

1.1 ENGLISH AND COMMUNICATION SKILLS - I

L T P
3 - 2

RATIONALE

Language is the most commonly used medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and skills to communicate effectively to handle the future jobs in industry. The objective of this subject is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the subject, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. It is expected that each polytechnic will establish a **communication skill laboratory** for conducting practicals mentioned in the curriculum.

DETAILED CONTENTS

1. Facets of Literature (14 hrs)

1.1 Short Stories

- 1.1.1 Homecoming – R.N. Tagore
- 1.1.2 The Selfish Giant - Oscar Wilde
- 1.1.3 The Diamond Necklace- Guy- De Maupassant
- 1.1.4 The Stick – Justice Surinder Singh

1.2 Prose

- 1.2.1 I Have A Dream – Martin Luther King
- 1.2.2 On Habits – A. G. Gardiner
- 1.2.3 My struggle for An Education- Booker T Washington
- 1.2.4 Seeing People Off – Max Beerbohm

1.3 Poems

- 1.3.1 Ozymandias – P.B. Shelley
- 1.3.2 Daffodils – William Wordsworth
- 1.3.3 Stopping by Woods on a Snowy Evening – Robert Frost
- 1.3.4 Forefathers- Edmund Blunden

2. Grammar and Usage (10 hrs)

2.1 Parts of speech

- 2.1.1 Nouns
- 2.1.2 Pronouns
- 2.1.3 Adjectives
- 2.1.4 Articles
- 2.1.5 Verbs
- 2.1.6 Adverbs
- 2.1.7 Prepositions
- 2.1.8 Conjunction
- 2.1.9 Interjection

- 2.1.10 Identifying parts of speech
- 2.1.11 Structures: Verb patterns, Question tags,
- 2.1.12 Subject – Verb agreement (concord)
- 2.2 Pair of words (Words commonly confused and misused)
- 2.3 Tenses
- 2.4 Correction of incorrect sentences
- 2.5 One word substitution
- 3. Translation (04 hrs)
 - 3.1 Glossary of Administrative Terms (English and Hindi)
 - 3.2 Translation from Hindi into English
- 4. Paragraph of 100-150 words from outlines (08 hrs)
- 5. Comprehension (04 hrs)

Unseen passages of literature, scientific data/graph based for comprehension exercises
- 6. Communication (08 hrs)
 - 6.1 Definition, Introduction and Process of Communication
 - 6.2 Objectives of Communication
 - 6.3 Notices

LIST OF PRACTICALS

1. Locating a Book in Library
2. To look up words in a Dictionary: meaning and pronunciation of words as given in the standard dictionary using symbols of phonetics
3. To seek information from an Encyclopedia
4. Listening pre-recorded English language learning programme
5. Paper reading before an audience (reading unseen passages)
6. Study of spelling Rules
7. Study of essentials of a good speech to respond and comprehend visual, oral themes, situations or stimulus and practice before select gathering
8. Exercises on use of different abbreviations
9. Greetings for different occasions
10. Introducing oneself, others and leave taking
11. Exercises on writing sentences on a topic

Note:

1. The Text Book on "English and Communication Skills, Book-I By Kuldip Jaidka et. al. developed by NITTTTR, Chandigarh is recommended to be used for teaching and setting-up the question papers.
2. A communication laboratory may be set up consisting of appropriate audio-video system with facility of playing CDs/DVDs and a video camera for recording the performance of each student with play back facility. A set of CDs from any language training organization e.g. British Council etc. may be procured for use of students.
3. Elements of body language will be incorporated in all the practicals

- The practical exercises involving writing may also be included in Theory Examination.

INSTRUCTIONAL STRATEGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

RECOMMENDED BOOKS

- English and Communication Skills, Book-I By Kuldip Jaidka, Alwainder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
- Essentials of Business Communication by Pal and Rorualling; Sultan Chand and Sons
- The Essence of Effective Communication, Ludlow and Panthon; Prentice Hall of India
- New Design English Grammar, Reading and Writing Skills by AL Kohli (Course A and course B), Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
- New Design English Reading and Advanced Writing Skills for Class XI and XII by MK Kohli and AL Kohli; Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
- A Practical English Grammar by Thomson and Marlinet
- Spoken English by V Sasikumar and PV Dhamija; Tata McGraw Hill
- English Conversation Practice by Grout Taylor; Tata McGraw Hill
- Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
- Business Correspondence and Report Writing by RC Sharma and Krishna Mohan; Tata McGraw Hill Publishing Company Ltd. New Delhi
- Communication Skills by R Datta Roy and KK Dhir; Vishal Publication, Jalandhar

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	14	30
2	10	20
3	4	10
4	8	15
5	4	10
6	8	15
Total	48	100

