



# INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

No. IGU./Result/5786..

Dated: 29.09.2023

To

The Principal(s)/Director(s),  
Affiliated Colleges/Institutes,  
I.G.U., Meerpur – Rewari.

**Sub:- Teaching of Computer Education at the Undergraduate Level.**

R/Sir/Madam,

Kindly refer to the subject cited matter.

I am directed to enclosed herewith the rules/guidelines of M.D.U., Rohtak circulated vide No. ACS-II/2010/8479-5562 dated 17.06.2010 relating to teaching of Computer Education at the Undergraduate Level for your kind perusal and compliance.

Thanking you,

Assistant Registrar (Results)  
for Controller of Examinations

Encls: As above



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

No. ACS-II 2010 8479-5162  
Dated. 17/6/10

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

**Sub: Teaching of Computer Education at the Undergraduate Level.**

Sir Madam,

In continuation of this office letter No. ACS-II/2010 6953-7037 dated 18.5.2010 on the subject cited above, it is intimated that the Vice-Chancellor has been pleased to approve the following recommendations of the Joint Committee of Maharshi Dayanand University, Rohtak and Kurukshetra University, Kurukshetra held on 23.2.2010, in anticipation of the approval of the Academic Council Executive Council for implementation of Compulsory Computer Education at Undergraduate Level from the session 2010-11. The revised modalities are as under:-

1. Paper of Computer Education i.e. Level-I (Certificate Course in Computer Education) is compulsory for the students of undergraduate courses (other than those exempted) from the session 2009-10. The Candidates who fail to qualify this paper in 1<sup>st</sup> year of the course will have to pass the same in 2<sup>nd</sup> year or 3<sup>rd</sup> year. However, Level-II (Diploma Course in Computer Education) and Level-III (Advanced Diploma Course in Computer Education) will be optional.
2. Teaching of Compulsory Paper of Computer Education for all the three levels i.e. Level-I (Certificate Course) Level-II (Diploma Course) and Level-III (Advanced Diploma Course) will be done on annual basis alongwith the 1<sup>st</sup> year 2<sup>nd</sup> year 3<sup>rd</sup> year of the course respectively and examinations for the same will also be held annually in the month of April /May.
3. The students who study any Add-on-course relating to computers alongwith their Undergraduate course are exempted from the Compulsory Paper of Computer Education as is being allowed in the case of students who are studying Computer Papers as a part of their undergraduate course.
4. The colleges will charge Rs. 100/- per candidate per month as Lab charges from such candidates.
5. Workload of three periods for theory and three periods for practical per group per week will be assigned.
6. At least 20 computers for a batch of 40 students for lab work will be provided.
7. In order to maintain uniformity, a common question paper will be supplied by the University to the colleges.
8. The date sheet will be notified by the Controller of Examinations.
9. Theory and Practical examinations will be conducted by the respective colleges on annual basis.
10. Evaluation will be done by the respective colleges.



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

Yours faithfully,


  
Dy. Registrar (Academic) 17/06/2010  
for Registrar

Endst. No. ACS-II/2010/ 8563-76

Dated. 17/6/10

Copy of the above is forwarded to the following for information and necessary action:-

1. The Higher Education Commissioner, Haryana, Shiksha Sadan, Sector-5, Panchkula
2. Dean, Academic Affairs, M.D. University, Rohtak.
3. Dean, College Development Council, M.D. University, Rohtak.
4. Head, Dept. of Computer Science & Applications, M.D. University, Rohtak.
5. Registrar, Kurukshetra University, Kurukshetra.
6. Controller of Examinations, M.D.U. Rohtak
7. Asstt. Registrar (R-IR-II, R-III, Secrecy & Conduct) M.D.U. Rohtak.
8. Superintendent (Academic-I) M.D.U. Rohtak.
9. P.A to Vice-Chancellor/Registrar (for kind information of Vice-Chancellor/Registrar) M.D.U. Rohtak.

  
Dy. Registrar (Academic) 17/06/2010  
For Registrar



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**KURUKSHETRA UNIVERSITY, KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)  
(\*A\* Grade, NAAC Accredited)

AC-6104  
23/11/10

No. ACS-I/10/F-51/31528-637  
Dated: 18/11/2010

VC 3352  
23/11/10

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

VC  
23/11/10

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

VC  
23/11/10

Dear Sir/Madam,  
In continuation of this office letter No. ACS-I/10/F-51/8602-8718 dated 26.04.2010 it is to inform that on the recommendations of Board of U.G. Studies in Computer Science & Applications under Res. No. 8 of 05.08.2010, the Vice-Chancellor has been pleased to approve, in anticipation of the approval of the Academic Council; that the nomenclature of Level-I (Certificate Course in Computer Education) will be Level-I 'Computer Awareness' w.e.f. 2010-11 which is compulsory alongwith 1st year students of undergraduate courses (other than those exempted) in the affiliated/maintained colleges of K.U., Kurukshetra. The scheme of examination for Level-I 'Computer Awareness' is as under w.e.f. 2010-11 :-

SAC-100  
23/11/10  
VC

Existing		Amended (w.e.f. 2010-11)	
Level-I (Certificate Course in Computer Education)		Computer Awareness' Level-I)	
	Marks		Marks
<b>Theory</b>			
L1 Basic Computer Education	100	L1-(I) Basic Computer Education	100
<b>Practical</b>			
Software Lab-I	100	L1-(II) Software Lab-I	100

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



Contd.....

