. Users' Guide

M) List of Major Laboratory Equipment, Tools& Software

S. No.	Name of Equipment/Tools/Software	Broad Specifications	Relevant Practical Number
1.	Computer Network	LAN Cable, Router, Switch 32*2 Hub	LEC 2 & LEC 3

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2.	Printer, Scanner, Plotter, Modem	Laser Printer, Scanner, Plotter, Modem	LE1.1 & LE1.2
3.	MS Back Office 2016 or latest	Office suit	LE2.1 to LE4.8
4.	Typing Master in English for Windows(Free download) Hindi Typing Tutor and Master (Free download)	http://www.typingmaster.com/typing-tutor/free-download.html http://www.hindityping tutor.com /	LE2.5
5.	Open Office Suit Latest	Office suit	LE2.1 to LE4.8
6.	Internet Connectivity	Broad band/Leased Line	LE5.1 to LE5.6
7.	Anti-Virus Software & Firewall	Antivirus software And Firewall	LE5.5

N) Mapping of POs &PSOs with Cos

Course Outcomes (COs)	Programme Outcomes (POs)										Programme Specific Outcomes (PSOs)	
	PO-1 Basic knowledge	PO-2 Discipline knowledge	PO-3 Experiments and practice	PO-4 Engineering Tools	PO-5 The engineer and society	PO-6 Environment and sustainability	PO-7 Ethics	PO-8 Individual and team work	PO-9 Communication	PO-10 Life-long learning	PSO-1	PSO-2
CO-1 Use computer system and its peripherals effectively for solving various engineering problems.	3	3	3	3	3	2	2	1	2	2	3	3
CO-2 Prepare a professional document using various features of word- processing for academic/business/ industry purpose.	3	3	3	3	3	1	2	2	3	2	3	3
CO-3 Create a spread sheet, analyze the data using different formula/ functions and represent it in different form of chart forsolving academic/business/ industrial problem.	3	3	3	3	3	1	2	2	3	2	3	3
CO-4 Create a professional multimedia presentation using its various features for any academic/business/ industrial application.	3	3	3	3	3	1	2	2	3	2	3	3
CO-5 Use Internet, Cloud services, and its security features for computing.	3	3	3	3	3	1	2	2	3	2	3	3

Legend: 1 – Low, 2 – Medium, 3 – High

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Book Plan

S. No.	Book Title	Author	Publication & Text / Ref.
1	Computer fundamentals	Pradeep K. Sinha	BPB Publication
2.	Computer fundamentals	Goel, Anita	Pearson Education (Soft Copy)
3.	Open office.org	Lecte, Gurdy, etc.	(Soft Copy)
4.	Office 365	Katherine Murrey	-(-"-)
5.	The Internet Book.	Douglas E. Comer	Prantice Hall (-"-)

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Unit wise Teaching Plan

Unit No.	Unit Name	Sequence in which units are to be covered	Total Lectures Required
1	Basics of Computer System	1	15
2.	Word Processing	2	13
3.	Spreadsheet / Data Analysis & Chart Presentation	3	15
4.	Multimedia / Graphics Presentation	4	13
5.	Basics of Internet and Cloud Computing	5	12
Total	Total Unit = 05		68

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-01	1	Unit-01. Basics of Computa System, Definition, Units & Block diagram of Computer.	Pradeep K. Sinha, Gocl Anita (CFA)			
L-02	1	Input-output units, CPU, CU, ALU, MU, Printers.	—11—			
L-03	1	Hardware, Software, Firmware, Category of Softwar	—11—			
L-04	1	File handling operations of windows os,- Create, Copy, rename, move & delete.	—11—			
L-05	1	Classification of Computer, Applications of Computer, Bit, Byte, Nibble, word, ASCII, BCD, EBCDIC, UNICODE.	—11—			
L-06	1	Green IT Concepts: Ergonomics.	—11—			
L-07	1	Power Plans to maximize computer's Performance and Conserve Energy.	—11—			
L-08	1	Concept of minimizing Carbon foot print, E-waste, its management and recyele.	—11—			
L-09	1	Installation Application, Create shortcut of applications on the desktop.	—11—			
L-10	1	windows Accessories -Notepad	—11—			
L-11	1	windows Accessories - Notepad.	—11—			
L-12	1	windows Accessories - MS-Paint	—11—			

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-13	1	Windows Accessories - MS - Paint	—"—			
L-14	1	Windows Accessories.- MS - word Pad	—"—			
L-15	1	Windows Accessories - word Pad.	—"—			
L-16	2	Unit-02.- MS-word, font- type, size, Color, effects Underline, Subscription and superscript, change case etc	Office 365			
L-17	2	Text- insertion, deletion, undo & Redo, Copy and moving text.	—"—			
L-18	2	Formating Paragraphs, list setting, line spacing, page setting margines.	—"—			
L-19	2	Header-footer, Spelling and grammatical checks.	—"—			
L-20	2	Table and its operations. inserting rows & Columns.	—"—			
L-21	2	Merging & Splitting cells, arithmetic calculations in a table.	—"—			
L-22	2	Inserting pictures from files.	—"—			
L-23	2	Using drawing & objects.- word art. lines and shapes, modifying drawn objects, formating objects etc.	—"—			
L-24	2	Using mail merg features and Macros.	—"—			
L-25	2	Practice on mail merg features and Macros	—"—			

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-26	2	Laboratory instruction- Prepare a sample academic letter using various formating features of ms-word.	—11—			
L-27	2	Practice on laboratory instructions.	—11—			
L-28	2	Practice on MS-word.	—11—			
L-29	3	Unit-03 - MS-Excel, Introduction to Spreadsheet/ Data analysis and graphics presentation	—11—			
L-30	3	Introduction to data, cell address.	—11—			
L-31	3	Excel Data type.	—11—			
L-32	3	Concept of Hyperlink, conditional formating etc.	—11—			
L-33	3	Formating numbers, Text, date & Time, formatting Concept of worksheet & workbook.	—11—			
L-34	3	Formula of MS-Excel, formula operators in spreadsheet	—11—			
L-35	3	Operators precedence.	—11—			
L-36	3	Functions of MS-Excel math & Trig functions such as [redacted], Sum, Round, Sqrt, [redacted], Power etc.	—11—			
L-37	3	Statical functions such as Average, MIN, max, etc.	—11—			
L-38	3	Date & Time, Lookup & Reference, Logical functions, Text functions.	—11—			

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-39	3	Types of graphics: word art, Auto shapes, Images.	—11—			
L-40	3	Introductions to charts, overview of different types of charts, Printing in spread sheet.	—11—			
L-41	3	Seting print area, margins, Header & footer etc with page setup options.	—11—			
L-42	3	Prepration of Sample exam result using various functions of MS-Excel.	—11—			
L-43	3	using different formulas & functions for result Calculations with charts.	—11—			
L-44	4	Unit-04: MS-Power Point - Introduction to multi media/ Graphics Presentation package.	—11—			
L-45	4	outline of an effective presentation, starting a new presentation file, Saving work, Creating new slide.	—11—			
L-46	4	working with text boxes, like adjusting chanders spacing, line spacing formating text boxes.	—11—			
L-47	4	Formating in slides, Layout applying a theme, changing color, background etc.	—11—			
L-48	4	working with fonts like changing the font size, Color etc. Creating & managing custom font & Color, text fill	—11—			
L-49	4	working with slide - changing slide layout, slide master Slide, Slide sorter, Applying & Managing Themes	—11—			
L-50	4	using drawing objects - word art & Drawing Tools.	—11—			
L-51	4	using & applying shapes, object border, object fill and effect.	—11—			

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-52	4	Working with clipart & pictures, modify & edit pictures, Uses of tables - Creating & editing etc.	—11—			
L-53	4	working with video such embed a video, link to a video etc.	—11—			
L-54	4	Using animations, sounds & effects.	—11—			
L-55	4	Preparation of sample multimedia presentation using various features of MS-PPT..	—11—			
L-56	4	Self Practice.	—11—			
L-57	5	Unit-05 Basics of internet and cloud Computing - Introduction	The Internet Book			
L-58	5	LAN, MAN, WAN, Internet, www.	—11—			
L-59	5	E-mail, Chat, Video conferencing, VPN, wi-fi, Bluetooth.	—11—			
L-60	5	Switch, internet connectivity, Modem DSL Broadband wifi. Router.	—11—			
L-61	5	Newsgroup, Browsers, URL, website, Computer virus, Antivirus, firewall.	—11—			
L-62	5	Cloud computing.	—11—			
L-63	5	Search web contents based on different criteria using search engine.	—11—			
L-64	5	Using e-mail services for sending & receiving mails.	—11—			