1.	Senior	ਵਾਰਿਸ਼ਨ	ਵਰਿਠ
2.	Cashier	ਰੋਕੜੀਆ	ਖਰੜਾਖੀ
3.	Consent	ਸਹਮਤੀ	ਸਹਮਤੀ
4.	Earned Leave	ਜਮਾ ਹੋਈ ਛੁੱਟੀ	ਜਮਾ ਚੁਟੁਟੀ
5.	Under Consideration	ਵਿਚਾਰ ਅਧੀਨ	ਵਿਚਾਰ ਅਧੀਨ
6.	Criterion	ਕਰਿਟੀਰੀ	ਕਰਿਟੀਰੀ
7.	Staff	ਕਰਮਚਾਰੀ	ਕਰਮਚਾਰੀ
8.	Tenure	ਕਾਰਜ ਕਾਲ	ਕਾਰਜਕਾਲ
9.	Working Committee	ਕਾਰਜ ਸਮਿਤੀ	ਕਾਰਜ ਸਮਿਤਿ
10.	Estate	ਸੰਪਦਾ	ਸੰਪਦਾ
11.	Self-Sufficient	ਆਤਮਨਿਰਭਰ	ਆਤਮਨਿਰਭਰ
12.	Emergency	ਆਪਤਿ ਕਾਲ	ਆਪਾਨਕਾਲ
13.	General Body	ਆਮ ਸਭਾ	ਆਮ ਸਭਾ
14.	Exemption	ਛੁੱਟ	ਚੁਟ
15.	Daily wages	ਦਿਹਾੜੀ	ਦਿਹਾੜੀਦਾਰ
16.	Death-Cum Retirement	ਮਿਤੁ ਅਤੇ ਨਿਵਰਤੀ	ਮ੍ਰਿਤੁ ਅਤੇ ਨਿਵਰਤੀ
17.	Despatch Register	ਰਵਾਨਗੀ ਰਜਿਸਟਰ	ਰਵਾਨਗੀ ਰਜਿਸਟਰ
18.	Despatch	ਰਵਾਨਗੀ	ਰਵਾਨਗੀ
19.	Stenography	ਆਸ਼ੂਲਿਪੀਕ	ਅਸ਼ੂਲਿਪਿਕ
20.	Assurance	ਦਿਲਾਸਾ	ਦਿਲਾਸਾ
21.	Justify	ਠੀਕ ਸਾਬਿਤ ਕਰਨਾ	ਸਹੀ ਸਾਬਿਤ ਕਰਨਾ
22.	Superior	ਉੱਚ	ਬਟਿਯਾ
23.	High Commission	ਉੱਚ ਆਯੁਕੱਤ	ਉਚਚਾਯੁਕਤ
24.	Simultaneous	ਠਾਲ ਠਾਲ	ਸਾਥ - ਸਾਥ
25.	Precautionary	ਇਤਿਆਤੀ	ਏਲਿਹਾਤੀ
26.	Commanding Office	ਕੁਮਾਨ ਅਫਸਰ	ਕਮਾਨਿੰਗ ਅਫਸਰ
27.	Negligence	ਲਾਪਰਵਾਹੀ	ਲਾਪਰਵਾਹੀ
28.	Performance	ਪੂਰਾ ਕਰਨਾ	ਪੂਰਾ ਕਰਨਾ
29.	Proof Reader	ਪ੍ਰੂਫ ਰੀਡਰ	ਪ੍ਰੂਫ ਰੀਡਰ
30.	Take Over	ਕੰਮ ਸੰਭਾਲਨਾ	ਕਾਮ ਸੰਭਾਲਨਾ
31.	Timely Compliance	ਸਮੇਂ ਵਿਚ ਪੂਰਾ ਕਰਨਾ	ਸਮਯ ਫੀਲਾਨ ਪੂਰਾ ਕਰਨਾ
32.	Responsibility	ਜਿੰਮੇਦਾਰੀ	ਜਿੰਮੇਦਾਰੀ
33.	Chief Justice	ਮੁੱਖ ਨਿਆਇਧੀਸ਼	ਮੁਖਯ ਨਯਾਯਧਿਸ਼
34.	Disciplinary Action	ਅਨੁਸ਼ਾਸਨਿਕ ਕਾਰਵਾਈ	ਅਨੁਸ਼ਾਸਨਿਕ ਕਾਰਵਾਈ
35.	Efficiency Bar	ਦਖਿਅਤਾ ਰੋਕ	ਦਖਲਾ ਰੋਕ
36.	Flying Squad	ਓਡੋਂਟ ਦਸਤਾ	ਉਡਨ ਦਸਤਾ
37.	Regret	ਖੇਦ	ਖੇਦ
38.	Inconvenience	ਅਸੁਵਿਧਾ	ਅਸੁਵਿਧਾ
39.	Ambiguous	ਅਸਪਸ਼ਟ	ਅਸਪਟ
40.	Part Time	ਅੰਸਕਾਲਿਕ	ਅਭੰਕਾਲੀਨ
41.	Academy	ਅਕਾਦਮੀ	ਅਕਾਦਮੀ
42.	Disparity	ਅਸਮਾਨਤਾ	ਅਸਮਾਨਤਾ
43.	Extraordinary	ਅਸਧਾਰਨ	ਅਸਾਧਾਰਨ
44.	Provisional	ਕੱਚਾ	ਅਸਥਾਈ
45.	Income Tax	ਆਯਕਰ	ਆਯਕਰ
46.	Bonafide	ਅਸਲੀ	ਅਸਲੀ
47.	Acting in Official Capacity	ਬਤੌਰ ਅਧਿਕਾਰੀ ਹੋਸਿਅਤ	ਬਤੌਰ ਅਧਿਕਾਰਿਕ ਹੋਸਿਯਤ
48.	Contractor	ਠੇਕੇਦਾਰ	ਠੇਕੇਦਾਰ
49.	On probation	ਅਜਮਾਇਸ਼ ਤੇ	ਪਰਿਖੋਸ਼ਾਈਨ
50.	State	ਰਾਜ	ਰਾਜ

