

Name of the Subject : OPERATION RESEARCH

Course Code:		Semester: Fourth	
Duration: Seventeen weeks		Marks: 100	
Teaching Scheme:		Examination Scheme:	
Theory: 4hrs./week		Mid Semester Exam.:20 Marks	
Tutorial: 1 hr./week		Attendance & Teacher's Assessment: 10Marks	
Practical: Nil hrs./week		End Semester Exam.:70 Marks	
Credit:4			
Objective:			
Sl. No.	The Students will be able to:		
1.	define Operation Research		
2.	formulate product mix problem		
3.	solve linear programming problem		
4.	analyse a project through network diagram		
5.	understand terminologies connected with Inventory Control, EOQ Model		
Detail Course Content			
Group - A			
Unit:1 INTRODUCTION	1.1	What is Operation Research?	Periods:5
	1.2	Historical Development of Operations Research	
	1.3	Methodology of Operations Research	
	1.4	Operation Research Techniques	
	1.5	Operations Research Model	
Unit:2 LINEAR PROGRAMMING – I	2.1	Introduction	Periods:1 2
	2.2	Linear Programming with Two Decision variables.	
	2.3	The general Linear Programming Problem	
	2.4	The Mathematics of Linear Programming	
	2.5	The Algebraic Structure of Simplex Procedure	
	2.6	The Simplex Algorithm	
	2.7	Choice of an Initial Basic Feasible Solution	
	2.8	Simple Problems Associated with Simplex Algorithm	
Unit : 3 LINEAR PROGRAMMING – II	3.1	Introduction	Periods:2 0
	3.2	Dual Problem	
	3.3	The General Framework of duality	
	3.4	Transportation Problem	
	3.5	Assignment Problem	
	3.6	Theory of Games (Zero sum games)	
	3.7	Application of Transportation Model in Airlift operation	
Group - B			
Unit : 4 NETWORK ANALYSIS IN PROJECT PLANNING	4.1	Introduction	Periods:1 0
	4.2	Network Diagram	
	4.3	Analysis of a project through Network Diagram	
	4.4	Updating of network	
	4.5	Financial Planning through Network Diagram	
	4.6	Allocation of Resources in a Project	
	4.7	Programming Evaluation and Review Technique	
	4.8	Application of Network technique	
Unit : 5 INVENTORY CONTROL	5.1	Introduction	Periods:1 5
	5.2	Terminologies connected with Inventory control	
	5.3	Basic Inventory Control	
	5.4	Economic order quantity	
	5.5	Extension of EOQ model	
Contact Periods : 62 Periods : 68	Internal Assessment : 6		Total

EXAMINATIONSCHEME

Internal Examination: Marks–20

Marks on Attendance: 05

Final Examination: Marks–70

Teacher’s Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	16	Any Twenty	1	20x1=20
B	4,5				

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3,4	6	Any Five Taking At Least One From Each Group	10	5x10=50
B	5,6,7	4			

Note1: Teacher’s assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : PRINCIPLES OF AUDITING

Course Code:	Semester: Fourth
Duration: Seventeen weeks	Marks: 100
Teaching Scheme:	Examination Scheme:
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:4	
Objective:	

Sl. No.	The Students will be able to:
1.	Define audit and state the objectives and advantages of audit
2.	State the types of audit and explain their significance.
3.	Acquire the knowledge about starting an audit
4.	Explain the meaning and importance of internal check & internal control and acquire knowledge about internal audit system.
5.	Acquire knowledge about vouching system and verification of assets and liabilities.
6.	State the qualification, duties, responsibilities, power and liability of auditors.

