

4.1 SHORTHAND (HINDI) – III (PRACTICAL)

शार्टहैंड (हिन्दी) – III (प्रयोगात्मक)

L T P

9x16=144

DETAILED CONTENTS

1 पोस्ट आफिस –विभाग	05 घण्टे
2 रेलवे विभाग	05 घण्टे
3 बालचर मंडल	05 घण्टे
4 ग्रह नक्षत्रादि	05 घण्टे
5 शिक्षा –विभाग	05 घण्टे
6 कृषि	05 घण्टे
7 स्वास्थ्य –विभाग	05 घण्टे
8 जेल–सेना–पुलिस	05 घण्टे
9 न्याय–विभाग	05 घण्टे
10 स्टाक–एक्सचेंज	05 घण्टे
11 बैंक और कम्पनी	05 घण्टे
12 किस्म कागजात	05 घण्टे
13 कुछ व्यवहारिक पत्र	05 घण्टे
14 नेताओं नगर व प्रान्तों के नाम	05 घण्टे
15 एक ही वर्ण से आधारित विभिन्न संकेत	05 घण्टे
16 गति बढ़ाने के नियम	05 घण्टे
17 विभिन्न समाचार पत्रों से डिक्टेशन लेकर अनुलिपि करना	32 घण्टे
18 अपठित गद्यांशों एवं पत्रों का डिक्टेशन लेकर अनुलिपि करना	32 घण्टे
	144 घण्टे

परीक्षा : समय – तीन घंटा

- दो पत्र :- एक शासकीय तथा दूसरा व्यापारिक जिसमें प्रत्येक में 200 शब्दों से अधिक नहीं हों, प्रत्येक 5 मिनट में 80 शब्द प्रति मिनट की गति से बोला जायेगा।
- एक अपठित उद्धरण जिसमें 400 शब्दों से अधिक न होंगे, 80 शब्द प्रति मिनट की गति से 5 मिनट में बोला जायेगा।

Text Books :

1. हिन्दी संकेतलिपि Author : RISHI LAL AGGARAWAL , Publisher: GYA PRASAD AGGARAWAL/VISHNU ART.

4.2 SHORTHAND (ENGLISH) -IV (PRACTICAL)

L T P

9x16=144

DETAILED CONTENTS

1. Practical Assignments from various Newspapers, Magazines etc. 48 Hrs.
2. Dictation from unseen passages and their transcription on the computer. 48 Hrs.
3. Dictation of Official & Business Letters and their transcription on the computer. 48 Hrs.

144 Hrs.

Practical Exam:- 03 Hrs.

- Dictation of one Unseen Para of 400 words in 5 minutes duration @ 80 wpm. and its transcription on the computer.
- Dictation of one Official Letter and One Business Letters of 5 minutes duration @ 80 wpm and their transcription on the computer.

Text Books :

1. PITMAN SHORTHAND & INSTRUCTOR KEY Author: ISAAC PITMAN, Publisher: VISHU ART PRESS.

4.3 COMPUTER TYPING (HINDI) –III (PRACTICAL)

टंकण (हिन्दी) –III (प्रयोगात्मक)

L T P

6x16=96

DETAILED CONTENTS

1. उद्धरण का अभ्यास	32 घण्टे
2. बीजक एवं सारिणीबद्ध का अभ्यास	32 घण्टे
3. बैंक सम्बन्धी पत्रों का अभ्यास	32 घण्टे
	96 घण्टे

प्रयोगात्मक परीक्षा :-

1. एक उद्धरण जिसमें 300 शब्दों से अधिक न हो। गति 30 शब्द प्रति मिनट
2. एक सरकारी या व्यवसायिक पत्र जिसमें 300 शब्द से अधिक न हो।
3. एक सारिणीबद्ध विवरण/ बीजक जिसमें 04 कालम से अधिक न हों। अधिकतम 200 शब्द 20 शब्द प्रति मिनट की गति से।

Text Books :

1. Typewriting Made Easy For beginners by Dr. O.P. Kuthiala; Pitman Publications
2. Typewriting Speed and Accuracy by Dr. O.P. Kuthiala; Pitman Publications
3. Typewriting Speed and Accuracy by Dr. R.C. Bhatia, Sterling Publishers, Pvt. Ltd.
4. Typewriting Theory and Practice by Dr. R.C. Bhatia; Sterling Publishers Pvt. Ltd.
5. Hindi And English Type writing by Dr. Wajid Ali and Inderjeet Kaur Publishers Moon light.