51.	Administrator	ਪ੍ਰਬੰਧਕ, ਪ੍ਰਸ਼ਾਸਕ, ਐਡਮਨਿਸਟ੍ਰੇਟਰ	ਪ੍ਰਸ਼ਾਸਕ
52.	Admission	ਦਾਖਲਾ, ਪ੍ਰਵੇਸ਼, ਸਵੀਕਾਰ, ਮੈਨਣ	ਪ੍ਰਵੇਸ਼
53.	Aforesaid	ਉਪਰੋਕਤ, ਉਪਰਕਥਿਤ	ਪ੍ਰਕ੍ਰਿਤ, ਤਪਰੋਕਤ
54.	Affidavit	ਹਲਫ਼ੀਆ ਬਿਆਨ, ਹਲਫ਼ਨਾਮਾ	ਸ਼ਪਥਪੱਤਰ
55.	Agenda	ਏਜੰਡਾ, ਕਾਰਜ-ਸੂਚੀ	ਕਾਰਜਸੂਚੀ
56.	Alma Mater	ਸਵੈ-ਵਿਦਿਆਲਾ, ਇਲਮੀ-ਮਾਂ	ਵਿਦਾਲਯ ਜਿਹਾ ਕਿਸੀ ਵਿਧਿ ਨੇ ਸਿੱਖਾ ਪ੍ਰਾਪਤ
57.	Appointing Authority	ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ	ਸਨੋਨਿਤ ਅਧਿਕਾਰੀ
58.	Apprentice	ਸਿੱਖਿਆਰਥੀ	ਸ਼ਿਲਪਕਾਰ
59.	Additional	ਵਧੀਕ, ਵਾਧੂ	ਅਤਿਰਿਕਤ
60.	Advertisement	ਇਸ਼ਤਿਹਾਰ ਵਿਗਿਆਪਨ	ਵਿਗਿਆਪਨ
61.	Assistant	ਸਹਾਇਕ	ਸਹਾਇਕ
62.	Assumption of Charge	ਚਾਰਜ ਸੰਭਾਲਣਾ, ਚਾਰਜ ਲੈਣਾ	ਅਧਿਕਾਰ ਗ੍ਰਹਣ ਕਰਨਾ
63.	Attested Copy	ਤਸਦੀਕ ਕੀਤੀ ਕਾਪੀ	ਸਲਪਾਧਿਤ ਪ੍ਰਤਿ
64.	Chief Minister	ਮੁੱਖ-ਮੰਤਰੀ	ਮੁੱਖਮੰਤਰੀ
65.	Clerical Error	ਲਿਖਤ ਦੀ ਉਕਾਈ	ਲੇਖਨ ਸਮਝਦੀ ਖ਼ਰ
66.	Code	ਜਾਬਤਾ, ਕੋਡ, ਸੰਘਤਾ	ਕਾਨੂੰਨ ਕੀ ਕਿਤਾਬ, ਗੁਪਤ ਖਾਸਾ
67.	Corruption	ਭ੍ਰਿਸ਼ਟਾਚਾਰ, ਕੁਰਪਸ਼ਨ	ਨੈਤਿਕ ਖ਼ਾਟਾਚਾਰ, ਖ਼ੋਟਾਪਨ
68.	Craftsman	ਦਸਤਕਾਰ	ਕਲੀਗਰ
69.	Compensation	ਮੁਆਵਜ਼ਾ	ਹਰਜਮਾ
70.	Compensatory Allowance	ਮੁਆਵਜ਼ਾ ਭੱਤਾ	ਬਲਿਪੂਰਕ ਖ਼ਜਾ
71.	Compile	ਸੰਕਲਨ ਕਰਨਾ	ਸੰਕਲਨ ਕਰਨਾ, ਸੰਗਠ ਕਰਨਾ
72.	Confidential Letter	ਗੁਪਤ ਰਿਪੋਰਟ	ਗੁਪਤ ਪੱਤਰ
73.	Chief Engineer	ਮੁੱਖ ਇੰਜਨੀਅਰ	ਮੁੱਖ ਅਭਿਨਵਤਾ
74.	Data	ਆਂਕੜੇ	ਸਵੀਕ੍ਰਿਤ ਤਜਵ (ਆਂਕੜੇ)
75.	Dearness Allowance	ਮਹਿਗਾਈ ਭੱਤਾ	ਮਹਿਗਾਈ ਖ਼ਜਾ
76.	Department	ਵਿਭਾਗ	ਵਿਭਾਗ
77.	Dictionary	ਸ਼ਬਦ-ਕੋਸ਼	ਸ਼ਬਦ ਕੋਸ਼
78.	Director	ਨਿਰਦੇਸ਼ਕ	ਨਿਦੇਸ਼ਕ, ਸੰਘਾਲਨ
79.	Director of Tech. Edu.	ਨਿਰਦੇਸ਼ਕ ਤਕਨੀਕੀ ਸਿੱਖਿਆ	ਤਕਨੀਕੀ ਸਿੱਖਾ ਨਿਦੇਸ਼ਕ
80.	Executive Engineer	ਕਾਰਜਕਾਰੀ ਇੰਜਨੀਅਰ	ਅਧਿਕਾਰੀ ਅਭਿਨਵਤਾ
81.	Employment Exchange	ਰੋਜਗਾਰ ਕੇਂਦਰ	ਵਿਕਸਾਯ ਕੇਂਦਰ
82.	Head Office	ਮੁੱਖ ਦਫ਼ਤਰ	ਮੁੱਖ ਕਾਰਜਾਲਯ
83.	Head Clerk	ਮੁੱਖ ਕਲਰਕ	ਪ੍ਰਧਾਨ ਲਿਪਿਕ
84.	Indian Admn. Service	ਭਾਰਤੀ ਪ੍ਰਬੰਧਕੀ ਸੇਵਾ	ਭਾਰਤੀ ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੇਵਾ
85.	Legislative Assembly	ਵਿਧਾਨ ਸਭਾ	ਵਿਧਾਨ ਸਭਾ
86.	Officiating	ਕਾਇਮ ਮੁਕਾਮ	ਸਥਾਨਾਪਨ
87.	Office Record	ਦਫ਼ਤਰੀ ਰਿਕਾਰਡ	ਕਾਰਜਾਲਯ ਰਿਕਾਰਡ
88.	Office Discipline	ਦਫ਼ਤਰੀ ਅਨੁਸ਼ਾਸਨ	ਕਾਰਜਾਲਯ ਅਨੁਸ਼ਾਸਨ
89.	Polytechnic	ਬਹੁਤਕਨੀਕੀ	ਬਹੁਤਕਨੀਕੀ
90.	Temporary	ਆਰਜ਼ੀ	ਅਸਥਾਈ
91.	Qualified	ਯੋਗਤਾ	ਯੋਗਤਾ ਪ੍ਰਾਪਤ
92.	Under Investigation	ਪੜਤਾਲ ਅਧੀਨ	ਜਾਂਚ ਅਧੀਨ
93.	Sub-treasury	ਉਪ-ਖਜ਼ਾਨਾ	ਤਪ-ਖ਼ਜਾਨਾ
94.	Target Date	ਨਿਯਤ ਮਿਤੀ	ਲਠਯ ਤਿਥਿ
95.	Technical Approval	ਤਕਨੀਕੀ ਪ੍ਰਵਾਨਗੀ	ਤਕਨੀਕੀ ਮਾਨਯਤਾ
96.	Verification	ਜਾਂਚ ਪੜਤਾਲ	ਜਾਂਚ ਪੜਤਾਲ
97.	Viva-voca	ਜ਼ਬਾਨੀ ਪ੍ਰੀਖਿਆ	ਸੌਖਿਕ ਪਰੀਖਾ
98.	Write off	ਵੱਟੋ ਖਾਤੇ ਪਾਉਣਾ	ਬਟੋਵਾਤੇ ਭਾਲਨਾ
99.	Warning	ਤਾੜਨਾ	ਚੇਤਾਬਨੀ
100.	Yours faithfully	ਵਿਸ਼ਵਾਸਪਾਤਰ	ਖ਼ਬਦੀਯ

1.2 APPLIED MATHEMATICS - I

L T P
5 - -

RATIONALE

Applied Mathematics forms the backbone of engineering students. Basic elements of algebra, trigonometry, coordinate geometry have been included in the curriculum as foundation course. This course will develop analytical abilities to make exact calculations and will provide continuing educational base to the students.

Note:- Teachers should give examples of engineering/technology applications of various concepts and principles in each topic so that students are able to appreciate learning of these concepts and principles.