Detail Course Content

Group – A

Unit:1 INTRODUCTION	1.1 Definition of Auditing, 1.2 Objectives of an audit 1.3 Advantages of audit	Periods:5
Unit:2 TYPES OF AUDIT , COMMENCEMENT OF NEW AUDIT & INTERNAL CONTROL	2.1 Continuous Audit—Final Audit --- Interim Audit – Cost Audit --- Management Audit --- Performance Audit— Internal Audit ---- Statutory Audit and Non Statutory Audit 2.2 Audit working papers-- Audit Note Book 2.3 Meaning and importance of INTERNAL CHECK 2.4 Meaning and importance of INTERNAL CONTROL 2.5 Difference between internal check and internal audit 2.6 Internal check as regards to cash book, sales, purchase and payment of wages	Periods:8
Unit : 3 VOUCHING	3.1 Test Checking --- Routine Checking 3.2 Vouching of cash transactions, Credit transactions 3.3 Verification and valuation of Assets and Liabilities 3.4 Vouching and Verification	Periods:10

Group – B

Unit : 4 COMPANY AUDITOR	4.1 Qualification and disqualifications of Company Auditor	Periods:12
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	4.2 Appointment , Removal , Re-appointment and remuneration of Company Auditor 4.3 Rights, Duties & Liabilities of Company Auditors	
Unit : 5 AUDITOR'S REPORT & CERTIFICATE	5.1 Auditor's report 5.2 Auditor's certificate 5.3 Different types of Audit Report	Periods:10
CONTACT PERIODS: 45	INTERNAL ASSESMENT: 6	TOTAL PERIODS: 51

EXAMINATIONSCHEME

Internal Examination: Marks-20
Final Examination: Marks-70

Marks on Attendance: 05
Teacher's Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	12	Any Twenty	1	20x1=20
B	4,5	10			

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	5	Any Five Taking At Least two from each group	10	5x10=50
B	4,5	4			

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : ENTREPRENEURSHIP DEVELOPMENT

Course Code:	Semester: Fourth
Duration: Seventeen weeks	Marks: 100
Teaching Scheme:	Examination Scheme:
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	
Objective:	

Sl. No.	The Students will be able to:
1.	Understand the meaning and function of entrepreneur.
2.	State the different forms of business organizations
3.	Define Small Scale Industries, its importance, procedure to start, sources of financing, etc.
4.	Acquire knowledge about the different marketing procedures, methods of pricing, channels of distribution, export, import procedures and the various business correspondences like quotations , orders, etc.3

Detail Course Content

Group – A

Unit:1 ENTREPRENEURSHIP	1.1 Definition and function of entrepreneur 1.2 Entrepreneurship quality 1.3 Need for entrepreneurship 1.4 Social responsibilities of entrepreneurs	Periods:5
Unit:2 FORMS OF BUSINESS ORGANISATION	2.1 Single entrepreneurship, partnership 2.2 Co-operative (main features) 2.3 Joint Stock Company, types of company- Pvt Limited and Public Limited with definition, comparison etc. 2.4 Merits and demerits of single entrepreneurship, partnership, Co-operative business, Joint stock companies	Periods:8
Unit : 3 SMALL SCALE INDUSTRIES AND ANCILLARY INDUSTRIES	3.1 Definition, scope with special inference to self employment 3.2 Procedure to start small scale and Ancillary industries 3.3 Pattern on which the scheme or project may be prepared 3.4 Sources of finance Bank, govt and other financial Institutions 3.5 Selection of site for factory 3.6 Facilities available: infrastructure, human resource and Govt support 3.7 N.O.C from different authorities e.g Pollution Control Board, Factories Directorate, etc 3.8 Trade Licence	Periods:12

Group B

Name of the Subject : PRINCIPLES OF BANKING

Course Code:	Semester: Fourth
Duration:: Seventeen weeks	Marks:100
Teaching Scheme:	Examination Scheme:
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	
Objective:	

Sl. No.	The Students will be able to:
1.	describe in brief the process of origin, growth and development of banking business in India
2.	define commercial banking and state its functions;
3.	describe the various Deposit schemes
4.	state the Procedure of opening, operating and closing of various systems of Bank Accounts
5.	explain the significance and actions to be taken in respect of Cheques, Travellers Cheques, Demand Draft, Pay Order, Credit Card etc
6	define Bank guarantee and its use and procedure to issue bank guarantee
7	describe the procedure for obtaining bank loan for different purposes