4.4 PERSONALITY DEVELOPMENT

L T P

4x16=64

DETAILED CONTENTS

<u>1. UNDERSTANDING PERSONALITY</u>	10 Hrs
1.1 Meaning of Personality	
1.2 Various stages of Personality Development	
1.3 Composition of Personality	
1.4 Techniques for Improvement of Personality	
<u>2. ATTITUDE AT WORK PLACE</u>	12 Hrs
2.1 Proving to the expectation of seniors, Subordinates, Co-workers	
2.2 Team Building	
2.3 Negotiation skills	
2.4 Meaning and Importance of Group	
2.5 Types of Groups	
2.6 Inter and Intra group conflicts and resolving conflicts	
<u>3. PROFESSIONAL RELATIONS</u>	12 Hrs
3.1 Meaning and Importance of Human Relations	
3.2 Tools and Techniques for improving Human & Professional Relations	
3.3 Motivation, Grievances Descriptive	
<u>4. STRESS MANAGEMENT</u>	10 Hrs
4.1 Meaning and Types of Stress	
4.2 Causes of Stress	
4.3 Removing Stress	
<u>5. TIME MANAGEMENT AND QUALITY MANAGEMENT</u>	10 Hrs
5.1 Meaning & Importance of Time Management	
5.2 Meaning, Objective & Techniques of TQM	
<u>6. INTERVIEW</u>	10 Hrs
6.1 Meaning, Types and Importance	
6.2 How to face the Interview, Dress Sense, and Manners & Etiquettes	
6.3 How to write Curriculum Vitae (C V)	
	64 Hrs

Text Books :

1. Personality Development by Hurlockontane;, Tata McGraw Hills Publications .

4.5 PROFESSIONAL TERMINOLOGY (HINDI & ENGLISH)

L T P

4x16=64

DETAILED CONTENTS

1	संज्ञा :- केन्द्रीय एवं प्रादेशिक सरकारों तथा विभिन्न कार्यालयों से सम्बन्धित पद संज्ञा का हिन्दी एवं अंग्रेजी रूपान्तरण	05 Hrs
2	कार्यालय नामावली	05 Hrs
3	विभिन्न कार्यालयों के नामों का हिन्दी एवं अंग्रेजी रूपान्तर ।	06 Hrs
4	सामान्य प्रशासनिक शब्दावली का हिन्दी एवं अंग्रेजी रूपान्तर ।	06 Hrs
5	पारिभाषिक उप वाक्यों का हिन्दी एवं अंग्रेजी रूपान्तर ।	06 Hrs
6	संक्षेपण :- संक्षिप्त लेखन तथा इसका कार्य, आदर्श रूप संक्षिप्त लेखन के लिए आवश्यक निर्देश, संक्षिप्त लेखन की उचित विधि एवं लिखित अभ्यास कार्य ।	06 Hrs
7	Translation from Hindi to English	06 Hrs
8	Translation from English to Hindi	06 Hrs
9	Grammar and Usage: Punctuation, One word substitutes, Idioms, Phrases, Pair of words	06 Hrs
10	Short forms of Officials and Government Vocabulary (Hindi and English)	06 Hrs
11	Writing a paragraph of 100-150 words. (Hindi and English)	06 Hrs

64 Hrs

Text Books :

1. शैक्षिक तथा व्यावसायिक निर्देशन एवं परामर्श by Dr DR. S.C. OBRAI, International Publishing House – Meerut Publications
2. संप्रेषण तकनीकि हिन्दी by T.S. CHAUHAN, NAV DISTRIBUTORS MEERUT Publications
3. English Conversation by Dr. Taylor, Tata McGraw Hills Publications
4. Effective Communication by Mohan Krishna Tata McGraw Hills Publications

4.6 TALLY ACCOUNTING

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3
X16=48

DETAILED CONTENTS

RATIONALE:

This subject enables the students to understand the basic concept of accounting. It also allows to appreciate the feature and enable them to use the accounting package “Tally”

Unit –1

10 Hrs.

Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory, Tally Configuration, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

Unit –2

10 Hrs.

1. Create, Alter & Display
 - a. Groups and Ledgers
 - b. All accounting voucher types
2. Accounting Voucher transactions, Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details.
3. Journal Transactions, payment voucher, Godown summary
4. Creating pay-roll masters , Processing pay-roll in tally, Accounting for employer P.F. and G.P.F. contributions 3. Tally E-text Filling 6Hrs

Unit –3

10 Hrs.

1. Reports like balance sheet, Profit & Loss account, Ratio analysis Trial Balance.

2. Accounts books like cash / bank book, All Ledgers Group summary & vouchers, Sales, purchase & journal registers.
3. Cost centre & category summary, Cost centre breakup ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book List of Accounts, Reversing journals, optional vouchers, postdated vouchers.

Unit –4

09 Hrs.

1. Create, Alter & Display Stock Groups and Stock Items,
2. All inventory voucher types and transactions Inventory details in accounting vouchers.
3. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journal .

Unit –5

09 Hrs.

- 1 Cheque Printing, Common printing options, Different printing formats, MultiAccount printing, Dynamic- Report specific options.
2. Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit.
3. Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.