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Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-65	5	Practice on e-mail Services	—11—			
L-66	5	Installation of Anti virus	—11—			
L-67	5	Configulation of Antivirus	—11—			
L-68	5	Practice.	—11—			

Signature of Lecturer

Signature of HOD

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
1	L-01	30/09/24	Unit-01. Basics of Computer System, Definition, units & Block diagram of Computer		ICT & Traditional				
2	L-02	30/09/24	Input output units, CPU, CU, ALU, MU, Printers.		—11—				
3	L-03	01/10/24	Hardware software, firmware, Category of Software		—11—				
4	L-04	01/10/24	file handling operations of windows, OS Create, Copy, rename, delete, move files,		—11—				
5	L-05	01/10/24	classification of computer, Application of computer, Bit, Byte, nibble, word ASCII, BCD, EBCDIC, UNICODE.		—11—				
6	L-06	04/10/24	Green IT Concept: Ergonomics		—11—				
7	L-07	04/10/24	Power plans to maximize computer's Performance and conserve energy,		—11—			Abd	
8	L-08	07/10/24	Concept of minimizing carbon foot print, Ewaste, its management & Recycle.		—11—				
9	L-09	07/10/24	Installation Application, Create shortcuts of Application on the desktop.		—11—				
10	L-10	07/10/24	Windows Accessories - Notepad		—11—				
11	L-11	08/10/24	windows Accessories - Notepad		—11—				
12	L-12	08/10/24	windows Accessories - MS-Paint		—11—				
13	L-13	08/10/24	windows Accessories. MS-Paint		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
14	L-14	09/10/24	Windows Accessories- word Pad		Traditional & ICT				
15	L-15	09/10/24	Windows Accessories - word Pad.		—11—				
16	L-16	09/10/24	Unit-02 - MS-word font, style, size, Color, effects, Underline, subscript, superscript etc.		—11—				
17	L-17	14/10/24	Text- Insertion, deletion, undo, redo, copy & moving text.		—11—				
18	L-18	14/10/24	formating Paragraphs, list setting, line spacing, Page setting. - margines		—11—				
19	L-19	15/10/24	Header & footer, spelling and grammetical cheeks		—11—				
20	L-20	15/10/24	Table and its operations - inserting rows and columns.		—11—				
21	L-21	15/10/24	Merging & splitting cells, arithmetic calculations in a table		—11—				
22	L-22	18/10/24	Inserting pictures from files, etc.		—11—				
23	L-23	18/10/24	using drawing & objects - word art, lines and shapes etc.		—11—				
24	L-24	21/10/24	using mail merg features of MS-word.		—11—				
25	L-25	21/10/24	Practice on mail merg		—11—				
26	L-26	22/10/24	Laboratory instruction - Prepare a simple academic letter using various features of MS-word.		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
27	L-27	22/10/24	Practice on Laboratory instruction.		ICT & Tradition				
28	L-28	22/10/24	Practice on MS-Word.		—11—				
29	L-57	25/10/24	Unit-05: Basics of internet and cloud computing - introduction.		—11—				
30	L-58	25/10/24	LAN, MAN, WAN, Internet, www.		—11—				
31	L-59	05/11/24	E-mail, chat, video conferencing, VPN, wifi, Bluetooth.		—11—				
32	L-60	05/11/24	Switch, internet connectivity, MODEM, DSL, Broadband, wifi Router.		—11—				
33	L-61	05/11/24	Newsgroup, Browser, URL, website, computer virus, Antivirus, firewall.		—11—				
34	L-62	05/11/24	Cloud computing.		—11—				
35	L-63	08/11/24	Search web content based on different criteria using search engine.		—11—				
36	L-64	11/11/24	Using mail Services, for sending and receiving mails.		—11—				
37	L-65	11/11/24	Practice on mail services		—11—				
38	L-66	13/11/24	Installation of Antivirus		—11—				
39	L-67	25/11/24	Configuration of Anti-virus.		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
40	L-68	25/11/24	Practice on Installation & Configuration of Anti-Virus.		ICT & Traditional				
41.	L-29	25/11/24	Unit-03 MS-Excel. Introduction to Spreadsheet/Data Analysis & Graphical Presentation		—11—				
42	L-30	27/11/24	Introduction to Data, Cell address.		—11—				
43	L-31	28/11/24	Excel Data type		—11—				
44	L-32	29/11/24	Concept of hyperlink, Conditional formating etc.		—11—				
45	L-33	29/11/24	formating number, Text, Date, & Time, Concept of worksheet & workbook.		—11—				
46	L-34	02/12/24	formulas of Excel, formula operation in spreadsheet.		—11—				
47	L-35	02/12/24	Operators precedence.		—11—				
48	L-36	03/12/24	Functions of math & Trig such as sum, Round, Sqrt, Power etc,		—11—				
49	L-37	03/12/24	Statistical functions such as Average, min, max, etc.		—11—				
50	L-38	03/12/24	Date and Time, Lookup and reference, Logical functions, Text function.		—11—				
51	L-39	09/12/24	Types of Graphics! word art Auto shape, Images.		—11—				
52	L-40	09/12/24	Introduction to charts, overview of charts, printing in spreadsheet.		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
53	L-41	09/12/24	Seting Print area, Marging, Headi & footer, etc with Page setup options.		ICT & Traditional.				
54	L-42	11/12/24	Preparation of Sample exam result using various functions of MS-Excel.		—11—				
55	L-43	12/12/24	using different formulas and functions for result Calculations with charts.		—11—				
56	L-44	13/12/24	Unit-04. MS-Power point - Introduction to multimedia / Graphics presentation.		—11—				
57	L-45	14/12/24	outline of an effective presentation, Starting a new file, Saving work, Creating new slide.		—11—				
58	L-46	16/12/24	Working with textbox like, Adjusting character spacing, line spacing, formatting text boxes		—11—				
59	L-47	16/12/24	Formating in slides, Layout, theme, changing colors, effects, custom color, background etc.		—11—				
60	L-48	16/12/24	font changing, Size, Color changing etc, Creating & Managing custom font color etc.		—11—				
61	L-49	17/12/24	changing Slides Layout, Slide Master, Slide Sorter, Applying & Managing themes.		—11—				
62	L-50	17/12/24	Drawing objects like, - wordart, working with drawing tools.		—11—				
63	L-51	20/12/24	Applying shapes & picturestyles, objects. border, fill & effects.		—11—				
64	L-52	21/12/24	clip art and pictures, - insert, modify & ~~delete~~ editing Tables - Creating, editing etc.		—11—				
65	L-53	23/12/24	Working with videos. Such as embed a video, link to a video etc.		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
66	L-54	23/12/24	Using Animations, Sounds, and effects		ICT & Traditional				
67	L-55	23/12/24	Preparation of sample multimedia presentation and perform various operations		—11—				
68	L-56	24/12/24	Self practice of Power point.		—11—				
69		31/12/24	Revision - Unit-05		—11—				
70		31/12/24	Revision - Unit-05		—11—				
71		02/01/25	Revision - Unit-03		—11—				
72		04/01/25	Revision - Unit-03		—11—				
73		06/01/25	Revision - Unit-04		—11—				
74		07/01/25	Revision - Unit-04		—11—				
75		09/01/25	Revision - Unit-01		—11—				
76		11/01/25	Revision - Unit-01		—11—				
77		14/01/25	Revision - Unit-02		—11—				
78		16/01/25	Revision - Unit-02		—11—				

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Follow-up Register

Actual Lecture No.	Plan (DTP) Lecture	Date of Lecture	Topic covered	Topic Left	Teaching Methodology	Reasons for Variation if Any	Action plan to Complete it	Sign of HOD	Remark
79		17/01/25	Revision- unit-02		ICT & Traditional				
80		21/01/25	Discussion About all important topics for Pre-Endsem Exam		—11—				
81		29/01/25	—11—		—11—				
82		03/02/25	Unit Test of unit-01		—				
83		04/02/25	Unit Test of unit-01		—				
84		05/02/25	Unit Test of unit-03		—				
85		06/02/25	Unit Test of unit-03		—				

Signature of Lecturer

Signature of HOD

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Important Dates

Units		Assignments			
Unit	Completion Date	Assignment given On	Due Date of submission	Total No. of Collected Copies	Copies Returned On
01	09/10/2024	09/10/2024	14/10/2024	41	18/10/2024
02	22/10/2024	22/10/2024	05/11/2024	15	08/11/2024
05	25/11/2024	25/11/2024	29/11/2024	11	02/12/2024
03	11/12/2024	11/12/2024	17/12/2024	29	20/12/2024
04	24/12/2024	24/12/2024	31/12/2024	21	04/01/2025

