

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

- **About University**
- **About Programme**
- **Scheme of Examination**
- **Detailed Syllabus, List of Practical & Reference Book**
- **Counseling and Study Structure**
- **Study Modules & Books Information**
- **Date Schedule & Instructions for Submitting Assignments**
- **Guideline For Preparation of Project Report**



Dr. C. V. Raman University

INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH

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ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the “All India Society for Electronics and Computer Technology” (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian ‘Values and ethics’, commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today’s one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 milion students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TIE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other projects of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry

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- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

RECOGNITION

- The University is recognized under Section 2(f) of the UGC Act.
- Other recognitions include AICTE, NCTE, BCI and DEB
- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.
- Membership of the Association of Indian Universities (AIU)
- NACC B+

THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a diploma degree, such as distance education PGDCA, without having to attend traditional classes.

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We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University
- NIRF Ranking Under Top 200 University
- World Education Award
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfill the learner's need for skill and employability.

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.

ABOUT PROGRAMME

(A). MISSION, VISION and PROGRAMME OBJECTIVES:

MISSION

The mission of PGDCA programme is to provide increasing knowledge in the field of information technology and allied sectors. This programme is to distribute knowledge of computers and communication technology along with its applications across the learners, so they can serve as IT technical's, skilled primary users of computer applications and computer professionals provide quality services in multinational organizations with reliability in the field of information technology. The main goal of the programme is to

update all kind of new information related to IT field and provide it to the open and distance learner so they can go and cope up with modern technologies in IT sector.

VISION

The vision of PGDCA programme is to skill based computer programme for the learner of the rural and tribal areas to enhance their skill as primary user of computer system and to understand operation of computer system so they can establish themselves in society, so that every part of the country will be able to use and participate in digital India.

OBJECTIVES

The objectives of programme related to the skill development of learners over the trends of information technology so they can secure their future and cope up with new technology.

Following are the key objectives of this programme:

- To provide complete knowledge of computer and its application to the learners.
- To develop study skills among the learners so as to help them to cope with courses available in this programme.
- To develop opportunities to learner through provide proper training and lab programs so they can able to work everywhere with computer.
- To provide necessary practical exposure of self study methods so as equip learners with knowledge acquire abilities.
- To develop positive attitude into the learners and motivate them by exploring new ideas and knowledge and update their experience with new programs with the help of new domain of IT fields.
- To provide well acquired knowledge to the learners of tribal areas and their development in the fields of IT and trends.
- To meet the demands of multinational organization form the IT fields.
- To offer degree and certification programmes to the learners, this will open the furthest future opportunities for them.

(B). RELEVANCE of THE PROGRAMME MISSION and GOALS:

Dr. C. V. Raman University aims to provide high standard of liberal education to its students, catering to their intellectual growth, personality development & nurtures them to be responsible adults committed to high ethical standards through various courses

offered from different fields like commerce & management, science, arts, etc in regular mode as well as Open & Distance Learning mode.

PGDCA programme offered in Institute of Open and Distance Education runs for the period of 12 months or one years and it comes under the faculty of information technology. This is a post grauation diploma programme related to knowledge of computers and their applications in the field of information technology. This programme is for the learner who wants to learn computer languages and want to know about basic applications of computer system.

(C). NATURE OF PROSPECTIVES:

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professional, Housewives, Students from rural area, Students who do not wish to prefer regular courses due to various reasons & students who cannot afford costly regular courses are target group learners. For pursuing PGDCA, learners have to pass their graduation exam in any stream.

(D). APPROPRIATENESS of PROGRAMME TO BE CONDUCT IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

Our wide learning goals are intended to enhance student learning in the following areas namely communication, ethical reasoning, analytical skills, information technology, global outlook, critical thinking, and understanding of legal systems. Upon completion of the PGDCA programme, learners will:

- Demonstrate professionalism, self-awareness, leadership, and effective communication skills.
- Understand ethical issues and dilemmas that businesses often face.
- Apply knowledge and skills to solve business problems.
- Understand the concepts of information technology (IT) and how IT can improve organizational performance.
- Demonstrate a global perspective and an awareness of how cultural differences impact businesses.

- Possess the skills required to integrate concepts from various disciplines to identify and develop business strategies.
- Possess the skills required to work and lead effectively in a team-based environment.

(E). EXPECTED OUTCOME

“At the end of the programme expected outcomes”

- To acquired a general knowledge, principles and mechanisms of Computer.
- To prepare the learners for employability.
- To acquired a basic knowledge of Subjects.
- To acquire techniques relevant of subjects taught.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the learner support centre during specific sessions which are duly notified for the benefit of the learners.
- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.

- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.
- **Industrial Training/Practical/Project work:** Some programmes have industrial training/practical/ project component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.
- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.
- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the

learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:

1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvrु.ac.in. Examination fee is required to be paid online payment gateway as per the fee table.

Please do all correspondence regarding the course admission and other detail at the following address:

The Director
Institute of Open and Distance Education (IODE)
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Phone: 07753-253851, 8827920016, 8827920019
Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753-253872, 07753-253873, 8359050061

Email: cvrussd@gmail.com

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGPGDCA)

Duration : 12 Months Eligibility : Graduate in any Subject

Scheme of Examination

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical/Viva Marks		Assignments	
				Max	Min	Max	Min	Max	Min
FIRST SEMESTER									
1PGPGDCA1	Fundamentals of Computers & Information Technology	3	100	70	25	-	-	30	11
1PGPGDCA2	Windows & MS Office	3	150	70	25	50	18	30	11
1PGPGDCA3	Programming Methodology & Programming in Foxpro	3	150	70	25	50	18	30	11
1PGPGDCA4	Computer Networks & Internet	3	100	70	25	-	-	30	11
1PGPGDCA5	Communication Skills & Personality Development	2	100	70	25	-	-	30	11
Total aggregate required to pass		14	600	350	140	100	40	150	60
SECOND SEMESTER									
2PGPGDCA1	Objects Oriented Programming with C++	3	150	70	25	50	18	30	11
2PGPGDCA2	DBMS & SQL (With MS Access / MS SQL Server)	3	150	70	25	50	18	30	11
2PGPGDCA3	A. Computerised Accounting with Tally	3	150	70	25	50	18	30	11
2PGPGDCA4	Programming with VB.Net	3	150	70	25	50	18	30	11
2PGPGDCA5	Project Report***	6	100	-	-	70	25	30	11
Total aggregate required to pass		18	700	280	112	270	108	150	60

Evaluation Scheme

1. 36% in each theory, practical, project, dissertation & internal assessment but the total aggregate for passing is 40%.
2. Project work carrying 100 marks has to be done under the guidance of a Project supervisor. The distribution of 100 marks are as – Marks given by the external Examiner is out of 70 (50 on Report + 20 on Viva & Presentation), Marks given by the Internal examiner is out of 30 (20 on Project Report + 10 on Viva & Presentation).