Detail Course Content

Group - A

Unit:1 INTRODUCTION	1.1 Concept of Banking 1.2 Place of banking system in modern economy 1.3 Types of Banking — Different types of banks — COMMERCIAL BANKING: Definition & Functions of Commercial Bank	Periods:8
Unit:2 GROWTH OF BANKING IN INDIA	2.1 Co-operation Credit Institutes 2.2 Regional Rural Bank – Development Bank – Miscellaneous Bankers 2.3 Non-Banking Financial Intermediacy: Reserve Bank of India 2.4 Procedure to get Financial Assistance from Development banks	Periods:8
Unit : 3 REGULATION & CONTROL OF BANKING IN INDIA	3.1 Regulation & Control of Banking In India	Periods:4
Unit : 4 DEPOSIT ACCOUNTS IN BANK	4.1 Types of DEPOSIT ACCOUNTS: Current Account – Saving Bank Account – Fixed Deposit Accounts 4.2 Opening and closing of various types of deposit accounts	Periods:6

Group - B

Unit : 5 WITHDRAWAL FROM BANK	5.1 Cheques: Dating – Crossing – Endorsement 5.2 Travellers' Cheques: Significance of Endorsement 5.3 Handling other instruments: Demand Draft – Pay Order – Credit Card 5.4 Automatic Teller Machine – Advantage & Limitation	Periods:8
Unit : 6 CUSTOMER'S PASS BOOK	6.1 Entry in pass book 6.2 Closing of accounts	Periods:5
Unit : 7 OVERDRAFT	7.1 Rules and guidelines 7.2 Bank Guarantee – Its use 7.3 Procedure to issue Bank guarantee 7.4 L.C.	Periods:6

Contact Periods : 45
Periods : 51

Internal Assessment : 6

Total

EXAMINATIONSCHEME

Internal Examination: Marks–20
Final Examination: Marks–70

Marks on Attendance: 05
Teacher’s Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3,4	14	Any Twenty	1	20x1=20
B	5,6,7				

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3,4	5	Any Five Taking At Least One From Each Group	10	5x10=50
B	5,6,7	5			

Note1: Teacher’s assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : FINANCIAL MANAGEMENT

Course Code:	Semester: Fourth
Duration:: Seventeen weeks	Marks:100
Teaching Scheme:	Examination Scheme:
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: 1 hr./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	
Objective:	

Sl. No.	The Students will be able to:
1.	Define the concept and Purpose of Financial Management
2.	Differentiate between the various forms of Business Organisation
3.	Interprete the role of Financial Statements in Business environment
4.	Explain the technique of Financial Analysis by Computation of various Ratios
5.	Construct and Analyse Funds Flow & Cash Flow Statements
6.	Define the concept of Capital Market and it's recent trend
7.	Define the concept of Capital Budgeting and time value of money
8.	Explain the concept of Working Capital and it's management.

Detail Course Content

Group - A

Unit:1 Forms of Business Organisation	1.1 Introduction 1.2 Proprietary Firms 1.3 Partnership Firms 1.4 Joint Stock Companies	Periods: 8
Unit:2 Financial Statements	2.1 Introduction 2.2 Nature of Financial Statements 2.3 Structure of Financial Statements 2.4 Importance of Financial Statements 2.5 Limitations of Financial Statements 2.6 Analysis and Interpretation of Financial Statements	Periods: 8
Unit : 3 Ratio Analysis	3.1 Introduction 3.2 Classification of Ratios 3.3 Objectives of Ratio Analysis 3.4 Interpretation of Ratios 3.5 Illustrative Problems	Periods: 10
Unit : 4 Funds Flow/Cash Flow Statements	4.1 Introduction 4.2 Concepts of Funds 4.3 Construction of Funds Flow Statement 4.4 Cash Flow Statement 4.5 Illustrative Problems 4.6 Interpretation of Funds Flow & Cash Flow Statements	Periods: 10

Group - B

Unit : 5 Capital Market	5.1 Introduction 5.2 SEBI guidelines for Public Issue & Rights Issue 5.3 SEBI guidelines for the issue of Debt Instruments 5.4 Intermediaries in Capital Market 5.5 Recent Trends in Capital Market 5.6 Credit Rating 5.7 Buyback of Shares 5.8 Venture Capital	Periods: 8
Unit : 6 Capital Budgeting	6.1 Introduction 6.2 Techniques of Capital Budgeting 6.3 Time Value of Money 6.4 Limitations of Capital Budgeting 6.4 Capital Budgeting and Risk	Periods: 8