CLASS TEST/UNIT TEST

S.No.	Held on	Copy shown to students on date	Result displayed on	No. of students present	Pass %
01	13/11/2024	25/11/2024	25/11/2024	39	(33 Pass) = 84.62%
02.	03/01/2025	09/01/2025	29/01/2025	28	(23 Pass) = 82.14%
03	31/01/2025	03/02/2025	03/02/2025	30	(13 Pass) = 43.33%

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Assignment Questions – 1

Q. No.	Questions
	Date: 09.10.2024 ***Due Date: 14.10.2024***
	Q.1 Define computer system and explain its each component with suitable diagram. कम्प्यूटर को परिभाषित कीजिए और इसका रेखाचित्र बनाकर प्रत्येक घटक पर चर्चा कीजिए।
	Q.2 Explain the System Software and Application Software with example. सिस्टम सॉफ्टवेयर और एप्लीकेशन सॉफ्टवेयर को उदाहरण सहित समझाइये।
	Q.3 Write short notes on following (निम्न पर संक्षिप्त टिप्पणी लिखिए) BIT, BYTE, NIBBLE, ASCII, WORD
	Q.4 Write the steps for creating new file and folder, also write the steps for renaming the file and folder. कम्प्यूटर में फाइल और फोल्डर बनाने की चरणबद्ध प्रक्रिया का वर्णन कीजिए एवं फाइल और फोल्डर को नया नाम देने की प्रक्रिया को भी लिखिए।
	Q.5 List out any Five Input and Five Output devices. Explain different types of printers. किन्ही पांच इनपुट और पांच आउटपुट डिवाइस के नाम लिखिए। विभिन्न प्रकार के प्रिंटर की व्याख्या कीजिए।
	Q.6 Write short notes on Notepad. नोटपैड पर संक्षिप्त टिप्पणी लिखिए।
	Q.7 What is E-waste? Write about E-waste management. ई–वेस्ट क्या है? ई–वेस्ट मैनेजमेंट के बारे में व्याख्या कीजिए।
	Q.8 Explain in brief about Ergonomics and Carbon Footprint. इरगोनॉमिक्स और कार्बन फूटप्रिंट की संक्षिप्त में व्याख्या कीजिए।

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Assignment Questions – 2

Q. No.	Questions

Date: 22.10.2024 ***Due Date: 05.11.2024***

Q.1 Explain various function of MS-Word.
एम.एस–वर्ड के विभिन्न फंक्शन को समझाइए।

Q.2 Discuss step by step process of mail merge feature of word processing software.
एम.एस–वर्ड प्रोसेसिंग सॉफ्टवेयर की मेल–मर्ज सुविधा की स्टेप बाय स्टेप चर्चा कीजिए।

Q.3 Explain Header, Footer and Margin in MS-Word.
एम.एस–वर्ड में हेडर, फूटर एवं मार्जिन क्या होता है, समझाइए।

Q.4 Explain the following: (निम्न की व्याख्या कीजिए)
(a) Format Painter (b) Superscript (c) Clear formatting
(d) Line Spacing (e) Font

Q.5 Write short cut keys for the following operation in MS-Word-
MS-वर्ड में निम्नलिखित ऑपरेशंस हेतु शार्ट कट कुंजिया लिखिए–
(a) Cut (b) Paste (c) Undo
(d) Redo (e) Underline the text

Q.6 Explain the following operations in word processing with its shortcut key:
वर्ड प्रोसेसिंग में निम्नलिखित प्रक्रिया को उसके शॉर्टकट की के साथ समझाइए:
(i) Bold the Text (ii) Underline the Text
(iii) Copy (iv) Undo

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Assignment Questions – 3

Q. No.	Questions
	Date: 25.11.2024 ***Due Date: 29.11.2024***
	Q.1 Describe Modem, Leased Line, Bluetooth, Wi-Fi, FTP, Firewall, e-Mail, Search engine. मॉडेम, लिज्ड लाइन, ब्लूटूथ, वाई–फाई, एफ.टी.पी., फायर वाल, इ–मेल, सर्च इंजिन की व्याख्या कीजिए। Q.2 What is Computer Virus? Explain its types. कम्प्यूटर वाइरस क्या है? इसके प्रकारों को समझाइये। Q.3 What is Cloud Computing? Describe its advantage and disadvantage. क्लाउड कंम्प्यूटिंग क्या है? इसके लाभ एवं हानि की व्याख्या कीजिए। Q.4 Define Internet. Explain different types of computer network. इंटरनेट को परिभाषित कीजिए। विभिन्न प्रकार के कम्प्यूटर नेटवर्क को समझाइए। Q.5 Discuss the major Hardware required for Internet connectivity. इंटरनेट कनेक्टिविटी के लिए आवश्यक प्रमुख हार्डवेयर पर चर्चा कीजिए।

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Assignment Questions – 4

Q. No.	Questions
	Date: 11.12.2024 ***Due Date: 17.12.2024***
	Q.1 Write short notes on MS-Excel. एम.एस.–एक्सेल पर संक्षिप्त टिप्पणी लिखिए।
	Q.2 Explain the following Excel functions: (निम्न एक्सेल फंक्शन को समझाइए) (a) Sum (b) Average (c) Max (d) Sqrt (e) Product
	Q.3 What is Hyperlink? How you will create a Hyper-link in MS-Excel? हायपरलिंक क्या है? एम.एस.–एक्सेल में हायपरलिंक कैसे बनातें है, समझाइये।
	Q.4 Write short notes on following: (निम्न पर संक्षिप्त टिप्पणी लिखिए) (a) Print Area (b) Header & Footer (c) Charts (d) Sort (e) Freeze Panes
	Q.5 Write down the features of Spreadsheet. स्प्रेडशीट की विषेषताएं लिखिए।
	Q.6 Explain various data types in MS-Excel. MS-Excel में विभिन्न डेटा प्रकारों को समझाइए।

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Assignment Questions – 5

Q. No.	Questions
	Date: 24.12.2024 ***Due Date: 31.12.2024***
	Q.1 What is the function of "Design" menu in Microsoft PowerPoint? What is the extension of MS-PowerPoint? MS-पावरपॉइंट में "Design" मेनु का क्या कार्य है? MS-पावरपॉइंट का क्या extension होता है?
	Q.2 Explain various applications of MS-PowerPoint. MS-पावरपॉइंट के विभिन्न applications को समझाइये।
	Q.3 Explain slide master and slide sorter. स्लाइड मास्टर तथा स्लाइड सोर्टर को समझाइए।
	Q.4 Explain step by step process of inserting any video clip in power point presentation. पावर पाइंट प्रेजेंटेषन में किसी भी विडियो क्लिप को इनसर्ट की स्टे पबाय स्टेप प्रक्रिया को समझाइए।
	Q.5 Write use of animation, sound and effects in MS-Power Point presentation. एम. एस. पॉवरप्वाइन्ट में एनीमेषन, साउण्ड एवं इफेक्ट का उपयोग लिखिए।

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Class Test – 01

Sub: Computer Fundamentals & Applications 2000176(022) **Date: 13.11.2024**
Branch & Sem: Electrical - 1st **Time: 10:30 am to 12:00 noon** **Max Marks: 20** **Min Pass Marks: 07**

Q.1 Define computer, draw a block diagram of Computer and write down any ***five*** advantages of computer System.
कम्प्यूटर को परिभाषित कीजिए, कम्प्यूटर का रेखाचित्र बनाइए एवं कम्प्यूटर के कोई पाँच लाभ लिखिए। **(2, 3, 5)**

OR

Describe the following: (निम्न की व्याख्या कीजिए:)
(i) Write the steps for creating a new File in Windows Operating System. **(03)**
(ii) Write the steps for Renaming a Folder in Windows Operating System. **(03)**
(iii) What is Green IT Concepts? **(02)**
(iv) What is Ergonomics? **(02)**

Q.2 Define System Software and Application Software. **(05)**
सिस्टम सॉफ्टवेयर एवं एप्लीकेशन सॉफ्टवेयर को परिभाषित कीजिए।

OR

Write short notes on following: (निम्नलिखित पर संक्षिप्त टिप्पणी लिखिए:)
(a) BIT (b) BYTE (c) NIBBLE (d) ASCII (e) BCD