Detailed Syllabus, List of Practical & Reference Book



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **First Semester**

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - Fundamentals of Computers & Information Technology

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 1PGPGDCA1, CREDIT:-3

UNIT-I

Know the Computer -, Introduction, What does computer stand for?, Strengths of computers, Limitations of computers, Fundamental uses of computers, Development of computers, Types of Computers, Generations of Computers

Personal Computer - Introduction, Personal computer, Uses of personal computers, Components of personal computers, Evolution of PCs, Developments of processors, Architecture of Pentium IV, Configuration of PC

Boolean Algebra and Logic Gates - Introduction, Boolean Algebra, Binary Valued Quantities, And Operator, OR Operator, NOT Operator, Basic Postulates of Boolean Algebra, Theorems of Boolean Algebra, De Morgan's Theorems, Reducing Boolean Expression by their Simplifications, Proving the Equations of Boolean Expressions By Truth Table, Principle of Duality, Standard Forms, Basic Logic Gates, Use of Logic Gates in Circuits, Karnaugh Maps

Number System - Introduction, Digital and Analog Operations, Binary Data, Binary Number System, Decimal Number System, Octal Number System, Hexadecimal Number System, Fractional Conversion, Coding System

UNIT-II

Data Representation and Binary Arithmetic - Introduction, Bits, Nibbles, Bytes and Words, Data Representation, Coding system, Binary Arithmetic, Binary Addition, Binary Subtraction, Binary Multiplication, Binary Division, Character Representation, Checking the Result of Binary Arithmetic

Input Devices - Introduction, Input Device, Typing Input Devices, Pointing Input Devices, Scanning Input Devices, Audio Visual Input Devices

Output Devices - Introduction, Output Devices, Soft Copy Vs Hard Copy Output, Monitor, Printers, Plotter, Electrostatic Technique, Special Purpose Output Equipments

Central Processing Unit - Introduction, What is Central Processing Unit, Arithmetic And Logic Unit, Control Unit, Registers, Instruction set, Processor Speed

UNIT-III

Storage Devices - Introduction, Storage and its needs, Brain Vs Memory, Storage Evaluation Units, Data Access Methods, Primary Storage, Secondary Storage, Hard Disk Operations, Floppy Disk Drives, Winchester Disk, Optical Disk, VCD, CD-R, CD-RW, DVD, Zip Drive, Flash Drives, Blue Ray Disk, Memory Card, Driving Naming Conventions In a PC

Basics of Software- Introduction, What Does Software Stand For? Needs of software, Types of software, Open Source Software, Integrated Development Environment

Operating System - Introduction, Operating System, Why an Operating System, Functions of Operating System, The Booting Process, Types of Reboot, Booting From Different Operating System, Types of Operating System, Some Prominent Operating Systems

UNIT-IV

Disk Operating System - Introduction, What is DOS?, Functions of DOS, Versions of DOS, DOS Commands , Important Internal Commands of DOS, Important External Commands of dos, Executable Vs Non-Executable Files In Dos

Programming Languages , Introduction, Data, information And Knowledge, Characteristics of Information, Comparison between human language and , Computer Language, What is a program?, What is a Programming language?, Programming development cycle, Algorithm, Program Flowcharts, Pseudo code, Programming approaches, Programming Paradigms, Types of Programming Language, Third Generation Language, Fourth Generation Language

UNIT-V

Computer Virus - Introduction, Virus, History, Mechanism of virus, How A Virus Spreads , How is virus named, A few Prominent Viruses, Types of Computer Virus, Related Concepts ;, Anti Virus Programs, Norton Anti - Virus (NAV), Execution of Norton Anti-Virus

Communication and IT - Introduction, Computer Network, Communication Process, Communication Types, Transmission Media, Wireless Media, Communication Channels/Media, Modem, Characteristics of a Modem, Types of Modem

Networks - Introduction, Internet Vs Intranet, Types of Network, Topology, Types of Connectivity, Network Devices

Internet - Introduction, What is Internet actually ?, Growth of Internet, Owner of the Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet history of the World Wide Web, Services Available on Internet (Internet Tools), Basic internet terminologies, net etiquette, Application of internet

Management Information System - Introduction, Information System, Management Information System (MIS), Fields of Information System, Elements Of MIS, Objectives Of MIS, Characteristics of MIS, Impact Of MIS, Designing An MIS, Placement Of MIS, Views Of MIS, Pitfalls In Designing an MIS, Advantages of MIS, Disadvantages of MIS

Applications of Computers and Information Technology - Introduction, Business And Computer, E-Mail, E-Commerce, Project management, Computers in Personnel Administration, Accounting, Computers in Cost and Budget Control, Marketing, Manufacturing, Materials management, Banking, Insurance And Stock broking, Purchasing, Computers in warehousing

READINGS: SELF LEARNING MATERIAL

FURTHER READING:-

1. COMPUTER FUNDAMENTAL :- PRADEEP K SINHA
2. ESSENTIALS OF INFORMATION TECHNOLOGY :- A.MANSOOR
3. FUNDAMENTALS OF COMPUTERS :-V.RAJARAMAN
4. COMPUTERS FUNDAMENTAL AND INFORMATION TECHNOLOGY:-RAMESH BANGIA



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - Windows & MS Office

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 1PGPGDCA2, **CREDIT:-3**

Practical Max. M: 50 Min. M: 18

UNIT-I

Know the Windows XP , Introduction, What is Windows XP ?, Evolution of Windows Operating System, Features of Windows XP, What's New in Windows XP, Windows and Its Elements.

Accessories And Other Tools , Introduction, The Calculator , Using THE Calculator, The Character Map, Using Outlook Express, The Address Book, The Paint, The Notepad, The WordPad, The NetMeeting, The Internet Explorer, The Windows Media Player, The MS-DOS , The Control Panel , The Windows Picture and Fax Viewer, The HyperTerminal, The Windows Messenger, Using Windows Movie Maker.

Managing Files and Folders, Introduction, Viewing files and folders, Arranging files and folders, Creating a new folder, Creating a file using short-cut.

Customizing Your Computer , Introduction, customizing Your Desktop, Changing the Start menu style, Setting a screen saver, Reversing your mouse buttons, Changing the appearance of your mouse pointer, Adding a new font to your computer, Logging off from the computer, Adding or Removing Programs, Hiding and displaying quick launch bar.

Microsoft Office XP Suite With Other Office Suites , Introduction, Different office suites, Microsoft Office XP Suite, What's Special About Office XP, Voice Dictation and Voice Commands, Smart Tags , The Office Task Panes , The Ask a Question Box, Document Recovery, Product Activation.

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Common Elements Of The Suite , Introduction, Different Integrated Items in Office Suite, Menu Bars and Toolbars, Shared Tools, ObjectS, Linking, Embedding, Office Assistant and Online Help.

Office Task Panes , Introduction, The Task Pane, Displaying And Hiding a Task Pane, Types of Taskpane, Additional Task Panes, Insert ClipArt Task Pane, Styles and Formatting Task Pane, Mail Merge Task Pane, Exercise.

UNIT-II

Word Processing and MS-Word , Introduction, Features of Word Processor, MS-WORD—a powerful word processor, Starting MS-Word, Chief Elements Of MS-Word Window, Displaying and Hiding the Toolbar, File operations in MS-WORD, Using Help Online, Customizing Office Assistant.

Text Formatting , Introduction, Typing the text, Selecting Text with a mouse, Deleting Text, Restoring the deleted text, Typing over the existing text, Undoing/Cancelling the last action, Redoing/Repeating the last action, Formatting font, Advanced text formatting, Customizing Spelling Check, Using the thesaurus.