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Both optional papers alongwith 2<sup>nd</sup> year and 3<sup>rd</sup> year of the Undergraduate courses will be as under:-

'Computer Awareness' Level-(II)	
	Marks
L2-(I) PC software and ICT	100
L2-(II) software Lab-II	100
'Computer Awareness' Level-(III)	
	Marks
L3-(I) Web designing	100
L3-(II) software Lab-III	100

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

Yours faithfully,

*Sh. Anurag*  
Asstt. Registrar (Academic)  
for Registrar *16/11/10*

Encls: As above

Enclst. No. ACS-I/F-51/ 31638-31649 Dated 18-11-2010

A copy of the above alongwith a copy of the Scheme of Examination and Syllabi as stated above is forwarded to the following for information and necessary action:

1. Higher Education Commissioner, Haryana, Panchkula with reference to her office Memo No. 18/342-2007 UNP (4) dated 20.05.2010.
2. Vice-Chancellor, Mahrisi Dyanand, University Rohtak.
3. Vice-Chancellor, Ch. Devi Lal University, Sirsa.
4. Vice-Chancellor, Bhagat Phool Singh, Mahila Vishvavidyalya, Khanpur Kalan, Sonapat. } With ref. to meeting of Vice-Chancellors held on 13.05.10
5. Controllers of Examination, KUK.
6. Dy/Asstt. Registrar (Secrecy, Conduct, R-I, II & III), KUK. with the request to maintain a copy of revised scheme of examination and syllabi of 'Computer Awareness', (Level-I, II & III) as Master Copy.
7. Head, Automation and Electronic Information Management Cell with the request to get uploaded the aforesaid syllabi on the K.U. website i.e. [www.kuk.ac.in](http://www.kuk.ac.in) which have been e-mailed to ~~20102010~~ on e-mail address [d\\_harit@rediffmail.com](mailto:d_harit@rediffmail.com) of Sh. Deepak, Asstt. Programmer.

Ends: As above



*Sh. Anurag*  
Asstt. Registrar (Academic)  
for Registrar *16/11/10*

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**Kurukshetra University, Kurukshetra**

**SCHEME OF COMPUTER AWARENESS TO BE  
INTRODUCED AT UNDER GRADUATE LEVEL**

Paper Code	Paper Name	Maximum Marks	Pass Marks	Examination Duration
<b>COMPUTER AWARENESS (LEVEL - I)</b>				
L1 - (I)	Basic Computer Education	100	35	3 hours
L1 - (II)	Software Lab - I	100	35	3 hours
<b>COMPUTER AWARENESS (LEVEL - II)</b>				
L2 - (I)	PC Software & ICT	100	35	3 hours
L2 - (II)	Software Lab - II	100	35	3 hours
<b>COMPUTER AWARENESS (LEVEL - III)</b>				
L3 - (I)	Web Designing	100	35	3 hours
L3 - (II)	Software Lab - III	100	35	3 hours

**Important Instructions:**

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



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**COMPUTER AWARENESS (LEVEL - I)**

**L1 - (I) BASIC COMPUTER EDUCATION**

**Max. Marks: 100**  
**Exam Duration: 3 Hrs**

**Pass Marks: 35**  
**Workload: 3 periods/week**

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

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

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

**Word Processing:** Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

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

**REFERENCES BOOKS**

1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2. Dromey, R.G., How to Solve it By Computer, PHI
3. Microsoft Office – Complete Reference – BPB Publication

**L1 - (II) SOFTWARE LAB - I**

**Max. Marks: 100**  
**Exam Duration: 3 Hrs**

**Pass Marks: 35**  
**Workload: 3 periods/week**

**Windows Operating System and Word Processing**

Practical exposure as per theory syllabi

**Computer Communication**

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



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## COMPUTER AWARENESS (LEVEL - II)

### L2 - (I) PC SOFTWARE AND ICT

Max. Marks: 100  
Exam Duration: 3 Hrs

Pass Marks: 35  
Workload: 3 periods/week

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

**Spread Sheet:** Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.  
**Presentation Software:** Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.  
**ICT Fundamentals:** Basics of Information Communication Technology, Computer Networks and their advantages, Types of Computer Network, Network Topologies, Basics of Transmission Media  
**Internet Advanced Services:** Downloading/uploading files using ftp/telnet, Chatting, Video conferencing, Online storage of data on Google and Yahoo, Configuring and Using Outlook Express for E-Mail

#### REFERENCES BOOKS

1. Microsoft Office - Complete Reference - BPB Publication
2. Learn Microsoft Office - Russell A. Stultz - BPB Publication
3. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB

### L2 - (II) SOFTWARE LAB - II

Max. Marks: 100  
Exam Duration: 3 Hrs

Pass Marks: 35  
Workload: 3 periods/week

#### Presentation Software

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

#### Spread Sheet

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





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## COMPUTER AWARENESS (LEVEL – III)

### L3 – (I) WEB DESIGNING

**Max. Marks: 100**

**Exam Duration: 3 Hrs**

**Pass Marks: 35**

**Workload: 3 periods/week**

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

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

**Web authoring tools:** Front Page express and explorer, Front Page editor, Application of themes, Formatting of text on web page, Creation of web pages, web sites, hyperlinks, Images, Sound and Video effects, Tables handling, Frame and frame properties, Tasks views, Web wizards, Radio buttons and Command buttons.

#### REFERENCE BOOKS:

1. C. Xavier, World Wide Web Design with HTML, Tata McGraw Hill
2. NIIT, Basics of Website Design, PHI Learning Private Limited, New Delhi
3. Microsoft Office Frontpage - The Complete Reference, Tata McGraw-Hill

### L3 – (II) SOFTWARE LAB – III

**Max. Marks: 100**

**Exam Duration: 3 Hrs**

**Pass Marks: 35**

**Workload: 3 periods/week**

#### HTML

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

#### Front Page

Use Front Page to

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