Q.3 Explain the following: (निम्न की व्याख्या कीजिए) **(05)**
(a) Format Painter (b) Superscript (c) Font (d) Line Spacing (e) Clear formatting

OR

Explain the following MS-Word commands with their short cut keys-
MS-वर्ड में के निम्नलिखित ऑपरेशंस को उनके शार्ट कट कुंजी के साथ वर्णन कीजिए–
(a) Cut (b) Paste (c) Undo (d) Redo (e) Underline the text

Class Test – 02

Sub: Computer Fundamentals & Applications 2000176(022) **Date: 08.01.2025**
Branch & Sem: Electrical - 1st **Time: 10:30 am to 12:00 noon** **Max Marks: 20** **Min Pass Marks: 07**

Q.1 What is the function of "Design" menu in Microsoft PowerPoint? What is the extension of MS-PowerPoint?
MS-पावरपॉइंट में "Design" मेनु का क्या कार्य है? MS-पावरपॉइंट का क्या extension होता है? **(05)**

OR

Explain slide master and slide sorter. (स्लाइड मास्टर तथा स्लाइड सोर्टर को समझाइए।)

Q.2 Explain step by step process of inserting any video clip in power point presentation.
पावर पाइंट प्रेजेंटेशन में किसी भी विडियो क्लिप को इनसर्ट की स्टेप बाय स्टेप प्रक्रिया को समझाइए। **(05)**

OR

Explain any FIVE applications of MS-Excel. (MS–एक्सेल के किन्ही पाँच एप्लीकेशनस् को समझाइये।)

Q.3 Explain various data types in MS-Excel. (MS-Excel में विभिन्न डेटा प्रकारों को समझाइए।) **(10)**

OR

Explain the following Excel functions- (निम्नलिखित एक्सेल फंक्षन को समझाइए:)
(i) Sum (ii) Average (iii) Product (iv) Sqrt (v) Max

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NMDC DAV POLYTECHNIC DANTEWADA
ATTENDANCE RECORD

Branch: Electrical **Sem: 1** **Month: Oct – 2024** **Session: July-Dec 2024** **Subject:** Computer fundamentals & Applications (Th)

	No of classes Taken	②	1/2			2			1/2						1						1											Total Att.(19)	
SN	Student Name	36/9 ②	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	% Age
1	AKASH SAMADDAR	P	P/P	MAHATMA GANDHI JAYANTI		P		SUNDAY	P/P				MAHANAVAMI	DUSSHARA	SUNDAY	P						SUNDAY	P						SUNDAY					10	100
2	ALPHIYA SIDDIQUI	A	P/P			P			P/P							A							P										09	90
3	AMZAD ALI	P	P/P			P			P/P							A							P										09	90
4	ANIL VEK	A	A			P			P/P							P							P										07	70
5	ARVIND KASHYAP	P	P/P			P			P/P							P							P										10	100
6	ASHOK MARKAM	P	P/P			P			P/P							P							P										10	100
7	AYUSH KUMAR VERMA	A	P/P			P			P/P							P							P										10	100
8	BHARTI KUNJAM	P	A			P			P/P							P							P										07	70
9	BHISHMDEV KORETI	A	A			A			P/P							A							P										04	40
10	BHUNESHWARI KORSA	A	A			P			P/P							P							P										07	70
11	BHUPENDRA KUMAR	P	P/P			P			A							A							A										05	50
12	CHANDRAKANT DAS	P	P/P			P			A							A							A										05	50
13	DHANSAY	P	P/P			A			A							A							P										04	40
14	DHIRENDRA	A	P/P			P			A							P							A										06	60
15	DIPESH	P	P/P			P			A							A							A										05	50
16	DIPESH KUMAR	P	P/P			P			A							P							P										07	70
17	DURGESH KODOPI	A	A			A			A							A							A										00	00
18	DUSHYANT SAHU	A	A			P			A							A							P										03	30
19	GEETESH KAUSHIK	P	P/A			P			A							A							P										04	40
20	HITESH KUMAR TARAM	A	A			A			A							A							A										00	00
21	JOGI	P	P/P			P			P/P							P							P										10	100
22	K VENU RAO	P	P/P			P			P/P							A							P										09	90
23	KAILASH KHORA	P	A			A			A							A							P										01	10
24	KESHAR	A	A			A			A							A							A										00	00
25	KOMAL KACHCHHAP	P	P/P			A			A							A							A										03	30
26	KUNAL SAGAR	A	A			A			A							A							A										00	00
27	KUNAL VIMAL	P	P/P			P			P/P							P							P										10	100
28	LIKHENDRA SINGH MANDAVI	P	P/P			P			P/P							P							P										10	100
29	MANTHAN ACHALA	P	P/P			P			P/P							P							P										10	100
30	MITHLESH VERMA	P	P/P			P			P/P							P							A										09	90

Signature of Faculty

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NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical Sem: 1 Month: Oct-24 Session: July-Dec 2024 Subject: CFA-(Th)

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	% Age
31	NILESH KUMAR	P	P		P		P	P	P			A	P		A							P											09	90
32	PACHMI BAGHEL	A	A		A		A	P	A			A	P		A							A											00	00
33	PAYAL GUPTA	P	P		P		A	P	A			A	P		P							P											07	70
34	PRASANA KUMAR KOCHIYARI	P	P		P		A	P	A			A	P		P							P											05	50
35	PRITAM NAG	P	P		P		A	P	A			A	P		A							P											10	100
36	RAHUL ALAMI	A	P		P		A	P	A			A	P		P							P											06	60
37	RAJESH MANDAL	P	P		P		A	P	A			A	P		P							P											07	70
38	RAKESH KUMAR VEK	P	P		P		A	P	A			A	P		P							P											07	70
39	RASHMI TAMO	A	A		A		A	P	A			A	P		A							P											00	00
40	RINKY	P	P		P		A	P	A			A	P		P							P											10	100
41	ROHIT KUMAR	A	A		A		A	P	A			A	P		P							P											00	00
42	RUDHIR KUMAR SORI	P	P		P		A	P	A			A	P		P							P											10	100
43	S VANSHIKA PEDIREDDY	P	P		P		A	P	A			A	P		P							P											10	100
44	SAMIR KUMAR MARKAM	A	A		A		A	P	A			A	P		P							P											01	10
45	SANDEEP KASHYAP	P	A		P		A	P	A			A	P		P							P											02	20
46	SANJAY	P	P		P		A	P	A			A	P		P							P											06	60
47	SANTU RAM	P	P		P		A	P	A			A	P		P							P											10	100
48	SHIV KUMAR MOURYA	P	P		P		A	P	A			A	P		P							P											10	100
49	SOMARU RAM	P	P		P		A	P	A			A	P		P							P											10	100
50	SONSINGH	P	P		P		A	P	A			A	P		P							P											06	60
51	SOURABH BARSA	P	P		P		A	P	A			A	P		P							P											09	90
52	SUMAN MISHRA	P	P		P		A	P	A			A	P		P							P											10	100
53	SUNIL KAKEM	P	P		P		A	P	A			A	P		P							P											06	60
54	TIKESHWAR BAIDH	P	A		P		A	P	A			A	P		P							P											03	30
55	VINOD KASHYAP	P	P		P		A	P	A			A	P		P							P											08	80
56	VIRAJ BAGHEL	P	P		P		A	P	A			A	P		P							P											10	100
57	VIVEK BISSOYI	A	A		P		A	P	A			A	P		A							P											03	30
58	YASH GHOSH	P	A		P		A	P	A			A	P		P							P											04	40
59	YASH THAKUR	P	P		P		A	P	A			A	P		P							P											10	100
60	YASHVANT KUMAR	A	A		A		A	P	A			A	P		A							P											04	40
	Total No. of Students Present	42	41		45		32							30							42											—	—

MAHATMA GANDHI JAYANTI | SUNDAY | MAHANAVAMI | DUSSHARA | SUNDAY | SUNDAY | SUNDAY

40 31 25

Signature of Faculty

(10) (39)

NMDC DAV POLYTECHNIC DANTEWADA

Nov-24 ATTENDANCE RECORD

Branch: Electrical Sem: 1 Month: Nov Session: July-Dec 2024 Subject: Computer fundamentals & Applications -(Th)