DETAILED CONTENTS

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|------|---|----------|
| 1. | Algebra | (30 hrs) |
| 1.1 | Complex Numbers: Complex number, representation, modulus and amplitude. De-moivier's theorem, its application in solving algebraic equation. | |
| 1.2 | Basics and properties of logarithms and its applications in solving problems related to basic logarithmic formulas. | |
| 1.3 | Geometrical progression, its nth term and sum of n terms and to infinity. Application of Arithmetic progression and Geometrical progression to Engineering problem such as maximum possible output of the machine, vibration of the spring, finding out capacity of tank etc. | |
| 1.4. | Partial fractions (linear factors, repeated linear factors, non-reducible quadratic factors excluding repeated factors) | |
| 1.5 | Permutations and Combinations: Value of ${}^n P_r$ ${}^n C_r$. Simple problems of formulation of words from given alphabets (with and without repetition), circular permutations etc. | |
| 1.6 | Binomial theorem (without proof) for positive integral index (expansion and general form); binomial theorem for any index (expansion without proof) first and second binomial approximation with applications to engineering problems | |

2. Trigonometry (25 hrs)
- 2.1 Concept of angles, measurement of angles in degrees, grades and radians and their conversions. Applications of angles such as angle subtended by an arc, diameter of moon etc.
 - 2.2 T-Ratios of Allied angles (without proof), Sum, difference formulae and their applications (without proof). Product formulae (Transformation of product to sum, difference and vice versa). T-Ratios of multiple angles, sub-multiple angles ($2A$, $3A$, $A/2$).
 - 2.3 Graphs of $\sin x$, $\cos x$, $\tan x$ and e^x
 - 2.4 Applications of Trigonometric terms in engineering problems such as to find an angle of elevation, height, distance etc.
3. Co-ordinate Geometry (25 hrs)
- 3.1 Cartesian and Polar coordinates (two dimensional), conversion from cartesian to polar coordinates and vice-versa, distance between two points (cartesian co-ordinates), section formulae
 - 3.2 Area of triangle when its vertices are given, co-ordinates of centroid, in center of a triangle when the vertices are given, simple problems on locus.
 - 3.3 Equation of straight line in various standard forms (without proof), inter section of two straight lines, angle between two lines. Parallel and perpendicular lines, perpendicular distance formula
 - 3.4 General equation of a circle and its characteristics. To find the equation of a circle, given:
 - * Centre and radius
 - * Three points lying on it
 - * Coordinates of end points of a diameter
 - 3.5 Equation(s) of a straight line, circle, and conics (ellipse, parabola and hyperbola) and their application in solving engineering problems..

INSTRUCTIONAL STRATEGY

Basic elements of algebra, trigonometry and coordinate geometry can be taught in the light of their applications in the field of engineering and technology. By laying more emphasis on applied part, teacher can also help in providing a good continuing education base to the students.

RECOMMENDED BOOKS

1. Elementary Engineering Mathematics by BS Grewal, Khanna Publishers, New Delhi
2. Engineering Mathematics by Vol. I & II by S Kohli, IPH, Jalandhar
3. Applied Mathematics by RD Sharma
4. Applied Mathematics, Vol. I & II by SS Sabharwal & Sunita Jain, Eagle Parkashan, Jalandhar
5. Comprehensive Mathematics, Vol. I & II by Luxmi Publications
6. Engineering Mathematics by Dass Gupta
7. Engineering Mathematics by C Dass Chawla, Asian Publishers, New Delhi
8. Engineering Mathematics, Vol I, II & III by V Sundaram et al, Vikas Publishing House (P) Ltd., New Delhi
9. Engineering Mathematics by S.N Iyengar et.al, Vikas Publishing House (P) Ltd., New Delhi
10. Engineering Mathematics, Vol I & II by SS Sastry, Prentice Hall of India Pvt. Ltd.,
11. Engineering Mathematics, Vol I & II by AK Gupta, MacMillan India Ltd., New Delhi
12. Applied Mathematics I, Archana Sharma, Lords Publications, Jalandhar
13. Advanced Engineering Mathematics by Peter V.Oneil, University of Albama, 2007 edition, Cengage Learning India Pvt. Ltd. Patparganj, New Delhi

SUGGESTED DISTRIBUTION OF MARKS FOR FACILITATING PAPER SETTER

Sr. No.	Topic	Time Allotted (Hrs)	Marks Allotted (%)
1	Algebra	30	35
2	Trigonometry	25	35
3	Co ordinate Geometry	25	30
Total		80	100

1.3 APPLIED PHYSICS – I

L T P
4 - 2

RATIONALE

Applied physics includes the study of a large number of diverse topics all related to things that go on in the world around us. It aims to give an understanding of this world both by observation and by prediction of the way in which objects will behave. Concrete use of physical principles and analysis in various fields of engineering and technology are given prominence in the course content.

Note:- Teachers should give examples of engineering/technology applications of various concepts and principles in each topic so that students are able to appreciate learning of these concepts and principles.

DETAILED CONTENTS

1. Units and Dimensions (8 hrs)
 - 1.1 Physical quantities
 - 1.2 Units - fundamental and derived units, systems of units (FPS, CGS, MKS and SI units)
 - 1.3 Dimensions and dimensional formulae of physical quantities
 - 1.4 Dimensional equations and principle of homogeneity, applications to conversion from one system of units to another, checking the correctness of physical relations and derivation of simple physical relations, limitations of dimensional analysis
 - 1.5 Error in measurement, random and systematic errors
 - 1.6 Application of units and dimensions in measuring length, diameter, Circumference, volume, surface area etc. of metallic and non metallic blocks, wires, pipes etc (at least two each).
2. Force and Motion (10 hrs)
 - 2.1 Scalar and vector quantities – examples, addition and multiplication (scalar product and vector product) of vectors
 - 2.2 Force, resolution and composition of forces: resultant, parallelogram law of forces, equilibrium of forces
 - 2.3 Newton's Laws of motion: concept of momentum, Newton's laws of motion and their engineering applications, derivation of force equation from Newton's second law of motion; conservation of momentum, impulse. Simple numerical problems
 - 2.4 Circular motion: angular displacement, angular velocity and angular acceleration

- 2.5 Relation between linear and angular variables (velocity and acceleration)
 - 2.6 Centripetal force (derivation) and centrifugal force with its application such as banking of roads, bending of cyclist, motion in vertical circle etc
 - 2.7 Application of various forces in lifts, cranes, large steam engines and turbines,
3. Waves and Vibrations (10 hrs)
- 3.1. Wave motion: transverse and longitudinal wave motion with examples, sound and light waves, velocity, frequency and wave length of a wave (relationship $v = n\lambda$) and their applications
 - 3.2 Wave equation, $y = r \sin \omega t$, phase, phase difference, superposition of waves and their applications.
 - 3.3 Simple Harmonic Motion(SHM): definition, expression for displacement, velocity, acceleration, time period, frequency in S.H.M.
 - 3.4 Free, forced and resonant vibrations with examples
 - 3.5 Acoustics of buildings – reverberation, reverberation time, echo, noise, coefficient of absorption of sound, methods to control reverberation time and their applications
 - 3.6 Ultrasonics – production (magnetostriction and piezoelectric methods) and their engineering and medical applications
- 4 Rotational Motion (6 hrs)
- 4.1 Concept of translatory and rotating motion with examples
 - 4.2 Definitions of torque, angular momentum and their relationship
 - 4.3 Conservation of angular momentum (qualitative) and its examples
 - 4.4 Moment of inertia and its physical significance, radius of gyration, Theorems of parallel and perpendicular axes (statements), Moment of inertia of rod, disc, ring and sphere (Formulae only).
 - 4.5 Application of rotational motions in transport vehicles, trains and aero plane turbine/engine.
- 5 Work, Power and Energy (10 hrs)
- 5.1 Work: definition and its SI units