Document Formatting , Introduction , Using page border, Bullets and numbering, Setting and removing tab stops, Making word count, Using Autotext, Using autocorrect, Headers and Footers, Setting up columns in the document, Removing columns from the document, Inserting page numbering, Formatting the page numbering, manual and automatic page breaks, Setting margins, Inserting date and time, Using Goto, Cursor movement with key-board.

Unit-III

Tables And Graphics , Introduction, creating tables, calculating numeric data in a table , Deleting columns and rows, Formatting a table, Aligning text in the table, Formatting text in the table, Applying borders and shadings, Add a border to a table, Automatically format a table , Using Drawing, Creating a Shape, Using Word Art, Using Autoshapes, Insert a clip from the Clip Organizer, Inserting a text box, What is Drawing Canvas?, Using autoshapes.

Mail Merge, Views, Template and Wizard , Introduction, Mail merge , Views, Overview of templates, Creating a document template, Create a Web page based on a template, Modify a document template, RULER, ZOOM, PROTECTING YOUR DOCUMENT, INSERTING A FILE INTO ANOTHER , overview of wizard , Inserting Hyperlinks to a Web Page or a Word Document , EXERCISE.

UNIT-IV

Spreadsheet and MS-Excel , Introduction , Starting MS-Excel , Spreadsheet and its Elements , Application Window , Document Window, Cell , Standard Toolbar, Formatting Toolbar, Workbook , Worksheet, Handling Files.

Worksheet Formatting , Introduction, Entering Text Data, Entering Formula , Editing the Cell Content, Formatting the Cell , Formatting Font, Setting Border Around Cell, Highlighting gridlines, Using Format Painter, Finding and Replacing the Text, Using Spelling and Grammar.

Function and Operator , Introduction, Entering Functions , Editing Functions, Using Mathematical Functions, Using Statistical Functions, Using Date & Time Functions, Changing the default date format , Text Function, Logical Functions, Financial Function, Operators, AutoSum, Function Wizard.

Chart and Web Object , Introduction, Types of Charts, Creating a Quick Chart Sheet , Parts of a Chart, Types of Charts, Creating A Chart using wizard, Using Pivot Table , Object Linking and Embedding (OLE), Linking Cells, Linking Formula, Hyper Links, Previewing charts, printing charts, Exercise.

Presentation Package And MS-PowerPoint , Introduction, Chief Elements of Presentation, Starting Powerpoint, Creating A Presentation, Creating A Presentation with Auto Content Wizard, Create a presentation using a design template, Creating a blank presentation, Powerpoint window and its Elements, Using Help Online, Customizing Office Assistant .

, **Text Formatting in Slides** , Introduction , Adding text to slides, Editing text on a slide, Using Format Painter, Setting Paragraph Indents, Line Spacing in a Paragraph, Setting and Removing Tab Stops , Checking Spelling of the text , Finding and replacing the text, Moving slides.

UNIT-V

Table, Chart and other Drawing Objects, Introduction, Creating a table, Creating an embedded Word table, Adding Columns and Rows, Deleting Columns and Rows, Changing Table Borders, Using Autoshapes, Chart, Inserting a clip to your slide, Using Word Art, Inserting A Word Art, Working With Drawing Toolbar, Creating A Shape.

, **Slides, Views, Notes, Handouts** , Introduction, PowerPoint Views, Notes Pages, Using Handouts, Inserting Header and Footer in the, Slide , Transition , Custom Show, Assigning Custom Animation , Adding a motion path, Animating a chart, Publish a presentation or HTML file , to the Web, Preview a presentation as a Web page, Showing Slides , Printing Slides .

Outlook Express , introduction, WHAT IS outlook express?, Features of Outlook Express, starting outlook express, Concepts of CC and BCC, Email address, Reading a received message , composing message, Replying And Forwarding Messages, attaching files, Creating signature in

outlook express, Formatting message text, What is mime?, applying stationery, Inserting a hyperlink or HTML page into a message, Flagging an e-mail or news message, Importing messages from other e-mail programs, What are newsgroups?, Adding a newsgroup account, Switching between e-mail and news reading, Identities (Multiple Users on A Single Computer), Adding a new identity, Managing contacts with outlook, creating addresses, Importing an address book from another program, Using keyboard shortcuts in Outlook Express.

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. ILLUMINATING MS-OFFICE XP-A.MANSOOR
2. MS-OFFICE XP FOR EVERY ONE-SANJAY SAXENA

LAB WORK:-

SR. NO	TOPICS
1	EXPLORING MS-WORD BASIC TOOLS AND FEATURE
2	FAMILIEAR WITH MS-WORD DIFFERENT COMMAND AND STYLE
3	PRACTICE MS-EXCEL DIFFERENT COMMAND AND FEATURES

List of Practical's

1. Creating, opening, closing, saving and editing a word Document.
2. Insertion of header and footer in the document.
3. Perform fonts, page formatting, and color and bullet operation in a word document.
4. Use of word art, spell check and work with Page layout with save as command.
5. Creation of a link between two files using Hyperlink.
6. E- mail-merge and providing protection of a document.
7. Creation of a letter/Application in different subjects.
8. Creation of records in excels for students marks of five subjects and calculation of their average percentage using formulas.

9. Operation of data sorting in a worksheet.
10. Use of mathematical functions, date function and time function.
11. Define trig function with an operation on excel sheet.
12. Creation of new slide and duplicate slide in power point.
13. Steps of presentation and creation of presentation for the seminar in a topic.
14. Use of animation audio and clipart in power point presentation.
15. Changing backgrounds and adding slides in a present.



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SEMESTER- First Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - PROGRAMMING METHODOLOGY & PROGRAMMING IN FOXPRO

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 1PGPGDCA3, CREDIT:-3

Practical Max. M: 50 Min. M: 18

UNIT-I

Principles of Programming, Introduction to Programming, Program Concept, Characteristics of Programming, Stages in Program Development, Tips for Program Designing, Programming Aids, Algorithms, Notations, Design, Flowcharts, Symbols, Rules

Programming Techniques and Logic, Introduction, Introduction to programming techniques, Top-down approach or technique, Bottom-up approach or technique, Unstructured technique of programming, Structured technique of programming, Modular technique of programming, Comparative study of programming techniques, Cohesion , Coupling, Debugging , Syntax Errors, Logical Errors, Data Entry Errors, Linker Errors, Runtime Errors, Program Testing

UNIT-II

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DBMS and RDBMS, Introduction, What is FoxPro, FoxPro System, Creating a Database File in FoxPro, Closing Database File, Opening Database File, Different Data Types of FoxPro, Database Menu, Program Menu

Displaying & Controlling Data, Introduction, Displaying the Records of Database Files, Different Designs of List, Principal Designs of Browse, Different Designs of Change Command, Modifying the Structure in Database Files, Displaying list of the Files

Sorting and Indexing Database Files, Introduction, Indexing the Files by FoxPro Menu, Use of FIND and SEEK commands, Sorting the Files through FoxPro Menu, Plus Points of Sort command, Minus Points of Sort command

UNIT-III

Memory Variables, Introduction, Creating and sing the Memory Variables, Creating Array Memory Variables, Copying Multiple Records to Like Test, Display Memory Array, Using ?? Command

Time & Date Functions and Commands, Set Clock on, Set Century On/Off, Set Mark to, Day & Month, Date Arithmetic

Functions Keys and Macros, Creating and Using the Key board Macros, Creating the Macros, Savings and Restoring the Macros, Using the Macros, Editing the Macros, Recording the Macros, Mathematical Commands and Functions