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	% Age
1	AKASH SAMADDAR				P	P	P	P				A		P												P							14	88
2	ALPHIYA SIDDIQUI				A	P	P	A				A		P												P							07	44
3	AMZAD ALI				A	P	A	A				A		P												P							06	38
4	ANIL VEK				A	P	P	A				P		P												A							07	44
5	ARVIND KASHYAP				A	P	A	A				P		P												P							10	63
6	ASHOK MARKAM				A	A	P	P				A		P												A							03	19
7	AYUSH KUMAR VERMA				P	A	P	A				A		P												P							06	38
8	BHARTI KUNJAM				P	A	A	A				A		P												A							02	13
9	BHISHMDEV KORETI				A	A	A	P				A		P												P							05	31
10	BHUNESHWARI KORSA				A	P	P	A				A		P												A							06	38
11	BHUPENDRA KUMAR				A	A	A	A				A		A												P							01	06
12	CHANDRAKANT DAS				A	A	A	A				A		A												P							03	19
13	DHANSAY				A	A	A	A				A		A												A							00	00
14	DHIRENDRA				A	A	A	P				A		A												A							00	00
15	DIPESH				A	A	A	A				A		P												P							05	31
16	DIPESH KUMAR				P	P	P	A				A		A												P							10	63
17	DURGESH KODOPI				A	A	A	A				A		A												A							00	00
18	DUSHYANT SAHU				A	P	A	A				A		P												P							03	19
19	GEETESH KAUSHIK				A	A	A	P				A		P												P							07	44
20	HITESH KUMAR TARAM				A	A	A	A				A		A												A							00	00
21	JOGI				P	A	P	A				A		A												P							06	38
22	K VENU RAO				A	P	A	A				A		A												A							01	06
23	KAILASH KHORA				A	P	A	A				A		A												P							04	25
24	KESHAR				A	A	A	A				A		A												A							00	00
25	KOMAL KACHCHHAP				A	A	A	A				A		A												A							00	00
26	KUNAL SAGAR				A	A	A	A				A		A												P							01	06
27	KUNAL VIMAL				A	A	A	A				A		A												P							06	38
28	LIKHENDRA SINGH MANDAVI				A	A	A	A				A		A												P							05	31
29	MANTHAN ACHALA				A	A	A	A				A		A												P							04	25
30	MITHLESH VERMA				A	P	A	A				A		P												P									

GOWARDHAN PUJA | BHAI DOOJ | SUNDAY | CHHATH PUJA | SUNDAY | GURUNANAK JAYANTI | SUNDAY | SUNDAY

Signature of Faculty 30/11/2024

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NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical | Sem: 1 | Month: Nov -24 | Session: July-Dec 2024 | Subject: CFA-(Th)

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Att.(16) Present	% Age
31	NILESH KUMAR	GOWARDHAN PUJA	BHAI DOOJ	SUNDAY	A	A	A	CHHATH PUJA	A	A	A	A	A	A	GURUNANAK JAYANTI	SUNDAY								SUNDAY									01	06
32	PACHMI BAGHEL				A	A	A		A	A	A	A	A	A																			00	00
33	PAYAL GUPTA				A	P/2	P		P	P	A	P	P	A																			10	63
34	PRASANA KUMAR KOCHIYARI				P/2	P/2	P		P	P	A	P	P	A																			16	100
35	PRITAM NAG				P/2	P/2	P		P	P	A	P	P	A																			11	69
36	RAHUL ALAMI				A	A	A		A	A	A	A	A	A																			00	00
37	RAJESH MANDAL				A	P/2	A		A	A	A	A	A	A																			07	44
38	RAKESH KUMAR VEK				A	A	A		A	A	A	A	A	A																			00	00
39	RASHMI TAMO				A	A	A		A	A	A	A	A	A																			00	00
40	RINKY				A	P/2	P		P	A	A	A	A	A																			10	63
41	ROHIT KUMAR				A	A	A		A	A	A	A	A	A																			00	00
42	RUDHIR KUMAR SORI				A	A	P		A	A	A	A	A	A																			06	38
43	S VANSHIKA PEDIREDDY				A	A	A		A	A	A	A	A	A																			04	25
44	SAMIR KUMAR MARKAM				A	P/2	A		A	A	A	A	A	A																			00	00
45	SANDEEP KASHYAP				A	A	A		P	A	A	A	A	A																			03	19
46	SANJAY				A	A	A		A	A	A	A	A	A																			07	44
47	SANTU RAM				A	A	A		A	A	A	A	A	A																			00	00
48	SHIV KUMAR MOURYA				A	A	A		A	A	A	A	A	A																			00	00
49	SOMARU RAM				A	P/2	A		P	A	A	A	A	A																			09	56
50	SONSINGH				A	A	A		P	A	A	A	A	A																			06	38
51	SOURABH BARSA				A	A	A		P	A	A	A	A	A																			00	00
52	SUMAN MISHRA				A	A	P		P	A	A	A	A	A																			06	38
53	SUNIL KAKEM				A	A	A		A	A	A	A	A	A																			00	00
54	TIKESHWAR BAIDH				A	A	A		A	A	A	A	A	A																			01	06
55	VINOD KASHYAP				A	P/2	P		P	A	A	A	A	A																			09	56
56	VIRAJ BAGHEL				A	P/2	A		A	A	A	A	A	A																			07	44
57	VIVEK BISSOYI				A	A	A		A	A	A	A	A	A																			00	00
58	YASH GHOSH				A	A	A		P	A	A	A	A	A																			05	38
59	YASH THAKUR				A	P/2	A		A	A	A	A	A	A																			08	50
60	YASHVANT KUMAR				A	A	A		P	A	A	A	A	A																			05	31
	Total No. of Students Present				07	20	15		20			07	31													36							=	=

Signature of Faculty 30/11/2024

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NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical | Sem: 1 | Month: Dec -24 | Session: July-Dec 2024 | Subject: Computer Fundamentals & Applications. (Th)

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Att.(04) Present	% Age
1	AKASH SAMADDAR	SUNDAY	P						SUNDAY						SUNDAY				GURU GHASIDAS JAYANTI				SUNDAY				X-MAS DAY			SUNDAY	P	P	04	100
2	ALPHIYA SIDDIQUI		P																												A	A	01	25
3	AMZAD ALI		A																												A	A	00	00
4	ANIL VEK		P																												P	P	04	100
5	ARVIND KASHYAP		P																												P	A	02	50
6	ASHOK MARKAM		A																												A	A	00	00
7	AYUSH KUMAR VERMA		P																												A	P	03	75
8	BHARTI KUNJAM		P																												P	A	02	50
9	BHISHMDEV KORETI		P																												P	A	02	50
10	BHUNESHWARI KORSA		P																												A	P	03	75
11	BHUPENDRA KUMAR		A																												A	A	00	00
12	CHANDRAKANT DAS		P																												A	A	01	25
13	DHANSAY		A																												A	A	00	00
14	DHIRENDRA		A																												A	A	00	00
15	DIPESH		P																												P	A	02	50
16	DIPESH KUMAR		P																												P	A	02	50
17	DURGESH KODOPI		A																												A	P	03	75
18	DUSHYANT SAHU		P																												A	A	00	00
19	GEETESH KAUSHIK		P																												P	A	02	50
20	HITESH KUMAR TARAM		A																												A	A	00	00
21	JOGI		A																												A	P	03	75
22	K VENU RAO		P																												P	A	02	50
23	KAILASH KHORA		A																												P	A	02	50
24	KESHAR		A																												A	A	01	25
25	KOMAL KACHCHHAP		A																															
26	KUNAL SAGAR		P																															
27	KUNAL VIMAL		P																															
28	LIKHENDRA SINGH MANDAVI		P																															

Signature of Faculty 31/12/24

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NMDC DAV POLYTECHNIC DANTEWADA
ATTENDANCE RECORD

Branch: Electrical **Sem: 1** **Month: Dec -24** **Session: July-Dec 2024** **Subject: CFA - (TH)**