- 5.2 Work done in moving an object on horizontal and inclined plane (incorporating frictional forces) with its application
 - 5.3 Power: definition and its SI units, calculation of power with numerical problems
 - 5.4 Energy: Definition and its SI units: Kinetic energy and Potential energy with examples and their derivation
 - 5.5 Principle of conservation of mechanical energy (for freely falling bodies), transformation of energy from one form to another with its application
 - 5.6 Friction: concept, types and its engineering applications.
 - 5.7 Application of Friction in brake system of moving vehicles, trains, aero planes and other objects.
- 6 Properties of Matter (10 hrs)
- 6.1 Elasticity: definition of stress and strain, different types of modulus of elasticity, stress – strain diagram, Hooke's law with its applications
 - 6.2 Pressure: definition, its units, atmospheric pressure, gauge pressure, absolute pressure, U-tube, manometers and barometer gauges and their applications
 - 6.3 Surface tension: concept, its units, angle of contact, measurement of surface tension by capillary tube method, applications of surface tension, effect of temperature and impurity on surface tension
 - 6.4 Fluid motion, stream line and turbulent flow, Equation of Continuity, Bernauli's Theorem and their applications.
 - 6.5 Viscosity and coefficient of viscosity: Buoyant force, buoyancy, Stoke's Law and derivation of terminal velocity, effect of temperature on viscosity and its application in hydraulic systems.
- 7 Thermometry (10 hrs)
- 7.1 Difference between heat and temperature on the basis of K.E. of molecules
 - 7.2 Principles of measurement of temperature and different scales of temperature and their relationship
 - 7.3 Resistance thermometers and Pyrometers with their field applications such as Thermocouple, Bi-metallic thermometer.
 - 7.4 Expansion of solids, liquids and gases, coefficient of linear, surface and cubical expansions and relation amongst them

7.5 Modes of transfer of heat (Conduction, convection and radiation with examples)

1.4 APPLIED CHEMISTRY-I

L T P
4 - 2

RATIONALE

Every branch of engineering is expanding greatly. The contributions of chemicals and chemical products are playing important role in the field of engineering, biotechnology, agriculture and pharmacology etc. The numbers of such chemical products are exponentially increasing each successive year. This results in enhancing the responsibility of engineers while choosing engineering materials for converting them into finished products. Now a days, choosing engineering material is not only based conventional qualitative and quantitative testing of their chemical composition and behavior under service conditions, but also based on environmental and eco-friendly factors. To achieve such objectives it is essential to apply applied aspects of chemistry. In order to educate and train Engineers and skilled work force applied chemistry syllabus for diploma students in various engineering and technology courses is designed to develop scientific temper and appreciate physical and chemical properties of engineering materials, which are used in their professional career. Best efforts should be made to teach and train the skilled engineers and work force by imparting essential knowledge required from this subject through demonstrations, and minor projects.

Note:- Teachers should give examples of engineering/technology applications of various concepts and principles in each topic so that students are able to appreciate learning of these concepts and principles.

DETAILED CONTENTS

1. Basic Concepts of Chemistry (10 hrs)
 - 1.1 Units and Dimensions, dimensional formulas- dimensional analysis principle of homogeneity of dimensions and their limitations, derived units (with special reference to pressure, volume, temperature, density, specific gravity, surface tension, viscosity and conductivity, thermodynamic parameters-significance and applications)
 - 1.2 Matter, element, compound and mixtures, atoms, molecules, ions, symbols and formulae, Atomic mass (A), atomic number (Z) isotopes, isobars, isotone (recapitulation only)
 - 1.3 Mole concept, solution, standard solution, methods to express concentration of solution
 - 1.3.1 molar mass, molar volume of gases, strength of solutions in grams per liter, molarity (M), molality (m), mass and volume percentages and mole fraction
 - 1.4. Chemical equations, thermo-chemical equations, balancing of chemical equations and simple stoichiometric calculations.
 - 1.5 Numerical problems based on mole concept and molarity.
2. Atomic Structure, Periodic Table and Chemical Bonding (12 hrs)
 - 2.1 Fundamental particles- electrons, protons and neutrons
 - 2.2 Bohr's model of atom and its limitations (qualitative treatment only).
 - 2.3 Wave particle duality and Heisenberg's uncertainty principle (elementary idea only)

- 2.4 Modern concept of atom, definition of orbit and orbitals, shapes of s and p orbitals only, quantum numbers (significance only), electronic configuration of elements up to atomic number 30 on the basis of Aufbau Principle, Pauli's Principle and Hund's Rule
 - 2.5 Modern periodic law and periodic table, groups and periods.
 - 2.6 Classification of elements into s, p, d, and f blocks (periodicity in properties are excluded)
 - 2.7 Chemical bond and cause of bonding.
 - 2.8 Ionic bond, valence bond approach of covalent bond, hybridization (sp^3 , sp^2 and sp) sigma (σ) and pi (π) bonds.
 - 2.9 Metallic bonding – electric, magnetic and dielectric properties based on Band model
3. Water (10 hrs)
- 3.1 Sources of water, impurities in water (dissolved –gases, salts and suspended),
 - 3.2 Hardness of water, types of hardness, degree of hardness, units of hardness-ppm, $^{\circ}Cl$, $^{\circ}Fr$ – numerical problems
 - 3.3 Disadvantages of using hard water in domestic and in industries: Laundry work (action of soap on water), paper, textile and beverage industries.
 - 3.4 Boiler feed water and its quality - causes and prevention of
 - 3.4.1 Scale and sludge formation,
 - 3.4.2 Priming and foaming
 - 3.4.3 Boiler corrosion,
 - 3.4.4 Caustic embitterment
 - 3.5 Softening of hard water by
 - 3.5.1 Ion exchange process- dematerialized water advantages and limitations of this method
 - 3.5.2 Desalting of sea water by reverse osmosis (RO) method
 - 3.5.3 Calgon process
 - 3.6 Characteristics of drinking water and ICMR, ISI –quality criteria
 - 3.7 Water analysis: Quantitative analysis of hardness by EDTA method, alkalinity, and estimation of total dissolved solids (TDS)-numerical problems
 - 3.8 Enlist applications of various kinds of water in engineering and chemical industry.
4. Gas laws, Terminology of Thermodynamics and Equilibrium (14 hrs)
- 4.1 Definition of gas and perfect gas, gas laws- Boyle's Law, Charles law & Avagadro's law, Gas constant (R).
 - 4.2 Terminology of Thermodynamics- thermodynamic system, surroundings, types of systems, extensive and intensive properties, state of a system, state functions, isothermal, adiabatic reversible, irreversible spontaneous and non spontaneous processes, meaning of ΔE , ΔH , ΔS and ΔG , free energy of spontaneous and non spontaneous processes (mathematical derivations are excluded)
 - 4.3 Elementary idea of zeroth, 1st, 2nd, and 3rd laws of thermodynamics (without mathematical derivation)
 - 4.4 Applications of free energy change (ΔG) criteria (in metallurgy and electric work without any mathematical derivation)
 - 4.5 Equilibrium state and its significance statement of Le-Chatelier's principle, equilibrium constant (K) and its applications..