UNIT-IV

Programming with FoxPro, What is Program Command File, Creating a Program File, Running the Program File or Command File, Creating the Program File with Modify Command,

Working with Loops, Do While - End Do, The Classification of Mail.PRG Program, Editing a Program File, Running a Program File Through FoxPro Menu, Adding the Comments to Commands, Other Trim Functions, IIF(), The Compactness IF Function, Nested If-End If Structure, Using Scan - End Scan, Handling Multiple Options with Do Case - End Case, Macro Substitution

Error Conditions and Program Debugging Aids, Searching or Displaying Errors before Running a Program File, Unrecognized Command Verb, Saving Screen Activity in An Optical File, Running the Program in Slow Speed, Automatic Documentation with FoxDoc

UNIT-V

Multiple Database Files, Introduction, Opening Multiple Data Files, Linking the Database with Set Relation, Updating Information with Update, Appending Records from others Files (Append

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From), Copying the Structure of Database File, Opening the RQBE Window, Arranging and saving the Records in a File

Custom Screens, Introduction, Screen Co-ordinates in an User window, Restricting Data Input with Range, Assigning Default Value to Get Variables, Common Function Codes for @ SAY, Validating GET VARIABLES

Creating Custom Screen & Designing Screen with Builder, Introduction, Creating the Screen Code, Designing a Custom Screen with CREATE SCREEN, Drawing a BOX, Creating a Push Buttons, Creating Radio Push Buttons

Creating Query, Report and Label, Database Query, Changing and Formatting the Report

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Visual Foxpro: Made simple Foxpro Unleashed, R.K. Taxali, BPB pub.
2. Teach yourself Foxpro 3 for window, king, Nelson, MIS Press

LAB WORK:-

SR. NO	TOPICS
1	EXPLORING FOX-PRO BASIC TOOLS AND FEATURE
2	FAMILIAR WITH FOX-PRO DIFFERENT COMMAND AND STYLE
3	PRACTICE WITH THE PROGRAMMING CONCEPT OF FOX PRO

List of Practical's

1. Creation of a database Student having 10 records of following fields:
Name, Roll no., Marks, Address, and mobile no.
2. Perform following operations on Student database:
 - a. List the record
 - b. Add new field City
 - c. Display last record of database

- d. Edit record no 4
- 3. Creation of single index and compound index file on Student record.
- 4. Creation of macro and assign Alt+B for
Dr. C. V. Raman University
Bilaspur
- 5. Implementation of SET command.
- 6. A program to print the table of 5.
- 7. A program to print number from 1 to 20.
- 8. Joining of two databases.
- 9. Creation of report and label of student database.
- 10. Creation of push button and straight line.



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - COMPUTER NETWORK & INTERNET

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 1PGPGDCA4, **CREDIT:-3**

UNIT-I

Introduction To Internet- introduction, what is internet actually ?, growth of internet , owner of the internet, internet service provider, anatomy of internet, Arpanet and internet history of the world wide web, services available on internet wais , basic internet terminologies, net etiquette, applications, commerce on the internet, governance on/through the internet, impact of internet on society

TCP/IP - Internet Technology And Protocols-introduction, switching technology , internet protocols, overview of TCP/IP reference model, introduction to TCP/IP, routers, internet addressing scheme

Internet Connectivity - connectivity types, level one connectivity, level two connectivity, level three connectivity, hardware requirements, modems, narrow-band/phone-line dialup modems, software requirements, modem configuration:, telephone line options, making a dial-up connection, protocol options, service options, news services, desktop alerts

UNIT-II

Internet Network- computer networks, applications of networks, common terminologies :, interoperability, network security, the need for security, common threats, security barriers in network pathways, network components :, communication media, network devices, types of network : client / server & peers, addressing in internet, domain name system (DNS), domain name and their organization, network topology, internet vs. intranet

Services Of Internet (Definition And Functions) - introduction, file transfer protocol, ftp related terminologies, ftp servers and authentication, public and private software services, ftp clients, types of ftp client software, displaying files , remote login, chat programs, connecting to a server, search engines

Electronic Mail - introduction, what is an e-mail?, email networks and servers, merits of e-mail, limitations, e-mail protocols, structure of an e-mail, e-mail address, Microsoft internet explorer and outlook express, applying stationary, web based emails, working with yahoo, starting the mail program , creating signature in outlook express, creating signature in yahoo, email encryption, why email encryption?, digital certificate

UNIT-III

Current Trends On Internet -current trends of internet:, languages used on the internet, internet phones, internet video / internet tv, streaming video & audio, collaborative computing, e-commerce, technical and organizational aspects

Web Publishing- overview, SGML (standard generalized markup language), what is the need of a website? , types of web sites, components of web publishing , domain name planning and registration, choosing a web host and signing up for an account, web hosting, web design and development, testing your website, promotion of the site, registering your site with a search engine, publishing tools, html editor, image editor, program to transfer your files to a web server, uploading web pages using CuteFTP

World Wide Web- introduction , evolution of the www, basic features, mechanism of the world wide web, search and meta-search engines, searching the web, using Boolean operators in your searches, using advanced , using a Metasearch engine, site specific search tools, web protocols, hyper text transfer protocol (http), web server

UNIT-IV

Browsers , introduction, www web browsers, Mozilla Firefox browser, the opera browser, google chrome, what are bookmarks?, adding folders, favorites, deleting favorite folders and pages, history, progress indicator, customizing internet explorer, turning off graphics to display all web pages faster, customizing the toolbar, copying, saving and printing in internet explorer, printing an image from a web page, printing a web page, cookies, what is cache setting ? , internet explorer, the standard toolbar, internet explorer keyboard shortcuts

Hyper Text Markup Language Programming Basics - introduction, html editors, elements of html, definition lists , compact attribute, nested list, type attribute, html links, using alt attribute, background graphics, html document tables, creating tables within tables, html

frames, html rules, introduction of multimedia, meaning of multimedia, what is multimedia ?, identifying multimedia elements, audio on the web, video on the web

Introduction To Interactivity Tools- overview, what is ASP?, functions of asp, the basic syntax rule , writing output to a browser, adding some html to the text, declaring a variable in asp, declaring an array in asp, what is VBScript?, java, features of java, starting with java, Javascript and java, syntax and conventions, FrontPage, introduction to flash, installation of flash MX, creating simple animation for the web, working with layers in flash, masking in flashmx, bouncing effect in flash, to create motion tween , flash ripple effect

UNIT-V

Internet Security Management Concepts, Information Privacy And Copyright Issues - overview , basic security concepts, security events, measures for check threats, firewalls , monitoring tools, security analysis tools, cryptography , information privacy, copyrights and the internet, copyright legislation in India, key points of copyright, encryption & decryption - cryptography, terminology

Firewalls - firewalls, firewall design principles, firewall attributes, firewall strengths and weaknesses, types of firewalls, comparison of firewall types, DMZ DNS server, VLAN

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. A.S. Tananbaum, "Computer Networks", Pearson Education, Delhi, Fourth edition, Year of Publication: 2009
2. Behnouz A. Forouzan, "Data Communication and networking", 2nd Ed. Update, Tata McGraw Hills 2003
3. Black U, "Computer Networks-Protocols, Standards and Interfaces", PHI 1996
4. Comer E. Douglas, "Computer Networks and Internets", 2nd Ed., Pearson, 2000
5. W. Stallings, "Data and Computer Communications", 7th Ed., Pearson, 2002.
6. Laura Chappell (Ed), "Introduction to Cisco Router Configuration", Techmedia, 99