Unit : 7 Working Capital Management	7.1 What is Working Capital? 7.2 Factors Affecting Working Capital Requirement 7.3 Working Capital Management 7.4 Illustrative Problems	Periods: 10
Contact Periods : 62 Periods : 68	Internal Assessment : 6	Total

EXAMINATIONSCHEME

Internal Examination: Marks–20
Final Examination: Marks–70

Marks on Attendance: 05
Teacher’s Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3,4	16	Any Twenty	1	20x1=20
B	5,6,7				

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3,4	6	Any Five Taking At Least One From Each Group	10	5x10=50
B	5,6,7	4			

Note1: Teacher’s assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : Computerised Financial Accounting Lab - II		
Course Code:	Semester: Fourth	
Duration:: Seventeen weeks	Marks:100	
Teaching Scheme:	Examination Scheme:	
Theory: Nil hrs./week	Internal Practical Exam : 50 Marks	
Tutorial: Nil hrs./week	External Practical Exam : 50 Marks	
Practical: 6hrs./week		
Credit:3		
Detail Course Content		
Unit:1 Navigation through FA software packages	1.1 ACCORD 1.2 EX NEXTGEN	Periods:10
Unit:2 Practices on any of the above Financial Accounting Software Packages	2.1 Entries: Installation of new accounts with setting of period dates, methods, currency, etc. Settings of creating and moving through different types of accounts and sub accounts, grouping of accounts, general ledger entry, journal entries, narration entries, sales register, purchase register, cash book, bank book entries, stock entries and stock register, inventory control. 2.2 Reports: Ledger reports, debit and credit reports, vendors and customers reports, sales and purchase reports, cash book reports, bank book reports, balance sheet, profit and loss account statement, analysis and diagnostic reports	Periods:40
Unit : 3 Project work	3.1 To develop a project on any of the following field:- i) Mnufacturing company ii) Trading company iii) Service sector based organisationslike electricity, telephone, medical,etc iv) Non- profitmaking organizations like Government, Educational Institutions,etc	Periods:34
Contact Periods : 84 Total Periods : 90	Internal Assessment : 6	

Name of the Subject : Office Equipment & Communication System (Lab)		
Course Code:	Semester: Fourth	
Duration:: Seventeen weeks	Marks:100	
Teaching Scheme:	Examination Scheme:	
Theory: 01 hrs./week	Internal Practical Exam : 25 Marks	
Tutorial: Nil hrs./week	External Practical Exam : 25 Marks	
Practical: 2 hrs./week		
Credit : 1		
Objective: On satisfactory completion of this course students will be able to operate the modern gadgets used in office .They will be well acquainted with modern communication system .		
Detail Course Content		
Unit-1: COMMUNICATION TECHNOLOGY FUNDAMENTALS	1.1 Simplex and Duplex communication – Communication media – Terrestrial and Satellite Communication – Wired and Wireless Communication 1.2 Public Address System	Period : 4
Unit-2: MODEM, LINE DRIVER, EPBX & INTERCOM SYSTEM	2.1 Use of modem and line driver, understanding specification of modem, EPBX and Intercom 2.2 Typical principle of operation of EPBX and Intercom system in respect of call transfer, conference holding, automatic recording and play back of message 2.3 Function and operation of cordless telephone, Mobile Phones	Period : 6
Unit-3: COMPUTER NETWORK	5.1 Local area network, wide area network, network cable in office premises, Ethernet cable, fibre optics cable, leased line, dialup line 5.2 Internet-its use 5.3 Understanding details of hardware and software requirement to establish Internet facility	Period : 6
Unit-4: ELECTRONIC MAIL	4.1 Preparation of sending and downloading message 4.2 Understanding typical E-mail address format 4.3 Data flow from source to destination in E-mail Communication	Period : 6
Unit-5: VISUAL MEDIA	7.1 Development and processing of still photographs, slide and transparency 7.2 Operations and use of: Slide-projector – OHP – Projector with PC 7.3 Video Film Equipment & their use 7.4 Description with block diagram, picture transmission, functions and use of video camera, , Indoor, Outdoor antenna and Dish antenna	Period : 5
Contact Periods: 28	Internal Assessment : 6	Total Periods: 34

EXAMINATION SCHEME

- 1. Continuous Internal Assessment of 25 marks** is to be carried out by the teachers throughout the Part – II 2nd Semester.
- 2. External Assessment of 25 marks** shall be held at the end of the Part – II 2nd Semester on the entire syllabus. One job per student from any one of the jobs done is to be performed. Job is to be set by lottery system.
Distribution of marks: On spot job & Practical Lab Book Prepared by the Students – 15, Viva-voce – 10.

DRAFT

Name of the Course : All Branches in Diploma in Engineering and Technology (Development of Life Skills - II)		
Course code : CE/ME/IE/EJ/DE/ET/EX/EE/EP/CO/IF/IS/ CO/CM/IF/CV/MH/FE/IU/CD/ED/EI		Semester : SECOND
Duration: One Semester (16 hours)		Maximum Marks: 50
Teaching Scheme		Examination Scheme:
Theory: 01 hrs / week		Internal Sessional: 25
Tutorial: -- hrs / week		External Sessional : 25
Practical: 02 hrs / week		
UNITS	CONTENTS	Hours
Unit - 1	Interpersonal Relation Importance, Interpersonal conflicts, Resolution of conflicts, Developing effective interpersonal skills - communication and conversational skills, Human Relation Skills (People Skills)	5
Unit - 2	Problem Solving I) Steps in Problem Solving (Who? What? Where? When? Why? How? How much?) 1. Identify, understand and clarify the problem 2. Information gathering related to problem 3. Evaluate the evidence 4. Consider feasible options and their implications 5. Choose and implement the best alternative 6. Review II) Problem Solving Technique 1. Trial and Error, 2. Brain Storming 3. Thinking outside the Box	8
Unit - 3	Presentation Skills Concept, Purpose of effective presentations, Components of Effective Presentations : understanding the topic, selecting the right information, organising the process interestingly, Good attractive beginning, Summarising and concluding, adding impact to the ending, Use of audio-visual aids - OHP, LCD projector, White board, Non-verbal communication : Posture, Gestures, Eye-contact and facial expression, Voice and Language - Volume, pitch, Inflection, Speed, Pause, Pronunciation, Articulation, Language Handling questions - Respond, Answer, Check, Encourage, Return to presentation Evaluating the presentation - Before the presentation, During the presentation, After the presentation	8

Unit - 4	Looking for a Job Identifying different sources announcing Job vacancies, Skim, scan and read advertisements in detail, write efficacious CVs, write covering letters to accompany CVs, write Job Application Letters - in response to advertisements and self-applications	5
Unit - 5	Job Interviews Prepare for Interviews : Intelligently anticipating possible questions and framing appropriate answers, Do's and don'ts of an interview (both verbal and non-verbal), Group Discussion: Use of Non-verbal behaviour in Group Discussion, Appropriate use of language in group interaction, Do's and don'ts for a successful Group Discussion	10
Unit - 6	Non-verbal - graphic communication Non - verbal codes: A - Kinesics, B - Proxemics, C- Haptics, D - Vocalics, E- Physical appearance, F- Chronemics, G - Artifacts Aspects of Body Language	6
Unit - 7	Formal Written Skills: Memos, E-mails, Netiquettes, Business correspondence - Letter of enquiry, Letter of Placing Orders, Letter of Complaint	6
Total		48

Sessional Activities	
Unit - 1 Interpersonal Relation	Case Studies: 1. from books 2. from real life situations 3. from students' experiences Group discussions on the above and step by step write of any one or more of these in the sessional copies
Unit - II Problem Solving	Case Studies: 1. from books 2. from real life situations 3. from students' experiences Group discussions on the above and step by step write of any one or more of these in the sessional copies
Unit - III Presentation Skills	Prepare a Presentation (with the help of a Powerpoint) on a Particular topic. The students may refer to the Sessional activity (sl. No. 8) of the Computer Fundamental syllabus of Semester 1. For engineering subject-oriented technical topics the co-operation of a subject teacher may be sought. Attach handout of PPT in the sessional copy
Unit - IV Looking for a job	Write an effective CV and covering letter for it. Write a Job Application letter in reponse to an advertisement and a Self Application Letter for a job.

Unit - V Job Interviews & Group Discussions	Write down the anticipated possible questions for personal interview (HR) along with their appropriate responses Face mock interviews. The co-operation of HR personnels of industries may be sought if possible Videos of Mock Group Discussions and Interviews may be shown
Unit - 7 Formal Written Skills	write a memo, write an effective official e-mail, write a letter of enquiry, letter of placing orders, letter of complaint

Name of the Subject : Office Equipment & Communication System

Course Code:	Semester: Fourth
Duration: Seventeen weeks	Marks: 100
Teaching Scheme:	Examination Scheme:
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	

Objective: On satisfactory completion of the course, the students should be in a position to: —

1	explain the fundamental principles of communication technology;
2	explain the use of modem & line driver and state the specification of modems;
3	define & specify EPBX & Intercom and state their uses & functions;
4	state & explain the functions and principle of operation of cordless telephone;
5	operate a Fax machine;
6	prepare typical E-mail message & address format and narrate the process of data flow from source to destination on E-mail Communication;
7	state the uses of local & wide area network and that of different types of network cable in office premises like Ethernet cable, Fiber optics cable, Leased line and dial up line;
8	explain Internet, state its uses, and, state the details of hardware & software requirements to establish Internet facility;
9	explain the principles of operation and operate different types of projectors including Slide Projector, Projector with PC and OHP;
10	state the functions and use of video camera, indoor, outdoor antenna and dish antenna;
11	use CD-ROM, sound blaster & video card, voice mail and video conference facilities.

Detail Course Content

Group - A

Unit:1 COMMUNICATION TECHNOLOGY FUNDAMENTALS	1.1 Definition and standards 1.2 Principles of Communication (without mathematics) – Data Communication and Voice Communication 1.3 Simplex and Duplex communication – Communication media – Terrestrial and Satellite Communication – Wired and Wireless Communication 1.4 Type of communication: , Communication models.	Periods:5
Unit:2 MODEM, LINE DRIVER, EPBX & INTERCOM SYSTEM	2.1 Use of modem and line driver, understanding specification of modem, EPBX and Intercom 2.2 Typical principle of operation of EPBX and Intercom system in respect of call transfer, conference holding, automatic recording and play back of message 2.3 Function and operation of cordless telephone	Periods:6
Unit : 3 FAX MACHINE	3.1 Principle of Fax communication Familiarisation of different user function of a fax machine – Operation of a Fax machine – Sending/receiving document through a fax machine	Periods:4

Group - B

Unit : 4 ELECTRONIC MAIL	4.1 Definition and use 4.2 Preparation of sending and downloading message 4.3 Understanding typical E-mail address format 4.4 Data flow from source to destination in E-mail Communication	Periods:6
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Unit : 5 COMPUTER NETWORK	5.1 Local area network, wide area network, network cable in office premises, Ethernet cable, fibre optics cable, leased line, dialup line 5.2 Internet-its use 5.3 Understanding details of hardware and software requirement to establish Internet facility	Periods:10
Unit :6 COMPUTER SYSTEM UNDER MULTI-MEDIA PLATFORM	6.1 CD-ROM its use 6.2 Sound Blaster and video card 6.3 Integrating audio and video channels through computer 6.4 Voice mail 6.5 Video conference	Periods:6
Unit :7 VISUAL MEDIA	7.1 Principle of photography 7.2 Development and processing of still photographs, slide and transparency 7.3 Operations and use of: Slide-projector – OHP – Projector with PC 7.4 Video Film Equipment 7.5 Description with block diagram, picture transmission, functions and use of video camera, Indoor, Outdoor antenna and Dish antenna	Periods:8
Contact Periods : 45 Periods : 51	Internal Assessment : 6	Total

EXAMINATIONSCHEME

Internal Examination: Marks–20

Marks on Attendance: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	12	Any Twenty	1	20x1=20
B	4,5,6,7	16			

Final Examination: Marks–70

Teacher's Assessment: 05

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	4	Any Five Taking At Least One From Each Group	10	5x10=50
B	4, 5,6,7	6			

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.