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	% Age
	No of classes Taken	1																															Total Att. (04)	
31	NILESH KUMAR	A																													A	A	00	00
32	PACHMI BAGHEL	A																													A	A	00	00
33	PAYAL GUPTA	P																													P	P	04	100
34	PRASANA KUMAR KOCHIYARI	P																													A	A	01	25
35	PRITAM NAG	P																													P	A	02	50
36	RAHUL ALAMI	A																													A	A	00	00
37	RAJESH MANDAL	P																													A	A	01	25
38	RAKESH KUMAR VEK	A																													A	A	00	00
39	RASHMI TAMO	A																													A	A	00	00
40	RINKY	P																													P	P	04	100
41	ROHIT KUMAR	A																													A	A	01	25
42	RUDHIR KUMAR SORI	P																													P	P	04	100
43	S VANSHIKA PEDIREDDY	P																													A	A	00	00
44	SAMIR KUMAR MARKAM	A																													A	A	01	25
45	SANDEEP KASHYAP	A																													P	P	04	100
46	SANJAY	P																													A	A	00	00
47	SANTU RAM	A																													A	A	00	00
48	SHIV KUMAR MOURYA	A																													A	A	01	25
49	SOMARU RAM	A																													A	A	00	00
50	SONSINGH	P																													A	P	02	50
51	SOURABH BARSA	P																													A	A	01	25
52	SUMAN MISHRA	P																													A	A	01	25
53	SUNIL KAKEM	A																													P	P	04	100
54	TIKESHWAR BAIDH	P																													A	A	00	00
55	VINOD KASHYAP	P																													A	A	01	25
56	VIRAJ BAGHEL	P																													A	A	01	25
57	VIVEK BISSOYI	P																													P	P	04	100
58	YASH GHOSH	A																													A	A	01	25
59	YASH THAKUR	A																													P	A	01	25
60	YASHVANT KUMAR	P																													P	P	03	75
	Total No. of Students Present	31																													P	A	02	50
																															21	13	=	=

SUNDAY SUNDAY SUNDAY GURU GHASIDAS JAYANTI SUNDAY X-MAS DAY SUNDAY

Signature of Faculty 31/12/24

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NMDC DAV POLYTECHNIC DANTEWADA
ATTENDANCE RECORD

Branch: Electrical **Sem: 1** **Month: Jan - 2025** **Session: July-Dec 2024** **Subject: Computer fundamentals & Applications - (TH)**

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	% Age
	No of classes Taken	1			2		2	2		2		2			2	2	2	2			2									02			Total Att. (22)	
1	AKASH SAMADDAR	P			P		P	P		A		A			P	A	P	A			P									A			13	57
2	ALPHIYA SIDDIQUI	A			A		P	A		A		P			A	P	A	A			A									A			06	26
3	AMZAD ALI	A			A		P	A		P		A			A	P	P	A			A									A			08	35
4	ANIL VEK	P			P		A	P		A		A			A	P	A	P			A									A			09	39
5	ARVIND KASHYAP	A			A		A	A		A		A			A	A	A	A			A									A			00	00
6	ASHOK MARKAM	A			P		A	P		A		A			A	A	A	P			A									A			06	26
7	AYUSH KUMAR VERMA	A			A		P	P		A		P			P	P	A	P			A									A			10	43
8	BHARTI KUNJAM	A			A		A	A		P		A			A	A	A	A			A									A			04	17
9	BHISHMDEV KORETI	A			A		A	P		A		A			A	A	A	A			A									A			02	09
10	BHUNESHWARI KORSA	A			A		P	P		P		P			P	A	A	A			A									P			16	70
11	BHUPENDRA KUMAR	A			A		A	A		A		A			A	A	A	A			A									A			00	00
12	CHANDRAKANT DAS	A			P		P	A		A		A			A	A	A	A			A									A			04	17
13	DHANSAY	A			A		A	A		A		A			A	A	A	A			A									A			—	—
14	DHIRENDRA	A			A		A	A		A		A			A	A	A	A			A									A			—	—
15	DIPESH	A			A		P	P		A		A			A	A	A	A			A									A			04	17
16	DIPESH KUMAR	A			A		P	P		P		A			P	P	P	P			A									A			16	70
17	DURGESH KODOPI	A			A		A	A		A		A			A	A	A	A			A									A			—	—
18	DUSHYANT SAHU	A			A		A	A		A		A			A	A	A	A			A									A			00	00
19	GEETESH KAUSHIK	A			P		P	P		P		A			P	A	A	P			A									A			12	52
20	HITESH KUMAR TARAM	A			A		A	A		A		A			A	A	A	A			A									A			00	00
21	JOGI -	A			A		A	A		A		A			A	A	A	A			A									A			00	00
22	K VENU RAO	A			A		A	A		A		A			A	A	P	A			A									A			02	09
23	KAILASH KHORA	A			A		A	A		A		A			A	A	A	A			A									A			00	00
24	KESHAR	A			A		A	A		A		A			A	A	A	A			A									A			—	—
25	KOMAL KACHCHHAP	A			A		A	A		A		A			A	A	A	A			A									A			00	00
26	KUNAL SAGAR	A			A		A	A		A		A			A	A	A	A			A									A			—	—
27	KUNAL VIMAL	P			A		A	A		A		A			A	A	A	A			A									A			01	04
28	LIKHENDRA SINGH MANDAVI	A			A		P	P		A		A			P	A	A	A			P									A			10	43
29	MANTHAN ACHALA	A			A		A	P		A		A			P	A	A	P			A									A			06	26
30	MITHLESH VERMA	A			A		A	A		A		A			A	A	P	A			A									A			02	09

CHHER CHHERA SUNDAY SUNDAY SUNDAY

Signature of Faculty 31/01/2025

(47)

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NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical Sem: 1 Month: Jan – 2025 Session: July-Dec 2024 Subject: CFA-(TH)

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Att.(23) Present	% Age
	No of classes Taken	1			2		2	2		2		2			2	2	2	2				2								02				
31	NILESH KUMAR	A			A		A	A		A		A			A	A	A	A				A								A				00	00
32	PACHMI BAGHEL	A			A		A	A		A		A			A	A	A	A				A								A				—	—
33	PAYAL GUPTA	A			A		P	P		A		P			A	A	A	A				P								A				08	35
34	PRASANA KUMAR KOCHIYARI	A			A		A	A		A		A			P	A	P	A				P								A				06	26
35	PRITAM NAG	A			A		P	P		A		A			P	P	P	A				P								A				12	52
36	RAHUL ALAMI	A			A		A	A		A		A			A	A	A	A				A								A				—	—
37	RAJESH MANDAL	P			A		P	A		A		A			A	P	P	A				A								A				07	30
38	RAKESH KUMAR VEK	A			A		A	A		A		A			A	A	A	A				A								A				—	—
39	RASHMI TAMO	A			A		A	A		A		A			A	A	A	A				A								A				—	—
40	RINKY	A			A		P	P		P		P			P	A	A	A				P								P				14	61
41	ROHIT KUMAR	A			A		A	A		A		A			A	A	A	A				A								A				—	—
42	RUDHIR KUMAR SORI	A			P		P	P		A		A			P	A	A	A				P								A				10	43
43	S VANSHIKA PEDIREDDY	A			A		P	P		A		A			A	A	A	A				P								A				06	26
44	SAMIR KUMAR MARKAM	A			A		A	A		A		A			A	A	A	A				A								A				—	—
45	SANDEEP KASHYAP	A			A		A	A		A		A			A	A	A	A				A								A				00	00
46	SANJAY	A			P		P	P		A		A			P	A	A	P				A								A				12	52
47	SANTU RAM	A			A		A	A		A		A			A	A	A	A				A								A				—	—
48	SHIV KUMAR MOURYA	A			A		A	A		A		A			A	A	A	A				A								A				—	—
49	SOMARU RAM	A			P		P	P		A		A			A	A	A	A				A								A				06	26
50	SONSINGH	A			P		P	P		P		A			A	P	A	A				A								A				10	43
51	SOURABH BARSA	A			A		A	A		A		A			A	A	A	A				A								A				00	00
52	SUMAN MISHRA	A			A		P	P		A		P			P	P	P	A				A								A				12	52
53	SUNIL KAKEM	A			A		A	A		A		A			A	A	A	A				A								A				—	—
54	TIKESHWAR BAIDH	A			A		A	A		A		A			A	A	A	A				A								A				00	00
55	VINOD KASHYAP	A			P		P	P		A		A			A	A	A	A				A								A				06	26
56	VIRAJ BAGHEL	P			A		A	A		A		A			A	P	A	A				A								A				05	22
57	VIVEK BISSOYI	A			A		A	A		A		A			A	A	A	A				A								A				00	00
58	YASH GHOSH	A			A		A	A		A		A			A	A	P	A				A								A				02	09
59	YASH THAKUR	A			A		A	P		A		A			A	A	P	A				A								A				04	17
60	YASHVANT KUMAR	A			A		A	A		A		A			A	A	A	A				A								A				00	00
	Total No. of Students Present	05			10		01	01		09		07			14	11	12	07				09								02				—	—

SUNDAY CHHER CHHERA SUNDAY SUNDAY

Signature of Faculty 31/01/2025

(45)

NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical Sem: 1 Month: Feb-2025 Session: July-Dec 2024 Subject: Computer fundamentals & Applications