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

CVRU-IODE Programme Guide 2019-20 – Faculty of Information Technology

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - COMMUNICATION SKILL & PERSONALITY DEVELOPEMENT

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 1PGPGDCA5, **CREDIT:-2**

UNIT-I

English Language - Listening, Speech, Pronunciation, Reading, Spelling, Writing *Right*

Nouns : Countable and Uncountable, Pronouns : Personal, Relative and Others, Articles

The Parts of Speech, The Prepositions, Clauses : Coordinate, Subordinate, Relative Adverbs, Adjectives and Adjective Phrases, Verb

UNIT-II

The Model Auxiliaries, Adverb, Adverb Phrases Comparisons and Intensification, Linking Devices, Subject Verb Agreement, Tenses, Common Errors, Word Building, Vocabulary

Developing Ability of Question and Answer, Body Language and Its Use in Speaking, Group Discussions, Interview Skills

UNIT-III

Composition - Making a Technical Report, E-Mails and Text Messages Composing, Letter Writing, Paragraph Writing, E-mail Writing, Writing Resume, Writing a Cover Letter

Personality development: Soft Skills Development, Body Language, Behavioral and Symptomatic Soft Skills, Etiquette and Manners, Positive Thinking, Motivation, Goal setting, Team building, Self Confidence, Leadership Skills, Time Management

UNIT-IV

Introduction to Personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation

Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking

UNIT-V

Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning

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Techniques in Personality Development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Effective Business Communication, Herta a murphy, herbert w hildebrandt, Tata McGraw hill



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- *Second Semester*

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - OBJECT ORIENTED PROGRAMMING WITH C++

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 2PGPGDCA1, CREDIT:-3

Practical Max. M: 50 Min. M: 18

UNIT-I

Overview of C++ - Overview of C++, Software crisis, Object oriented programming paradigm, Basic concepts of OOP, Advantages/Benefits of OOP, Usage/applications of OOP

C++ Environment, Program development environment, The language and the C++ language standards, Introduction to various C++ compilers, The C++ standard library, Prototype of main() function, i/o operator, manipulator, comments, data types

Creating and Compiling C++ Programs - TURBO C++ IDE, Creating, compiling and running a C++ program using ide and through command line, Elements of C++ Language, Structure of a C++ program, C++ tokens, Type conversion in expressions

UNIT-II

Decision Making and Branching - Introduction, Sequential statements, Mathematical Functions, Branching statements, looping Statements, Nested loops, Programming examples

Arrays and Functions- Arrays, The meaning of an array, Single-dimensional arrays, Two-dimensional arrays (Multi-dimensional arrays), User Defined Functions, Elements of user-defined functions, Return values and their types, Function calls, Categories of functions, Passing parameters to functions, Recursion, Command Line Arguments, Storage Class Specifiers

Classes and Objects - Classes, Structures and classes, Unions and classes, Friend function, Friend classes, Inline function, Scope resolution operator, Static class members, Static data members, Static member functions, Passing object to functions, Returning objects, Object assignment

UNIT-III

Array, Pointers, References and the Dynamic Allocation Operators - Array of objects, Pointer to object, Type checking in C++, The this pointer, Pointer to Derived Types, Pointer to class members, References, C++'s Dynamic Allocation Operators

Constructors and Destructors - Introduction, Constructors, Default Constructor, Parameterized constructors, Copy Constructors, Multiple Constructors in a class, Constructors with default arguments, Default Arguments, Special Characteristics of Constructor functions, Destructors

UNIT-IV

Function and Operator Overloading - Function overloading, Overloading Constructor Function, Finding the address of an overloaded function, Operator Overloading, Creating a Member Operator Function, Creating Prefix and Postfix forms of the increment (++) and decrement (--) operators (Overloading Unary Operator), Overloading the Shorthand Operators (i.e. +=, -= etc), Operator Overloading Restriction (Rules), Operator Overloading using friend function, Overloading new and delete operator, Overloading some special operators, Overloading [] (Subscripting) operator, Overloading() (Function Call) operator, Overloading Binary Arithmetic operators, Concatenating String, Overloading Comma (,) operator, Overloading the I/O operators

Inheritance - Introduction to inheritance, Features or Advantages of Inheritance, Type of Inheritance :, Base Classes and Derived Classes, Base Class Access Control, Protected Members, Protected Base class Inheritance, Inheriting Multiple Base Classes, Constructors, Destructors and Inheritance, Passing Parameters to Base Class Constructors, Granting Access, Virtual Base Classes

UNIT-V

Polymorphism - Polymorphism, Types of Polymorphism, Virtual Functions and Polymorphism, Pure Virtual Functions, Early Vs Late Binding

The C++ I/O System Basics - The C++ I/O System basics, C++ predefined streams, Formatting using the ios members, Clearing Format Flags, An Overloaded form of setf(), Examining the Formatted Flags, Using width(), Using precision(), Using fill(), Using Manipulators to format I/O, Creating your own Manipulators,

LABORATORY WORK:

Sr. No	Topics
1.	Implementation of Concepts of OOP using C++ covered in the syllabus

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Robert Lafore, "Object Oriented Programming with C++", Galgotia.
2. Author: Herbert Schildt, Title: Teach Yourself C++, Publishers: Tata Mc Graw Hill, Year of Publication: 2005.
3. J Marget A. Ellis and Bjarne Stroustrup, The Annotated C++ reference manual, Addison Wesley New York.
4. Waite Group Lafore R., Object oriented programming in C++, Waite Group Lafore R.
5. Lippman F. B. C++ Primer, Addison Wesley
6. E. Balagurusamy, "Object Oriented Programming with C++", Tata McGraw Hill

List of Practical's

1. Write a program calculate the given number is prime or not.
2. Write a program to print Fibonacci series up to 100.
3. Write a program to calculate the factorial for given number.

4. Write a program for addition of two numbers by function overloading.
5. Write a program to create and use a class for students.
6. Write a program to demonstrate the use of copy constructor.
7. Write a program to demonstrate the working of multiple Inheritances.
8. Write a program to demonstrate the use of friend function.
9. Write a program for unary operator overloading.
10. Write a program to demonstrate the working of hybrid inheritance.
11. Write a program to access employee record from their object.
12. Write a program to print this pattern:
13. Write a program to store and print the student record by using file handling.
14. Write a program for managing run time polymorphism.
15. Write a file handling program which shows the working of seek()and ftell() method.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Second Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - RDBMS & SQL (With MS Access / MS SQL Server/ ORACLE)

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 2PGPGDCA2, **CREDIT:-3**

Practical Max. M: 50 Min. M: 18

UNIT-I

Introduction to DBMS & RDBMS - Introduction to database, Introduction DBMS, Different database models, Structure of DBMS, RDBMS an introduction, Cod's law for RDBMS, Components of rdbms (kernel/data dictionary)

Introduction to Oracle RDBMS and Client/Server Computing - Introduction to Oracle, The Features of Oracle 9i, The oracle product details, An introduction to client/server computing, Oracle and client/server computing

Overview of Oracle Architecture - Oracle Architecture, Oracle Files, System and User Processes, Oracle Memory, System Database Object, Protecting Data