- 4.6 Electrolytes, non electrolytes, ionization in aqueous solutions, degree of ionization, ionic product of water (K_w)
- 4.7 Concept of pH, pH- scale and industrial applications of pH
- 4.8 Definitions - acids, bases, neutralization and acid base titrations, indicators and choice of indicators for acid base titration.
- 4.9 Buffer (acidic, basic and neutral) solutions, enlist applications of buffer solution
- 4.10 Simple numerical problems (only on 4.1, 4.5. 4.6 and 4.7 sections)
5. Electrochemistry (10 hrs)
- 5.1 Electronic concept of oxidation and reduction, redox reactions
- 5.2 Electrolytes, non-electrolytes and electrolysis,
- 5.3 Faraday's Laws of electrolysis and applications in electrometallurgy and electroplating in automobile
- 5.4 Standard reduction potential (SRP), activity series, electrochemical cell and their e.m.f
- 5.5 Chemistry of commercial electrochemical cells
- 5.5.1 primary cells - Daniel cell and dry cell
- 5.5.2 secondary cell - lead acid storage cell, Wetson-cadmium cell, nicad battery, Lil battery, Hg – button cell and Ag- button cell
- 5.5.3 Fuel cells
- 5.6 Simple numerical problems related (to only 5.1, 5.3 and 5.4 sections).
6. Organic Chemistry (06 hrs)
- 6.1 Tetra covalency of carbon in carbon compounds, catenation (definition only)
- 6.2 Classification of organic compounds on the bases of functional group
- 6.3 IUPAC nomenclature of simple organic compounds (containing one functional group only) and their common names (if any)

LIST OF PRACTICALS

1. Introduction to volumetric analysis, apparatus used in volumetric analysis and molarity based calculations.
2. Preparation of standard solution of oxalic acid $\{(COOH)_2 \cdot 2H_2O\}$ or potassium permanganate ($KMnO_4$) or potassium dichromate ($K_2Cr_2O_7$)
3. To verify the physical (state, colour, odour solubility, boiling and melting points) properties and few chemical properties of ionic (e.g. NaCl) and covalent (kerosene oil or any other such compound may be given) compounds.
4. To determine strength of given solution of sodium hydroxide by titrating against standard solution of oxalic acid using phenolphthalein indicator.
5. To determine total acid number of given oil volumetrically
6. To prepare cuprammonium $\{Cu(NH_3)_4SO_4\}$ and estimate cupric ion in the given solution of copper sulphate solution by spectrophotometric method..

7. To distinguish between aldehyde and ketone by Tollen's reagent (benzaldehyde and acetone may be used)
8. To verify the first law of electrolysis. (Electrolysis of copper sulphate solution using copper electrode).
9. To prepare iodoform from ethanol or acetone
10. To prepare bakelite
11. To prepare the Mohr's salt from ferrous sulphate and ammonium sulphate.
12. Estimation of hardness of water by EDTA method.
13. Estimation of total alkalinity in the given sample of water by titrating against standard solution of sulfuric acid
14. Determination of pH of given solution using pH meter.

INSTRUCTIONAL STRATEGY

Teacher may take help of various models and charts while imparting instructions to make the concepts clear. More emphasis may be laid on discussing and explaining practical applications of various chemical processes and reactions. In addition, students should be encouraged/motivated to study those processes in more details, which may find practical applications in their future professional life.

RECOMMENDED BOOKS

1. Chemistry in Engineering by J.C. Kuricose and J. Rajaram, Tata McGraw Hill, Publishing Company Limited, New Delhi.
2. Engineering Chemistry by P.C.Jain and Monika Jain, Dhanapat Rai Publishing Company, New Delhi.
3. Engineering Chemistry by Shashi Chawla.
4. Progressive Applied Chemistry – I by Dr. G.H. Hugar Eagle Prakashan, Jalandhar
5. Engineering Chemistry – A text Book by H. K. Chopra and A Parmer- Narosa Publishing House New Delhi.
6. Applied Chemistry-I by Dr.P.K. Vij & Shiksha Vij, Lords Publications, Jalandhar
7. Engineering Chemistry by Dr. Himanshu Pandey, Goel Publishing House, a unit of Krishna Prakashan Pvt. Ltd. Meerut, India, (year 2008)
8. Rapid Chemistry for peak performance by Anil Ahlawat, MTE books, 503, Taj Apartments, Ring Road, New Delhi (year 2008)
9. Applied Chemistry (Theory and Practice) by Vermani OP and Narula A.K., Cengage International Pvt. Ltd. New Delhi (year 2008)
10. Engineering Chemistry by Shelli Oberoi and Monica Malik, Cengage International Pvt. Ltd. New Delhi (year 2008)

SUGGESTED DISTRIBUTION OF MARKS FOR FACILITATING PAPER SETTER

Sr No	Topic	Time Allotted (Hrs)	Marks Allotted (%)
1	Basic Concepts of Chemistry	10	15
2	Atomic Structure Periodic Table and Chemical Bonding	12	20
3	Water	10	15
4	Gas laws, Language of Thermodynamics and Equilibrium	14	20
5	Electrochemistry	12	20
6	Organic Chemistry	06	10
Total		64	100

1.5 ENGINEERING DRAWING - I

L T P
- - 7

RATIONALE

Drawing is the language of engineers and technicians. Reading and interpreting engineering drawing is their day to day responsibility. The subject is aimed at developing basic graphic skills in the students so as to enable them to use these skills in preparation of engineering drawings, their reading and interpretation. The emphasis, while imparting instructions, should be to develop conceptual skills in the students following BIS SP 46 – 1988.