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total Att.(8) Present	% Age
	No of classes Taken			2	2	2	2																								
1	AKASH SAMADDAR			P	P	A	P																							06	75
2	ALPHIYA SIDDIQUI			A	A	A	A																							00	00
3	AMZAD ALI			P	P	P	A																							06	75
4	ANIL VEK			A	A	P	A																							02	25
5	ARVIND KASHYAP			A	A	A	P																							02	25
6	ASHOK MARKAM			A	A	A	P																							02	25
7	AYUSH KUMAR VERMA			P	P	P	P																							08	100
8	BHARTI KUNJAM			A	A	A	A																							00	00
9	BHISHMDEV KORETI			A	A	A	P																							02	25
10	BHUNESHWARI KORSA			A	P	P	P																							06	75
11	BHUPENDRA KUMAR			A	A	A	A																							00	00
12	CHANDRAKANT DAS			A	A	A	A																							00	00
13	DHANSAY			A	A	A	A																							—	—
14	DHIRENDRA			A	A	A	A																							—	—
15	DIPESH			A	A	P	P																							04	50
16	DIPESH KUMAR			P	P	P	P																							02	100
17	DURGESH KODOPI			A	A	A	A																								
18	DUSHYANT SAHU			A	A	A	A																							00	00
19	GEETESH KAUSHIK			A	A	A	P																							02	25
20	HITESH KUMAR TARAM			A	A	A	A																							00	00
21	JOGI			A	A	A	A																							00	00
22	K VENU RAO			A	A	A	A																							00	00
23	KAILASH KHORA			A	A	A	A																							00	00
24	KESHAR			A	A	A	A																							—	—
25	KOMAL KACHCHHAP			A	A	A	A																							00	00
26	KUNAL SAGAR			A	A	A	A																							—	—
27	KUNAL VIMAL			A	A	A	A																							00	00
28	LIKHENDRA SINGH MANDAVI			A	A	P	A																							02	25
29	MANTHAN ACHALA			A	A	A	A																							00	00
30	MITHLESH VERMA			A	A	A	A																							00	00

SUNDAY SUNDAY SUNDAY SUNDAY MAHA SHIVRATRI

Signature of Faculty 27/02/25

(47)

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SN	Student Name
40	RINKY
46	SANJAY
50	SONSINGH
51	SOURABH BARSA
52	SUMAN MISHRA
53	SUNIL KAKEM
54	TIKESHWAR BAIDH
55	VINOD KASHYAP
56	VIRAJ BAGHEL
57	VIVEK BISSOYI
58	YASH GHOSH
59	YASH THAKUR
60	YASHVANT KUMAR
	Total No. of Students Present

SUNDAY SUNDAY SUNDAY SUNDAY MAHA SHIVRATRI

Signature of Faculty

NMDC DAV POLYTECHNIC DANTEWADA

ATTENDANCE RECORD

Branch: Electrical **Sem: 1** **Month: Feb** Feb-2025 **Session: July-Dec 2024** **Subject: CFA.**

SN	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Att.(8) Present	% Age
	No of classes Taken					2	2																											
31	NILESH KUMAR			A	A	A	A																										00	00
32	PACHMI BAGHEL			A	A	A	A																										—	—
33	PAYAL GUPTA			A	A	A	P																										02	25
34	PRASANA KUMAR KOCHIYARI			A	P	A	P																										04	50
35	PRITAM NAG			P	P	P	P																										08	100
36	RAHUL ALAMI			A	A	A	A																										—	—
37	RAJESH MANDAL			A	A	A	A																										00	00
38	RAKESH KUMAR VEK			A	A	A	A																										—	—
39	RASHMI TAMO			A	A	A	P																										—	—
40	RINKY			A	A	A	A																										02	25
41	ROHIT KUMAR			P	A	A	A																										—	—
42	RUDHIR KUMAR SORI			A	A	A	P																										02	25
43	S VANSHIKA PEDIREDDY			A	A	A	A																										02	25
44	SAMIR KUMAR MARKAM			A	A	A	A																										00	00
45	SANDEEP KASHYAP			A	A	A	A																										00	00
46	SANJAY			A	A	A	A																										—	—
47	SANTU RAM			A	A	A	A																										—	—
48	SHIV KUMAR MOURYA			A	A	A	A																										02	00
49	SOMARU RAM			A	A	A	A																										00	00
50	SONSINGH			A	A	A	A																										02	25
51	SOURABH BARSA			A	A	A	P																										02	25
52	SUMAN MISHRA	-		A	A	A	P																										—	—
53	SUNIL KAKEM			A	A	A	A																										00	00
54	TIKESHWAR BAIDH			A	A	A	A																										04	50
55	VINOD KASHYAP			A	A	P	P																										02	25
56	VIRAJ BAGHEL			P	A	A	A																										00	00
57	VIVEK BISSOYI			A	A	A	A																										02	25
58	YASH GHOSH			A	A	A	P																										02	25
59	YASH THAKUR			A	A	A	P																										00	00
60	YASHVANT KUMAR			A	A	A	A																										—	—
	Total No. of Students Present			07	07	09	19																											

Signature of Faculty 27/02/25

(47) (48)

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Student's Progress Report [Theory Subject]

Semester : 1 **Branch: Electrical** **Session: July-Dec 2024**

Subject : Computer fundamentals & Applications

Name of Teacher : Dr. AKHILESH YADU

S. No.	Name	Month	Attendance (Sept not taken)							Periodic Test (20 20 50)						Assignment						Remark
			Oct	Nov	Dec	Jan	Feb	Mar	Total	1	2	3	4	5	Total	1	2	3	4	5	Total	
		Out of	30	23	31	23					CT-1	CT-2	PE									
		Roll No 2																				
1	AKASH SAMADDAR	2	30	16	28	13					15	18	35			✓	✓	✓	✓	X	04	
2	ALPHIYA SIDDIQUI	0	16	08	07	06					13	13	ABS			✓	✓	✓	X	✓	04	
3	AMZAD ALI	2	19	08	06	08					05	04	06			✓	X	X	X	✓	02	
4	ANIL VEK	0	22	12	23	09					07	05	08			✓	✓	✓	✓	✓	05	
5	ARVIND KASHYAP	2	24	15	16	00					06	ABS	09			✓	X	✓	✓	X	03	
6	ASHOK MARKAM	2	23	09	09	06					08	07	13			✓	✓	X	X	X	02	
7	AYUSH KUMAR VERMA	0	24	07	23	10					16	16	41			✓	✓	✓	X	✓	04	
8	BHARTI KUNJAM	02	24	09	14	04					07	08	20			✓	X	✓	✓	X	03	
9	BHISHMDEV KORETI	0	17	11	21	02					12	15	22			✓	X	X	✓	X	02	
10	BHUNESHWARI KORSA	0	25	13	17	16					07	07	12			✓	✓	✓	X	✓	04	
11	BHUPENDRA KUMAR	2	05	01	00	00					ABS	ABS	ABS			X	X	X	X	X	00	
12	CHANDRAKANT DAS	2	09	10	19	04					ABS	17	ABS			X	X	✓	X	X	01	
13	DHANSAY	2	14	01	00	00					ABS	–	–			←	Not	→			–	
14	DHIRENDRA	0	10	00	00	00					ABS	–	–			←	Not	En	→		–	
15	DIPESH	2	13	11	24	04					11	15	36			X	X	✓	✓	X	02	
16	DIPESH KUMAR	2	21	17	23	16					11	01	08			✓	✓	✓	✓	✓	05	
17	DURGESH KODOPI	0	01	00	00	00					ABS	–	–			←	Not	En	→		–	
18	DUSHYANT SAHU	0	06	05	05	00					07	ABS	ABS			X	X	X	X	X	00	
19	GEETESH KAUSHIK	2	13	14	20	12					11	16	ABS			✓	X	✓	X	X	02	
20	HITESH KUMAR TARAM	0	00	00	00	00					ABS	ABS	ABS			X	X	X	X	X	–	
	Course Covered %		20%	60%	100%	100%					=	=	=			←	=	=	=	=	=	
	Teacher's Signature																					

Signature of Lecturer

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Student's Progress Report [Theory Subject]