UNIT-II

Introduction to SQL*PLUS -Introduction to SQL, Features of SQL, Components of SQL, Introduction to SQL*PLUS, Features of SQL*PLUS, Execution of SQL*PLUS, Important commands used in SQL*PLUS, Oracle Data-Types

Working with Tables -Tables - An Introduction, Use Of Table In SQL, Viewing The Stored Data In Tables, Filtering Table Data, Updating Data, Deleting Data From Tables, Modifying The Structure Of Tables, Destroying A Table, A Few Other SQL Statements

UNIT-III

Data Constraints - Data Constraints, The Use of Data Constraints, The Types of Data Constraints, Defining Integrity Constraints By 'Alter Table', Removing Integrity Constraints, 'Null' Value Concept, 'Not Null' Constraint, Default Value Concept, 'User Constraints' Table

Data Manipulation in SQL - Oracle Operators, Range Searching, Pattern Matching, LIKE 'IN' and 'NOT IN' Predicates, An Introduction to 'DUAL' Table, An Introduction to 'SYSDATE'

Oracle Functions - Oracle Function, Function Types, Group Function, Scalar Function, Working With 'Date' in SQL, Grouping Of Data Of Different Tables In SQL

Joins, Sub-Queries & Views - types of joins, use of sub-query, 'union' and clause, 'Intersect' Clause, Minus Clause, Concept of View, Types of View, Use of View

UNIT-IV

User Accounts Management & Indexing - Creation of User Account, User Account Management, Granting Privileges, Revoking Privileges, Modifying Password, Closing User Account, Concept of Index, Creation of Index, Types of Index, Use of Index, Deleting Index

Introduction to PL/SQL Programming - Introduction to PL/SQL, Advantages of PL/SQL, Differences between SQL and PL/SQL, PL/SQL Block Structure, PL/SQL Character set, Variable, Constant and Data type, Assignment Operator and the use of 'SELECT...INTO', PL/SQL Program Control Structure, The use of 'IF...THEN...ELSE...ENDIF', Iteration Control (The use of LOOP, WHILE, FOR), The use of 'GOTO Statement

Cursor - Cursor an Introduction, Types of Cursor, Features of Cursor, Implicit Cursor, Explicit Cursor, Application of for Loop with Cursor

Exception Handling in PL/SQL - Exception Handling in PL/SQL, Built in Exception Handling, User Defined Exception Handling, The Raise Application-error Procedure

UNIT-V

Oracle Transaction - Oracle Transaction, Commit Statement, Rollback Statement, Save point statement, Concept of lock, Types of locks, Levels of Locks, 'SELECT.....FOR UPDATE' Statement, Removing the Lock

Procedures and Functions- Concept of Procedures and Functions, Advantages of Procedure and Function, Creation of Procedure and Function, Deleting Procedure and Function

Database Triggers - Concept of Triggers, Types of Triggers, Creation of Triggers, Application of Triggers, Deleting Triggers

LABORATORY WORK:

Sr. No	Topics
1.	INSTALLING AND LOGIN INTO SQL
2.	IMPLEMENTING THE CONCEPT OF DBMS THROUGH SQL
3.	UNDERSTANDING THE BASIC CONCEPT OF PL/SQL

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Author: Silberschatz–Korth–Sudarshan: Database System Concepts, Fourth Edition, Title: Database System Concepts, Publishers: Tata McGraw Hill.
2. Elmasri & Navathe, Fundamentals of Database systems, Addison & Weisely, New Delhi.
3. C. J. Date, Database Systems, Prentice Hall of India, New Delhi.
4. Martin Gruber, Understanding SQL, BPB Publication, New Delhi.
5. Val Occardi, Relational Database: Theory & Practice, BPB Publication, New Delhi.
6. Ivan Bayross, SQL, PL/SQL The Programming Language of Oracle, BPB Publication.

List of Practical's

1. Define Data Definition Language Commands.
2. Define Data Manipulation Language Commands.
3. Explain various Set operators.
4. Define Procedure and Functions.
5. Explain the use of trigger command.
6. How can you design Menu in a form?
7. Write the SQL query for creating, updating and selecting student table.
8. Write the SQL query for inner join and outer join.
9. Write a program for adding two numbers.

10. Write the SQL query for intersect clause and minus clause.



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SEMESTER- Second Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications	Theo. Max. M: 70 Min. M: 25
COURSE: - COMPUTERIZED ACCOUNTING WITH TALLY	Assig. Max. M: 30 Min. M: 11
COURSE CODE: 2PGPGDCA3, CREDIT:-3	Practical Max. M: 50 Min. M: 18

UNIT-I

Accounting, Meaning Of Accounting, Objectives Of Accounting, Important Terms, Accounting Equation, Rules Of Debit And Credit- Journal & Ledger, Journal, Ledger, Cash Book, Subsidiary Books, Financial Statement, Trading & P&L A/C, Balance-sheet, Inventory, Adjustment Entries, Bill Of Exchange

Installing Tally 9, Introduction, Tally 9.0 (Release 1.0), Major Enhancements In Tally 9, Minor Enhancements In Tally 9, Multilingual Business Accounting And Inventory Management Features, Performance And Implementation Features, Accounting And Inventory Control Features, Installing Tally 9.0, Application Directory, Data Directory, Configuration Directory, Language Directory, Activating Tally, Activating Tally Gold For Multi User, Registering Tally, Validating Tally, Tally Data Migration Tool, Uninstalling Tally 9

UNIT-II

ABC of Company, Creation Of New Company Selection Of New Company Deletion Of Company Alteration Of Company Shut A Company

Company Features, Features Of Company Accounting Features Inventory Features, , Statutory Features

Tally Screen Components, Title Bar, Button Bar, Calculator, Working Are, Quitting, Gateway Of Tally, Current Status Area

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Configuration, General, Numeric Symbols, Accts/Inventory Info, Printing, Connectivity, Licensing, Shop, Quit

Budget, Introduction, Budget, Creating Budget, Alter A Budget, Delete Budget, Display Budget/ Budget Variance, Scenarios

UNIT-III

Job Costing, Introduction, Enabling Or Configure Job Costing In Tally, Master Creation For Job Costing, Voucher Type And Voucher Class, Job Cost Reports

Reports, Introduction Accounting Reports, Trial Balance, Balance Sheet, Profit & Loss, Cash Flow Statement, Fund Flow Statement, Ratio Analysis, Day Book, Cash/Bank Book Sales Register Purchase Register Outstanding Interest Cost Centers Job Work Analysis Statistics Inventory Reports

Accounts Groups & Ledgers, Introduction Accounts Group Multiple Group Creation Display Group Alter Group Multiple Ledgers Display Ledger Alter Ledger Voucher Types

Payroll Accounting, Introduction, To Activate Payroll In Tally 9, Payroll Menu, Display Pay Heads, Multiple Group Creation, Employee Creation, Salary Detail, Attendance, Attendance Type, Voucher Creation

Export & Import, Introduction, Export, Import, ODBC Complianies

UNIT-IV

Cost Centre, Introduction Cost Centre, Creating Cost Centre, Display Cost Centre, Alter Cost Centre Cost Category, Create Cost Categories, , Display Cost Categories, Alter Cost Categories Voucher Entry Cost Centre Class, Creating Cost Centre, Invoice Entry Using Cost Centre Reports Related To Cost Centre