48 Hrs.

Text Books :

1. IMPLEMENTING TALLY 9 BY Vishnu Priya Singh; COMPUTECH PUBLICATIONS Ltd,
2. TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION Paperback – 2018 by Ashok K. Nadhani

4.6 TALLY ACCOUNTING

(PRACTICAL)

L T P

4X16=64

DETAILED CONTENTS

RATIONALE:

This subject enables the students to understand the basic concept of accounting. It also allows to appreciate the feature and enable them to use the accounting package “Tally”

Unit –1

14 Hrs.

Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory, Tally Configuration, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

Unit –2

14 Hrs.

1. Create, Alter & Display
 - a. Groups and Ledgers
 - b. All accounting voucher types
2. Accounting Voucher transactions, Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details.
3. Journal Transactions, payment voucher, Godown summary
4. Creating pay-roll masters , Processing pay-roll in tally, Accounting for employer P.F. and G.P.F. contributions 3. Tally E-text Filling 6Hrs

Unit –3

12 Hrs.

1. Reports like balance sheet, Profit & Loss account, Ratio analysis Trial Balance.
2. Accounts books like cash / bank book, All Led g e r s Group summary & vouchers, Sales, purchase & journal registers.
3. Cost centre & category summary, Cost centre breakup ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book List of Accounts, Reversing journals, optional vouchers, postdated vouchers.

Unit –4

12 Hrs.

1. Create, Alter & Display Stock Groups and Stock Items,
2. All inventory voucher types and transactions Inventory details in accounting vouchers.
3. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journal .

Unit –5

12 Hrs.

- 1 Cheque Printing, Common printing options, Different printing formats, MultiAccount printing, Dynamic- Report specific options.
2. Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit.
3. Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.

64 Hrs.

LIST OF PRACTICALS

1. Preparation of trial balance using tally.
2. Profit and loss accounts using tally.
3. Balance sheet preparation using tally.

4.7 GENERAL APTITUDE

सामान्य ज्ञान

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4x16=64

DETAILED CONTENTS

देश—		15 Hrs
	<ol style="list-style-type: none">1. राष्ट्रपति के नाम एवं कार्य अवधि (प्रथम से वर्तमान तक)2. प्रधानमंत्री के नाम एवं कार्य अवधि (प्रथम से वर्तमान तक)3. राज्यों के नाम एवं उनकी राजधानी4. मुख्यमंत्रियों एवं राज्यपाल के नाम (वर्तमान)5. प्रत्येक राज्य की आय का मुख्य स्रोत6. खेल जगत की हस्तियां जो राष्ट्रीय पुरस्कार से सम्मानित हैं (वर्तमान)	
प्रदेश—		25 Hrs
	<ol style="list-style-type: none">1. उत्तराखण्ड परिचय<ul style="list-style-type: none">● उत्तराखण्ड राज्य का गठन● राजकीय भाषा, खेल, फूल, पशु, पक्षी, वृक्ष● राजकीय पोशाक, आहार, उत्सव एवं मेले● राज्य की मुख्य तिथियां● राज्य के प्रमुख पर्यटक स्थल, ऐतिहासिक एवं धार्मिक स्थल● राज्य की मशहूर हस्तियां● राज्य की प्रमुख आपदाएं2. राजनैतिक विवरण<ul style="list-style-type: none">● राज्य गठन से पूर्व एवं पश्चात कुल विधानसभा सीटें● पहली विधानसभा का गठन● राज्य के प्रथम से वर्तमान तक के मुख्यमंत्री, राज्यपाल, विधान सभा अध्यक्ष आदि के नाम● राज्य सभा एवं लोक सभा की सीटें3. प्रशासनिक विवरण<ul style="list-style-type: none">● राज्य के कुल जिले, मण्डल आदि	14 Hrs
		10 Hrs
		64 Hrs

Text Books :

1. General Knowledge Current Year by Dr. Manohar pandey Arihant Publications .
2. Know Your State – Uttarakhand by Dinesh Singh Negi, Priyanka Ahuja Arihant Publications

4.8 MAJOR PROJECT(PRACTICAL)

- To send students to various reputed Govt./Semi- Govt./Corporations, Industries and other commercial establishments.
- To impart training in various fields of Personnel Deptt., Secretarial work, Accounts and General office works in actual practice.
- The training should be imparted only in those offices where the modern office devices are being used.
- Periods for Major Project have been provided for organising course oriented, group discussion, mock presentation, uses of audio video system, seminars, one to one debate, etc.
- 50 Sessional marks allotted for Major Project will be awarded to students based on performance on above exercises.
- The duration of training will be of 4 weeks during summer vacations and 2 weeks during winter vacations.

Note : - Major Project training will be conducted after IInd semester and IIIrd semester examination and Practical will be conducted in IVth Semester.

SUGGESTION