Semester : 1 **Branch: Electrical** **Session: July-Dec 2024**

Subject : Computer fundamentals & Applications

Name of Teacher : Dr. AKHILESH YADU

S. No.	Name	Month / Out of / Roll No	Attendance							Periodic Test						Assignment						Remark
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	0	1	2	3	4	Total	1	2	3	4	5	Total	
			30	23	31	23					CT-1	CT-2	PT-ESE									
21	JOGI	2	30	09	07	00					05	ABS	ABS			✓	✓	✗	✗	✗	02	
22	K VENU RAO	2	16	01	10	02					08	ABS	12			✓	✗	✗	✓	✗	02	
23	KAILASH KHORA	2	07	06	06	00					05	ABS	ABS			✓	✗	✗	✓	✗	02	
24	KESHAR	0	00	00	00	00					ABS	—	—			←	Not	Enr	→	→	—	
25	KOMAL KACHCHHAP	2	03	00	00	00					ABS	ABS	ABS			✗	✗	✗	✗	✗	00	
26	KUNAL SAGAR	0	00	00	00	00					ABS	—	—			←	Not	Enr	→	→	—	
27	KUNAL VIMAL	2	18	03	09	01					ABS	ABS	ABS			✓	✗	✗	✓	✗	02	
28	LIKHENDRA SINGH MANDAVI	2	21	13	16	10					10	14	30			✓	✗	✓	✓	✓	04	
29	MANTHAN ACHALA	2	23	12	12	06					11	08	20			✓	✗	✓	✓	✗	03	
30	MITHLESH VERMA	2	16	06	08	02					10	07	20			✗	✗	✓	✗	✗	01	
31	NILESH KUMAR	2	14	01	00	00					ABS	ABS	ABS			✓	✗	✗	✗	✗	01	
32	PACHMI BAGHEL	0	00	00	00	00					ABS	—	—			←	Not	Enr	→	→	—	
33	PAYAL GUPTA	2	21	14	12	08					15	13	32			✓	✓	✓	✓	✗	04	
34	PRASANA KUMAR KOCHIYARI	2	19	21	19	06					10	ABS	30			✓	✓	✓	✗	✗	03	
35	PRITAM NAG	2	25	17	26	12					08	09	22			✓	✓	✓	✓	✓	05	
36	RAHUL ALAMI	0	14	00	00	00					ABS	—	—			←	Not	Enr	→	→	—	
37	RAJESH MANDAL	2	18	11	11	07					08	ABS	15			✓	✗	✓	✗	✓	03	
38	RAKESH KUMAR VEK	2	21	00	00	00					ABS	—	—			✓	←	Not	→	→	01	
39	RASHMI TAMO	0	00	00	00	00					ABS	—	—			←	Not	Enr	→	→	—	
40	RINKY	2	27	17	26	14					10	12	21			✓	✓	✗	✓	✗	03	
	Course Covered %		20%	60%	100%	100%					=	=	=			2	=	=	=	=	=	
	Teacher's Signature																					

Signature of Lecturer

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Student's Progress Report [Theory Subject]

Semester : 1 **Branch: Electrical** **Session: July-Dec 2024**

Subject : Computer fundamentals & Applications

Name of Teacher : Dr. AKHILESH YADU

S. No.	Name	Month / Out of / Roll No	Attendance: Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Periodic Test: 1	2 (20)	3 (20)	4 (50)	5	Total	Assignment: 1	2	3	4	5	Total	Remark
		Out of	2	30	23	31	23					CT1	CT2	Pre ESE									
41	ROHIT KUMAR	0	00	00	00	00					ABS	—	—				← Not conducted →					—	
42	RUDHIR KUMAR SORI	2	18	10	15	10					17	18	36				✓	✓	✓	✗	✗	03	
43	S VANSHIKA PEDIREDDY	2	24	08	15	06					16	15	47				✓	✗	✓	✓	✗	03	
44	SAMIR KUMAR MARKAM	0	05	00	00	00					ABS	—	—				← Not conducted →					—	
45	SANDEEP KASHYAP	2	10	05	03	00					02	ABS	ABS				✗	✗	✗	✗	✗	00	
46	SANJAY	2	18	14	20	12					12	15	30				✓	✗	✓	✗	✗	02	
47	SANTU RAM	2	15	00	00	00					ABS	—	—				✓	← Not conducted →				01	
48	SHIV KUMAR MOURYA	2	26	00	00	00					ABS	—	—				✓	← Not conducted →				01	
49	SOMARU RAM	2	30	14	14	06					07	12	28				✓	✗	✗	✗	✗	01	
50	SONSINGH	2	18	13	20	10					09	11	31				✓	✗	✓	✗	✗	02	
51	SOURABH BARSA	2	23	08	04	00					ABS	ABS	17				✓	✗	✓	✗	✗	02	
52	SUMAN MISHRA	2	24	08	14	12					10	10	33				✓	✓	✓	✓	✓	05	
53	SUNIL KAKEM	2	13	00	00	00					ABS	—	—				← Not conducted →					—	
54	TIKESHWAR BAIDH	2	10	03	01	00					07	05	11				✓	✗	✓	✗	✗	02	
55	VINOD KASHYAP	2	11	16	21	06					09	09	ABS				✗	✓	✓	✗	✗	02	
56	VIRAJ BAGHEL	2	21	12	15	05					07	ABS	ABS				✓	✗	✓	✓	✓	04	
57	VIVEK BISSOYI	0	05	00	10	00					07	ABS	ABS				✓	✗	✓	✗	✗	02	
58	YASH GHOSH	2	13	09	09	02					06	ABS	09				✓	✗	✗	✓	✗	02	
59	YASH THAKUR	2	25	10	14	04					07	ABS	28				✓	✗	✗	✓	✗	02	
60	YASHVANT KUMAR	0	15	12	24	00					10	05	ABS				✓	✗	✓	✓	✗	02	
	Course Covered %		20%	60%	100%	100%					=	=	=				=	=	=	=	=	=	
	Teacher's Signature																						

Signature of Lecturer

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NMDC DAV POLYTECHNIC, DANTEWADA

UNIT TEST(REVISION) RECORD SESSION NOV-DEC 2024

ELECTRICAL - 1 ST

SUBJECT NAME: COMPUTER FUNDAMENTALS AND APPLICATIONS

S.NO.	ROLL NO.	NAME OF STUDENT	DATE OF TEST/ASSIGNMENT (20) 03+02+2025	(10) 04/02/2025	(10) 05/02/25	(10) 06/02/25						
1	207502424001	AKASH SAMADDAR	17	10	A	10						
2	207502424002	ALPHIYA SIDDIQUI	A	A	A	A						
3	207502424003	AMZAD ALI	A	09	06	A						
4	207502424004	ANIL VEK	A	A	05	A						
5	207502424005	ARVIND KASHYAP	A	A	A	A						
6	207502424006	ASHOK MARKAM	A	A	A	10						
7	207502424007	AYUSH KUMAR VERMA	17	09	09	10						
8	207502424008	BHARTI KUNJAM	A	A	A	A						
9	207502424009	BHISHMDEV KORETI	A	A	A	10						
10	207502424010	BHUNESHWARI KORSA	A	04	07	A						
11	207502424011	BHUPENDRA KUMAR	A	A	A	A						
12	207502424012	CHANDRAKANT DAS	A	A	A	A						
13	207502424013	DIPESH	A	A	10	10						
14	207502424014	DIPESH KUMAR	16	10	09	10						
15	207502424015	DUSHYANT SAHU	A	A	A	A						
16	207502424016	GEETESH KAUSHIK	A	A	A	10						
17	207502424017	HITESH KUMAR TARAM	A	A	A	A						
18	207502424018	JOGI	A	A	A	A						
19	207502424019	K VENU RAO	A	A	A	A						
20	207502424020	KAILASH KHORA	A	A	A	A						
21	207502424021	KOMAL KACHCHHAP	A	A	A	A						
22	207502424022	KUNAL VIMAL	A	A	A	A						
23	207502424023	LIKHENDRA SINGH MANDAVI	A	A	09	A						
24	207502424024	MANTHAN ACHALA	A	A	A	A						
25	207502424025	MITHLESH VERMA	A	A	A	A						
26	207502424026	NILESH KUMAR	A	A	A	A						
27	207502424027	PAYAL GUPTA	A	A	A	10						
28	207502424028	PRASANA KUMAR KOCHIYARI	A	10	A	10						
29	207502424029	PRITAM NAG	17	10	09	10						
30	207502424030	RAJESH MANDAL	A	A	A	A						
31	207502424031	RINKY	A	A	A	10						
32	207502424032	RUDHIR KUMAR SORI	18	A	A	A						
33	207502424033	S VANSHIKA PEDIREDDY	A	A	A	A						
34	207502424034	SANDEEP KASHYAP	A	A	A	A						

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