Foreign Currencies, Introduction Foreign Currency, Create Foreign Currency, Alter Foreign Currency, Display Foreign Currency, Exchange Rate Entry Voucher Entry Using Foreign Currency Voucher Entry Through Forex Journal Voucher Class Reports Related To Foreign Currency

Interest, Introduction, Interest, Simple Mode, Interest On Outstanding Balances, Reports On Interest Calculated On Outstanding Balances, Advanced Parameter Mode, Interest Calculation Transaction By Transaction/Voucher Interest At Fixt Rate, Voucher Interest At Variable Rate, Statement Of Interest Due On Invoice, Interest Reports, Interest Voucher Class

UNIT-V

CVRU-IODE Programme Guide 2019-20 – Faculty of Information Technology

Printing, Introduction Cheque Printing Printing Of Cheque Multi Account Printing Printing Options General, Purchase Printing, Sales Transaction, Receipt Voucher, Journal/Contra, Debit/Credit Note, Reminder Letter, Confirmation Statement Reports Printing Button Related

Bank Reconciliation, Introduction, Bank Reconciliation In Tally 9, Configuration Of Bank Reconciliation

Security Control, Introduction Security Levels Access Type

Backup & Restore, introduction, Group Company, Create a Group Company, Alter a Group Company, Tally Audit, Splitting Company Data

Inventory, Introduction Stock Group Stock Item Stock Categories Godowns Units Of Measures Rate Of Duty Inventory Vouchers Reorder Level Inventory Reports Inventory Info Inventory Books Statement Of Inventory Batch Wise Details Price List

LABORATORY WORK:

Sr. No	Topics
1.	UNDERSTANDING THE BASIC CONCEPT OF ACCOUNTANCY
2.	LOGIN AND FAMILIAR WITH TALLY ERP
3.	IMPLEMENTING THE BASIC ENTRY AND CONCEPT ACCORDING TO THE SYLLABUS

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Financial accounting with tally, Dr mukti jain, Prgya publication

List of Practical's

1. Write the steps for creating, altering, displaying and deleting a new company.
2. Write the steps for creating, altering, displaying and deleting a budget.
3. Explain all the screen component of tally.
4. Write the steps for creating, altering, displaying and deleting a ledger book.

5. Post any 10 entries in the ledger book of any company.
6. What does u mean by pay roll accounting?
7. Explain the entire sub menu's of pay roll accounting.
8. Write the steps of creating a cost centre.
9. Write the steps for creating, altering, displaying and deleting cost centre.
10. Explain A/C and balance sheet with their format.



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SEMESTER- Second Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Theo. Max. M: 70 Min. M: 25

COURSE: - PROGRAMMING WITH VB.NET

Assig. Max. M: 30 Min. M: 11

COURSE CODE: 2PGPGDCA4, **CREDIT:-3**

Practical Max. M: 50 Min. M: 18

UNIT-I

Introduction to .NET - Introduction, What is a Program?, What is Programming?, What do you mean by .NET Framework?, Features of .NET Framework, VB 6 VS VB.NET, VB.NET VS JAVA, VB.NET VS C#, What is .NET Architecture?, What is CLR?, What do you mean by Class Library?, Versions of .NET Framework, What are Assemblies?, Namespaces, CTS (Common Type System), Interfaces, What is special in VB.NET?

Visual Studio 2005 - Introduction, What is Visual Studio?, Flavors of Visual Studio, Visual Studio 2005, File Extensions Used in VB.Net, Using Visual Studio 2005, Feature of Visual Studio 2005, Output Window, Components Tray, References and the Reference Window, Quick View of Visual Studio 2005, Opening an existing project, Adding a Form to a Project

UNIT-II

The Visual Basic Language - Visual Basic Statements, Data Types in VB.NET, Declaring Variables, Declaration of Variables (Advanced), Data Type Conversion, String Functions, Formatting Data, Arithmetic Operators, Parentheses and Precedence, Operator Operation, Constants, Control Statements, Arrays in VB.NET, Specifying Optional Procedure Arguments, Passing a Variable Number of Arguments, Recursion, Using a Delegate

Working With The Controls - The Toolbox, Adding and deleting Tools in the Toolbox, creating a tab on the toolbox, Form Designer Basics, The Button, The ComboBox, The ListBox, The

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Checkbox, The PictureBox, The RadioButtons, The Scroll Bar, Timer, ListView, TreeView, Toolbar, Dialog Boxes, Menus in VB.NET, LinkLabel Control

Designing Menus - Menus, Context menu, Event of the MenuItem, Creating menu items in Visual Studio .Net

UNIT-III

Object Oriented Programming with VB.NET - OOPs?, What is an Object?, What are Classes?, Visual Basic .NET and Object-Oriented, Principles of Object-Oriented Programming, Classes V/s Objects, Inheritance, Polymorphism and Overloading, Scope and Accessibility in Class Modules, Namespaces, Managed Execution, Assemblies, Assemblies in VB .NET

The .NET Framework Class Library - The .NET Framework Class Library, The System Namespace, Data Type Conversion Using Convert Class, The Array Class, The Math Class, The String Class, Other Namespaces, System.Collections, System.Data, System.IO

OLE/COM/Win32 API - Object Linking and Embedding, History of OLE/COM, Component Object Model (COM), COM interoperability in .NET, Win32 API in .NET, COM Interoperability in .NET, Installation and Registration of Assembly, Microsoft Office solutions with Visual Studio .NET, Automation of Office from Visual Studio .NET, Creating and opening Microsoft Word document from VB.NET

User Controls in VB.NET - Introduction, The Control Class, The Control Class' Properties, The Control Class' Methods, Creating the Control Project 1, The RoundButton Control, Creating the Control Project 2, Building the new Button

UNIT-IV

A Brief Introduction to Database Access with VB .NET - Introduction, What is ADO?, What is ADO.NET?, The Connection Object, Connecting to a Database, The Command Object, The DataAdapter Object, The DataReader Object, The DataSet Object, Updating Your Database by Using DataSets, The AcceptChanges () Method, The RejectChanges () Method, The HasChanges () Method, The GetChanges () Method, Working with DataSets in Visual Studio, Moving Around in DataSet and Retrieving Data, Using Strongly Typed DataSets, DataSets With Multiple Tables, Finding and Sorting Data in DataSets, Filtering on Row State and Version, Data View Manager

UNIT-V

Graphics In VB.NET - Introduction, Service of GDI+, Using GDI+ Manged Classes, BRUSH Class, Bitmap Class, Graphics Class, Simple Drawing, Drawing Text, An Example: Show All

Fonts, Printing, Printing Multiple Pages, More on the PrintPageEventArgs Class, Using a Print Dialog Control, Rolling Your Own Printing Code, Print Preview

LABORATORY WORK:

Sr. No	Topics
1.	UNDERSTANDING THE BASIC CONCEPT OF .NET FRAME WORK
2.	FAMILIAR WITH .NET WINDOWS
3.	IMPLEMENING THE BASIC CONCEPT ACCORDING TO THE SYLLABUS

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. V.B. Net Programming , Hemant Bairagee, Kamal Prakashan
2. Visual Basic .Net simplified, A. Mansoor, Pragya PRAKSHAN

List of Practical's

1. Write a program to show the use of any four controls in vb.net.
2. Write a program to show addition, multiplication, division and subtraction of given numbers.
3. Write a program to create a procedure to calculate factorial of a number with arguments.
4. Write a program to show the use of ListBox, ComboBox, Checkbox and radioButton.
5. Write a program to display a tree of Colors.
6. Write a program to Show use of ColorDialog and Font Dialog Control.
7. Write a program to create menu in vb.net.
8. Write a program to Print the document and PageSetup.