Note:

1. First angle projection is to be followed
2. Minimum of 16 sheets to be prepared
3. Instructions relevant to various drawings may be given along with appropriate demonstrations, before assigning drawing practice to students

DETAILED CONTENTS

1. Introduction to Engineering Drawing
 - 1.1 Introduction to drawing instruments, materials and layout of drawing sheets.
2. Free Hand Sketching and Lettering (03 sheets)
 - 2.1 Different types of lines in Engineering drawing as per BIS specifications
 - 2.2 Practice of vertical, horizontal and inclined lines, geometrical figures such as triangles, rectangles, circles, ellipses and curves, hexagonal, pentagon with the help of drawing instruments.
 - 2.3. Free hand lettering (Alphabet and numerals) – lower case and upper case, single stroke, vertical and inclined at 75 degree in different standards, series of 3,5,8 and 12 mm heights in the ratio of 7:4
3. Dimensioning Technique (01 sheet)
 - 3.1 Necessity of dimensioning, method and principles of dimensioning (mainly theoretical instructions)
 - 3.2 Dimensioning of overall sizes, circles, threaded holes, chamfered surfaces, angles, tapered surfaces, holes, equally spaced on P.C.D., counter sink holes, counter bored holes, cylindrical parts, narrow spaces and gaps, radii, curves and arches

4.

- Scales (02 sheets)
- 4.1 Scales - their need and importance (Theoretical instructions).
 - 4.2 Drawing of plain and diagonal scales
5. Projection (05 sheets)
- 5.1 Theory of projections (Elaborate theoretical instructions)
 - 5.2 Projection of Points
 - 5.2.1. Production of a point in the first quadrant.
 - 5.2.2. Projection of a point in the third quadrant.
 - 5.3 Projection of Straight Line
 - 5.3.1. Line parallel to both the planes
 - 5.3.2. Line perpendicular to any one of the reference plane
 - 5.3.3. Line inclined to any one of the reference plane.
 - 5.4 Drawing 3 views of given objects(Non-symmetrical objects may be selected for this exercise)
 - 5.5. Drawing 6 views of given objects(Non-symmetrical objects may be selected for this exercise)
 - 5.6. Identification of surfaces on drawn views and objects drawn
 - 5.7. Exercises on missing lines and views
- Note: At least one sheet in third angle projection
6. Sections (02 sheets)
- 6.1 Importance and salient features, Methods of representing sections, conventional sections of various materials, classification of sections, conventions in sectioning
 - 6.2 Drawing of full section, half section, partial or broken out sections, Offset sections, revolved sections and removed sections.
 - 6.3 Drawing of different conventions for materials in section, conventional breaks for shafts, pipes, rectangular, square, angle, channel, rolled sections
 - 6.4 Exercises on sectional views of different objects.
7. Isometric Views (03 sheets)
- 7.1 Fundamentals of isometric projections (Theoretical instructions)
 - 7.2 Isometric views of combination of regular solids like cylinder, cone, cube and prism..

RECOMMENDED BOOKS

1. A Text Book of Engineering Drawing by Surjit Singh, Dhanpat Rai & Co., Delhi
2. Engineering Drawing by PS Gill, SK Kataria & Sons, New Delhi
3. Elementary Engineering Drawing in First Angle Projection by ND Bhatt, Charotar Publishing House
4. Engineering Drawing I & II by JS Layall, Eagle Parkashan, Jalandhar

1.6 WORKSHOP PRACTICE - I

L T P
- - 6

RATIONALE

In order to have a balanced overall development of diploma engineers, it is necessary to integrate theory with practice. General workshop practices are included in the curriculum in order to provide hand on experience about use of different tools and basic manufacturing practices.

This course aims at developing general manual and machining skills in the students. Besides above, the development of dignity of labour, precision, safety at work place, team working and development of right attitude are the other objectives.

DETAILED CONTENTS (PRACTICALS)

The following shops are included in the syllabus:

1. Carpentry and Painting Shop
2. Fitting Shop
3. Electric Shop

Note:

The contents of various shops prescribed under workshop Practice –I are same as that of General Workshop Practice-I which is common for most of engineering diploma programmes except for Computer Engineering and Information Technology.

The instructor is to first explain the introductory part given at the beginning under each shop followed by demonstration and practice by students.

1. Carpentry and Painting Shop

- 1.1 Introduction to various types of wood such as Deodar, Kail, Partal, Teak, Hollack, Sheesham, Champ, etc. (Demonstration and their identification).
- 1.2 Demonstration, function and use of commonly used hand tools. Care, maintenance of tools and safety measures to be observed.

Job I Marking, sawing, planning and chiseling & their practice
- 1.3 Introduction to various types of wooden joints, their relative advantages and uses.

Job II Preparation of half lap joint

Job III Preparation of Mortise and Tenon Joint

1.4 Demonstration of various methods of painting wooden items.

Job IV Preparation of surface before painting including primer coat

Job V Painting Practice by brush/roller/spray

2. Fitting Shop

2.1 Introduction to fitting shop tools, common materials used in fitting shop, Identification of materials. (e.g. Steel, Brass, Copper, Aluminium etc.). Identification of various sections of steel viz. Flat, Angle, Tee, Channel, Bar Girder, Square, Z-Section, etc.

2.2 Description and demonstration of various types of work benches. Holding devices and files. Precautions while doing filing work.

Job I Marking of job, use of marking tools and measuring instruments.

Job II Filing a dimensioned rectangular or square piece of an accuracy of $\pm 0.25\text{mm}$

Job III Filing practice (Production of flat surfaces) Checking by straight edge.

2.3 Description and demonstration of simple operation of hack-sawing, demonstration and description of various types of blades and their specifications, uses and method of fitting the blade.

Job IV Making a cutout from a square piece of MS Flat using Hand hacksaw.

3. Electric Shop

3.1 Study, demonstration and identification of common electrical materials such as wires, cables, switches, fuses, ceiling roses, battens, cleats and allied items, tools and accessories.

3.2 Study of electrical safety measures and demonstration about use of protective devices.

Job I Identification of phase, neutral and earth of domestic appliances and their connection to two pin/three pin, plugs.