9. Write a program to create context menu strip.
10. Write a program to perform Polymorphism in Vb.Net.
11. Write a program to handle Constructor and Destructor in VB.net.
12. Write a program to perform database connectivity with MS Access with the fields Name, EnrollNo, DOB, Class and Address.
13. Write a program to perform data binding with DataGrid Control.
14. Write a program to Display a picture in Form.
15. Write a program to Show the use of Multiforms with student Registration Form.



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Second Semester

PROGRAMME: - Post Graduate Diploma in Computer Applications

Assig. Max. M: 30 Min. M: 11

COURSE: - PROJECT REPORT

Practical Max. M: 70 Min. M: 25

COURSE CODE: 2PGPGDCA5, CREDIT:-6

All the candidates of PGPGDCA are required to submit a project-report based on the work done by him/her during the project period. A detailed Viva shall be conducted by an external examiner based on the project report. Students are advised to see the detailed project related guidelines on the website of CVRU. (www.cvrु.ac.in) under Project Guidelines for student section.

COUNSELLING AND STUDY STRUCTURE

Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)				Project
				Face to Face Counselling	Self study	Practical	Assignments	
First Semester								
1PGPGDCA 1	Fundamentals of Computers & Information Technology	3	90	12	51	-	27	-
1PGPGDCA 2	Windows & MS Office	3	90	12	33	18	27	-
1PGPGDCA 3	Programming Methodology & Programming in FoxPro	3	90	12	33	18	27	-
1PGPGDCA 4	Computer Networks & Internet	3	90	12	33	18	27	-
1PGPGDCA 5	Communication Skills & Personality Development	2	60	8	22	12	18	-
Second Semester								
2PGPGDCA 1	Objects Oriented Programming with C++	3	90	12	33	18	27	-
2PGPGDCA 2	RDBMS & SQL	3	90	12	33	18	27	-
2PGPGDCA 3	A. Computerised Accounting with Tally	3	90	12	33	18	27	-
2PGPGDCA 4	Programming with VB.Net	3	90	12	51	-	27	-
2PGPGDCA 5	Project Report	6	180	-	-	-	-	180

STUDY MODULES AND BOOKS INFORMATION

Course Code	Name of the Course	Books / Module to be used
Semester-I		
1PGPGDCA1	Fundamentals of Computers & Information Technology	Module Prepared by CVRU
1PGPGDCA2	Windows & MS Office	Module Prepared by CVRU
1PGPGDCA3	Programming Methodology & Programming in FoxPro	Module Prepared by CVRU
1PGPGDCA4	Computer Networks & Internet	Module Prepared by CVRU
1PGPGDCA5	Communication Skills & Personality Development	Module Prepared by CVRU
Semester-II		
2PGPGDCA1	Objects Oriented Programming with C++	Module Prepared by CVRU
2PGPGDCA2	RDBMS & SQL	Module Prepared by CVRU
2PGPGDCA3	A. Computerised Accounting with Tally	Module Prepared by CVRU
2PGPGDCA4	Programming with VB.Net	Module Prepared by CVRU
2PGPGDCA5	Project Report	Guidelines provided by CVRU

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE IODE, CVRU/STUDY CENTRE		
Semester	Assignment No.	Due Date
First Semester	PGPGDCA (1) PGPGDCA (2) PGPGDCA (3) PGPGDCA (4) PGPGDCA (5)	<ul style="list-style-type: none"> • April 30 (for January Session) • October 31 (for July session)
Second Semester	PGPGDCA (6) PGPGDCA (7) PGPGDCA (8) PGPGDCA (9)	<ul style="list-style-type: none"> • October 31 (for July Session) • April 30 (for January session)

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each course has one assignment. All assignments should be completed and submitted at IODE CVRU/ study centre before the due date.

इस पुस्तिका में पूरे पाठ्यक्रम के लिये (सभी सेमेस्टर) के सत्रीय कार्य दिये गये हैं। प्रत्येक पाठ्यक्रम के लिये एक सत्रीय कार्य दिया गया है जिसे पूर्ण करने के पश्चात निर्धारित तिथि तक डॉ. सी. वी आर.यु के दूरस्थ शिक्षा संस्थान / अध्ययन केन्द्र को भेजना आवश्यक है।

2. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.

कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे, आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।

3. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.

सत्रीय कार्य सतत् मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत् मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।

4. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.

सत्रीय कार्य ए-4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी लिखी होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)

5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.

प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।

6. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.

सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप, स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।

7. Please do not copy the assignment from other student.

कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।

8. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.

प्रश्नों के उत्तर लिखते समय, प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।

9. You may retain a copy of your assignment response to avoid any unforeseen situation.

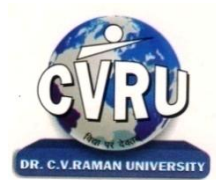
सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।

10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.

पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय / अध्ययन केन्द्र के समन्वयक से ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvrु.ac.in> . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

GUIDELINE FOR PREPARATION AND PRESENTATION OF PROJECT REPORT



INSTITUTE OF OPEN AND DISTANCE EDUCATION

DR. C.V. RAMAN UNIVERSITY

KARGI ROAD, KOTA, DISTT. - BILASPUR

CHHATTISGARH

PROJECT REPORT FORMAT

IODE PROGRAMME

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need

to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report .

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the

References: All publications listed in the Project Report should be presented in a list of references, following the sample.

Citation from Project Report :

- Kundur., D. (1999),Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from Books:

- Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”,

<http://altern.org/watermark/>, (Browsing date: 23rd September 1997)

Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English	Font size For Hindi
Title Page	18-24
Headings / subheadings	12-16
Text	12

Footnotes 8-10 10-12

Footnotes be given on the same page where reference is quoted

2. Type style

Times New Roman for English

Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Project Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. Maintain uniformity in writing the *Project Report* .
8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .
9. The final submission of the *Project Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

ANNEXURE-III (Outer cover)

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER**

SHALL LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}



<University's logo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

© <Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

ANNEXURE-IV (Inner cover)

**THE TITLE OF THE PROJECT REPORT IN THE INNER
COVER SHALL**

LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

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For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

ANNEXURE-V

DECLARATION

I the undersigned solemnly declare that the Project Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in the references.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.

ANNEXURE-VI

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled “ title of the Project Report ” is a record of own work carried out by <Name of Student > under my supervision for the award of degree of **Programme Name** of Institute of Open and Distance Education Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor

With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of IODE)

ANNEXURE-VII

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

ANNEXURE-VIII

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables: <i>(If applicable)</i>	II
List of Figures : <i>(If applicable)</i>	III
List of Abbreviations/Symbols <i>(If applicable)</i>		IV

Chapter-I	Introduction
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Chapter-II	Review of Related Literature
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Chapter-III	Research Methodology
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Chapter-IV	
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Observation And Analysis

Chapter-V	Result, Conclusions and Suggestions
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire/Formula/Diagnosis/Any Supporting Documents	other

Note

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