Job II Preparation of a house wiring circuit using fuse, switches, socket, holder, ceiling rose etc. by batten wiring and PVC casing and capping

- 3.3 Study of common electrical appliances such as electric iron, electric kettle, ceiling fan, table fan, electric mixer, electric Geyser, desert cooler etc.
- 3.4 Introduction to the construction of a Lead-acid battery and its working.
- Job III Installation of a battery and to connect two or more batteries in series and in parallel
- Job IV Charging of a battery and testing it with the help of hydrometer and Cell Tester

RECOMMENDED BOOKS

1. Workshop Technology I,II,III, by S K Hajra, Choudhary and A K Chaoudhary. Media Promoters and Publishers Pvt. Ltd., Bombay
2. Workshop Technology by Manchanda Vol. I,II,III India Publishing House, Jalandhar.
3. Manual on Workshop Practice by K Venkata Reddy, KL Narayana et al; MacMillan India Ltd. New Delhi
4. Basic Workshop Practice Manual by T Jeyapoovan; Vikas Publishing House (P) Ltd., New Delhi
5. Workshop Technology by B.S. Raghuwanshi, Dhanpat Rai and Co., New Delhi
6. Workshop Technology by HS Bawa, Tata McGraw Hill Publishers, New Delhi

1.7 BASICS OF INFORMATION TECHNOLOGY

L T P

- - 4

RATIONALE

Information technology has great influence on all aspects of life. Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized. The subject introduces the fundamentals of computer system for using various hardware and software components. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS office; using internet etc. form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

Note:

Explanation of Introductory part should be dovetailed with practical work. Following topics may be explained in the laboratory along with the practical exercises. There will not be any theory examination.

TO BE EXPLAINED THROUGH DEMONSTRATION

1. Information Technology – its concept and scope, applications of IT, impact of computer and IT in society.
2. Computers for information storage, information seeking, information processing and information transmission
3. Computer Application in office, book publishing, data analysis, accounting, investment, inventory control, graphics, Air and Railway Ticket reservation, robotics, Military, banks, Insurance financial transactions and many more
4. Elements of computer system, computer hardware and software; data types – numeric data, alpha numeric data; contents of a program, processing
5. Computer organization, block diagram of a computer, CPU, memory
6. Input devices; keyboard, Scanner, mouse etc; output devices; VDU and Printer, Plotter
7. Electrical requirements, inter-connections between units, connectors and cables
8. Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD), primary and secondary memory: RAM, ROM, PROM etc., Capacity; device controllers, serial port, parallel port, system bus
9. Installation concept and precautions to be observed while installing the system and software
10. Introduction about Operating Systems such as MS DOS, Windows, Windows NT etc. as an interface to Computer System
11. Special features, various commands of MS word and MS-Excel, MS PowerPoint
12. About the internet – server types, connectivity (TCP/IP, shell); applications of internet like: e-mail and browsing

13. Various Browsers like Internet explorer, Mozilla Firefox, WWW (World wide web); hyperlinks; HTTP (Hyper Text Transfer Protocol); FTP (File Transfer Protocol)
14. Basics of Networking – LAN, WAN, Topologies
15. Ethics and information Technology
16. Future with information Technology

LIST OF PRACTICALS

1. Given a PC, name its various components and peripherals. List their functions
2. Practice in installing a computer system by giving connection and loading the system software and application software
3. Exercises on entering text and data (Typing Practice)
4. Installation of operating System viz. Windows XP, Windows 2007 etc..
Features of Windows as an operating system
 - Start
 - Shutdown and restore
 - Creating and operating on the icons
 - Opening closing and sizing the windows
 - Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file
 - Creating and operating on a folder
 - Changing setting like, date, time, colour (back ground and fore ground)
 - Using short cuts
 - Using on line help
5. MS-Word
 - File Management:
 - Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, Giving password protection for a file
 - Page Set up:
 - Setting margins, tab setting, ruler, indenting
 - Editing a document:
 - Entering text, Cut, copy, paste using tool- bars
 - Formatting a document:
 - Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods
 - Aligning of text in a document, justification of document ,Inserting bullets and numbering

- Formatting paragraph, inserting page breaks and column breaks, line spacing
- Use of headers, footers: Inserting footnote, end note, use of comments
- Inserting date, time, special symbols, importing graphic images, drawing tools
- Tables and Borders:
 - Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- Print preview, zoom, page set up, printing options
- Using Find, Replace options
- Using Tools like:
 - Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelopes and labels
- Using shapes and drawing toolbar,
- Working with more than one window in MS Word,
- How to change the version of the document from one window OS to another
- Conversion between different text editors, software and MS word

6. MS-Excel

- Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets
- Menu commands:
 - Create, format charts, organise, manage data, solving problem by analyzing data, exchange with other applications. Programming with MS-Excel, getting information while working
- Work books:
 - Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations, working with arrays
- Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet
- Creating a chart:
 - Working with chart types, changing data in chart, formatting a chart, use chart to analyze data
- Using a list to organize data, sorting and filtering data in list
- Retrieve data with query: Create a pivot table, customising a pivot table. Statistical analysis of data
- Exchange data with other application: embedding objects, linking to other applications, import, export document.

7. MS PowerPoint

- a) Introduction to PowerPoint
 - How to start PowerPoint
 - Working environment: concept of toolbars, slide layout, templates etc.
 - Opening a new/existing presentation
 - Different views for viewing slides in a presentation: normal, slide sorter etc.
- b) Addition, deletion and saving of slides
- c) Insertion of multimedia elements
 - Adding text boxes
 - Adding/importing pictures
 - Adding movies and sound
 - Adding tables and charts etc.
 - Adding organizational chart
- d) Formatting slides
 - Using slide master
 - Text formatting
 - Changing slide layout
 - Changing slide colour scheme
 - Changing background
 - Applying design template
- e) How to view the slide show?
 - Viewing the presentation using slide navigator
 - Slide transition
 - Animation effects etc.

8. Working with MS Access

- a) Understanding different data types
- b) Creation of table
- c) Entering data in a table and modify it.
- d) Creating simple Queries

9. Internet and its Applications

- a) Log-in to internet

- b) Navigation for information seeking on internet
- c) Browsing and down loading of information from internet
- d) Sending and receiving e-mail
 - Creating a message
 - Creating an address book
 - Attaching a file with e-mail message
 - Receiving a message
 - Deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practice oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises. The students should be made familiar with computer parts, peripherals, connections and proficient in making use of MS office, MS Excel, MS Power Point and MS Access in addition to working on internet. The student should be made capable of working on computers independently

RECOMMENDED BOOKS

- 1) Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
- 2) Information Technology for Management by Henery Lucas, 7th edition, Tata Mc Graw Hills, New Delhi
- 3) Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi
- 4) Computers Today by SK Basandara, Galgotia publication Pvt ltd. Daryaganj, New Delhi.
- 5) MS-Office 2000 for Everyone by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi
- 6) Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 7) A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 8) Mastering Windows 97, BPB Publication, New Delhi
- 9) Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
- 10) Fundamentals of Information Technology by Leon and Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 11) On Your Marks - Net...Set...Go... Surviving in an e-world by Anushka Wirasinha, Prentice Hall of India Pvt. Ltd., New Delhi
- 12) Learning MS Office XP by Ramesh Bangia, Khanna Book Publishing Co. (P) Ltd., New Delhi.

Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar