पोषण आहार एवं स्वास्थ्य जागरूकता कार्यक्रम

आज दिनांक- 08/09/2023 को समय 11:00 A.m. से 1:00 p.m तक स्थान- सभागार में "पोषण आहार माह के उपलक्ष्य में पोषण आहार एवं स्वास्थ्य जागरूकता कार्यक्रम" गृह विज्ञान विभाग, वाणिज्य विभाग, ग्रंथालय विभाग के संयुक्त तत्वाधान में आयोजन किया गया है। जिसमें व्याख्यान हेतु मुख्य अतिथि के रूप में श्री शैलेष साहू सर एवं श्रीमती अंजु साहू Wellness Coach, Wellness living Program centre, Balod (C.G.) को आमंत्रित किया गया। जिन्होंने पोषक आहार, जीवन शैली, सकारात्मक सोच समय पर खान-पान, शारीरिक व मानसिक स्वास्थ्य पर विचार प्रस्तुत किया गया। तत्कालिक अधिकारी प्राचार्य जी एच. एल. मानिकर, सर सहायक प्राध्यापक (गणित) HOD of Mathematics द्वारा कार्यक्रम को संबोधित किया गया। प्रमुख डॉ जी डी आर बंघ सर विभागाध्यक्ष

Special Guest   Chief Guest

Smt. Anju Sahu   Shri Shailesh Sahu
Wellness Coach   wellness coach
wellness living program   wellness living Program
centre, Balod (C.G.)   centre, Balod (C.G.)

Co-ordinator   Member.

Dept. of Home Science   Dept. of commerce (HOD)
Dr.(Smt.) Deepali Rao Nam   ① Shri Daya Ram Vaidya
Assistant Professor (Home Science)   Assistant Professor
                   (commerce)

Dept. of Library   ② s
Smt. Jayanti Singh   Smt. Sunita Ganesh Joshi
Librarian.   assistant Professor
                  (commerce)

① Shri Tarun Kumar - Asst. Professor
                  (commerce)
② Shri Murlidhar - (Guest Lecturer) [8/9/23]
③ Ku. Digeshwari Dewangan (—"—) Digeshwari 8/9/23
④ Shri Tanushwar Das buhne (—"—) [8/9/23]
⑤ Shri Sohan (—"— Botany)

क्र००	नाम	मोबाइल नं०	व्हा	हस्ताक्षर
01	तेजवंत	9340767522	B.com II	Saty
02	मनीष कुमार	6268223322	B.com II	मनीष
03	इन्द्राणी साहू	6260084508	M.com I	इन्द्राणी
04	ज्ञानेश्वरी	6261490315	M.com I	ज्ञानेश्वरी
05	ज्ञानेश्वरी	7067120170	M.com I	ज्ञानेश्वरी
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12	चैतन्य मंडते?	9169351640	B.com I	Chaitanya
13	अनिल कुमार	6267299004	B.com 1st	Anil
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20	राहुल कुमार देवांगन	7024339618	B.com I	राहुल
21	अजय भंडारी	8085295148	m.com I	अजय
22	यशोदा यादव	7489774375	B.A 1st	यशोदा
23	डोमेश्वरी चनक्षर	6264869135	B.A 1st	डोमेश्वरी
24	बिलेश्वरी	7566873589	B.A II	बिलेश्वरी
25	चन्द्रप्रभा	7582839654	B.A I	चन्द्रप्रभा
26	नूतन	7722857581	B.com I	नूतन
27	प्रतिभा	6267483413	B.com I	Pratibha
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29	रत्ना मानिकपुरी	6266072312	B.com I	Ratn

30)	इर्वशी	7879885095	B. Com I	इर्वशी
31)	राजनंदिनी	9685712048	B. Com I	राजनंदिनी
32)	कोमलता	8959358754	B. Com I	कोमलता
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35)	रोशनी रावटे	9303414209	B. Com I	रोशनी
36)	गामिनी	9479260323	B. Com I	Gamini
37)	हीना	8966064904	B. Com I	Heena
38)	राखी	6264843598	B. Com I	Rakhi
38)	प्रेमलता	9329795434	B. Com I	Premlata
39)	दामिनी	6261919368	B Com I	दामिनी
40)	मोनिका	8815999405	B. Com I	मोनिका
41)	ज्योति	6262980254	B Com. I	ज्योति
42)	तरणी	6268852598	B. Com. I	तारिणी
43)	तुलसा	9329093575	B. com. I	तुलसी
44)	स्वाती	91746305 24	B. com. I	स्वाती

H.O.D. COMMERCE
GOVT. G.S.G P.G. COLLEGE
BALOD (C.G)

09/09/2023

PRINCIPAL
GOVERNMENT SCIENCE, ART &
COMMERCE COLLGE, BALOD
DISTT. BALOD (C.G)

क्रमांक 1048 /आई.क्यू.ए.सी. /2023   बालोद, दिनांक 26 /12 /2023

प्रति,

समन्वयक
राज्य गुणवत्ता आश्वासन प्रकोष्ठ(SLQAC)
रायपुर (छ.ग.) ।

विषय :— वेल्यू एडेड कोर्स (VAC) प्रारंभ होने की सूचना बाबत्।

संदर्भ :— कार्यालय आयुक्त उच्च शिक्षा संचालनालय रायपुर का पत्र क्रमांक / 1845 / आउशिगुप्र / 2021, नवा रायपुर, अटल नगर, दिनांक 23 / 08 / 2023 ।

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उपरोक्त विषयांतर्गत लेख है कि शासकीय घनश्याम सिंह गुप्त स्नातकोत्तर महाविद्यालय बालोद , जिला बालोद के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) के अनुमोदन द्वारा दिनांक 22 / 08 / 2023 को बी.सी.ए. , कम्प्यूटर साइंस, होम साइंस , विधि विभाग, व अंग्रेजी विभाग द्वारा प्रस्तुत वेल्यू एडेड कोर्स (VAC) का पाठ्यक्रम को स्वीकृति प्रदान की गई है।

अतः यह पत्र वेल्यू एडेड कोर्स (VAC) प्रारंभ होने की सूचना हेतु आपको सादर सम्प्रेषित है।

संलग्न :— निर्धारित प्रपत्रानुसार
सम्पूर्ण विवरण।

IQAC
Co-Ordinator

प्राचार्य
Principal
Govt. Ghanshyam Singh Gu
P. G. College, Balod (C.G.)

APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. Name of Department: **Computer Science**
2. UG/PG Programme: **UG**
3. Details of the Value Added Courses:
   a. Name of the Value Added Course: **Office Automation**
   b. Type of Value Added Courses   **(Theory/Lab)**
   c. Short Description   Enclosure 1 enclosed -**Yes**
   d. Syllabus including marks   Enclosure 2 enclosed –**Yes**
      & Theory/Practical hours
4. Target audience: **12th Pass /Year/Semester**
   Year/Semester (indicate if more than one)
   Others
5. Details of Faculty handling the course:
   a. Name of the Faculty handling the course: **Prof. L. K. Gavel**
   b. Details including designation and expertise Enclosure 3 enclosed-**Yes**
   c. Contact details:

   Email: **lk.gavel.74@gmail.com**
   Mobile: **9826191519**
6. Tentative Time Table including dates: Enclosure 4 enclosed –**Yes**
   of internal assessments
7. Proposed students opting for the course: **100**
8. IQAC Minutes   Enclosure 5 enclosed-**Yes**
9. Name and Designation of the Coordinator: **Prof. L. K. Gavel, Asstt. Professor**
   Email: **lk.gavel.74@gmail.com**
   Mobile: **9826191519**

01/09/2023

Head of Department
(with date & seal)
Department of Computer Science
Govt. G. & G. P. G. College, Babd (C.G)

Cordinator IQAC

1.9.23

Principal
Govt. Ghanshyam Singh Gupt
P. G. College, Babd (C.G)
(with date & seal)

Department of Computer Science

Value Added Course: **Office Automation**

Short Description: Office automation refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks. Raw data storage, electronic transfer, and the management of electronic business information comprise the basic activities of an office automation system. Office automation helps in optimizing or automating existing office procedures.

The backbone of office automation is a local area network, which allows users to transfer data, mail and voice across the network. All office functions, including dictation, typing, filing, copying, fax, telex, microfilm and records management, telephone and telephone switchboard operations, fall into this category. Advantages of office automation include that it can get many tasks accomplished faster, it eliminates the need for a large staff, less storage is required to store data, and multiple people can update data simultaneously in the event of changes in schedule.

01/09/2023

Govt. G. S. G. P. G. College, Balod (C. G.)
Department of Computer Science
(VALUE ADDED COURSE)
OFFICE AUTOMATION
Syllabus

UNIT-I   Fundamental of Computer (TH 05 Hrs)

Computer system: characteristics and capabilities. Computer Hardware and Software: Block Diagram of a Computer, Different Data Processing: Data, Data Processing System, Storing Data, Processing Data. Types of Computers: Analogue, Digital, Hybrid, General and Special Purpose Computers. Generation of Computers. Computer Systems: Micros, Minis & Main-frames. Limitations of Micro Computer.

Number systems: Decimal Number system, Binary number system, Octal & Hexadecimal number system, 1's&2's complement Codes: ASCH, EBCDI Codes, Gray code & BCD.

Introduction to Input Devices: Categorizing Input Hardware, Keyboard, Direct Entry — Card Readers, Scanning Devices — O.M.R., Character Readers, Thumb Scanner, MICR, Smart Cards, Voice Input Devices, Pointing Devices — Mouse, Light Pen, Touch Screen.

Central Processing Unit: The Microprocessor, control unit, A.L.U., Registers, Buses, Main Memory, Main Memory (RAM) for microcomputers, Read Only Memory(ROM).

Storage Devices: Storage Fundamentals, Primary and Secondary Storage, Data Storage and Retrieval Methods — Sequential, Direct & Indexed Sequential, Tape Storage and Retrieval Methods Tape storage Devices, characteristics and limitations, Direct access Storage and Microcomputers – Hard Disks, Disk Cartridges, Direct Access Storage Devices for large Computer systems, Mass storage systems and Optical Disks, CD ROM.

UNIT-II ·   Software & Computer Network (TH 05 Hrs)

System Software: System software Vs. Application Software, Types of System Software, Introduction and Types of Operating Systems. Boot Loader, Diagnostic Programs, BIOS, Utility Programs. **Application Software**: Microcomputer Software, Interacting with the System, Trends in PC software, Types of Application Software, Difference between Program and Packages.

Computer Languages: Definition, Generations of computer languages, Types of Languages, Language Processors: Assembler, Interpreter, Compiler, Linker and Loader. Programming constructs, Algorithm & flowchart.

Computer Network - Direction of Transmissions Flow-Simplex, Half Duplex Full Duplex, Types of Network - LAN, WAN, MAN etc. Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies.

Computer Virus: Virus working principals, Types of viruses, Virus detection and Prevention Viruses on network.

UNIT-III   Operating System (TH 05 Hrs. PR 05 Hrs.)

DISK OPERATING SYSTEM (DOS): Introduction, History & Versions of DOS, DOS Basics - Physical Structure of Disk, Drive Name, FAT, File and Directory Structure and Naming Rules, Booting Process, DOS

System Files. DOS. Commands: Internal - DIR, MD, CD, RD, COPY, COPY CON, DEL, REN VOL, DATE, TIME, CLS, PATH, TYPE, VER etc. External - CHKDSK, XCOPY, PRINT, DOSKEY, TREE, MOVE, LABEL, FORMAT, SORT, BACKUP, EDIT, MODE, ATTIRIB, HELP, SYS etc, Executable V/s Non Executable Files in DOS.

WINDOWS : Introduction to Windows and its Features, Windows Concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Working with Recycle Bin - Restoring a deleted file, Emptying the Recycle Bin. Managing Files, Folders and Disk - Navigating between Folders, Manipulating Files and Folders, Creating New Folder, Searching Files and Folders. My Computer – Exploring Hard Disk, Copying and Moving Files and Folder from One Drive to Another, Formatting Floppy Drive, Windows Explorer and its Facilities, Using Floppy, CD, DVD, Pen Drive, Burning CD. Windows Accessories - Calculator, Notepad, Paint, WordPad, Command Prompt. Entertainment- Media Players, Sound Recorder, Volume Control, Movie Maker.

UNIT-V   PC Package (TH 05 Hrs. PR 10 Hrs.)

MS Word Basics: Introduction to MS Office, Introduction to MS Word, Features & area of use. Working with MS Word, Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements, Working with -Styles, Text Attributes, Paragraph and Page Formatting, Text Editing using various features ; Bullets, Numbering, Auto formatting, Printing & various print options, Spell Check, Thesaurus, Find & Replace; Headers & Footers, Inserting – Page Numbers, Pictures, Files, Autotexts, Symbols etc., Working with Columns, Tabs & Indents, Creation & Working with Tables including conversion to and from text, Margins & Space management in Document.

MS Excel: Introduction and area of use, Working with MS Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text, Cell Formatting including Borders & Shading, Multiple Worksheets: Concept, Creating and Using Multiple Worksheets; Use of Formulas, Calculations & Functions, Various types of Functions, Cell Referencing, Absolute and Relative Addressing, Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets.

MS PowerPoint: Introduction & area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options.

UNIT-V   Internet and its Application (TH 02 Hrs. PR 03 Hrs.)

Brief introduction about Internet, WWW, web page, web site, DSN, TCP/IP,FTP, HUB, Switch, Router, Gateway, Internet-browsing applications (examples: Internet Explorer, Mozilla Firefox, Apple Safari, etc.) search engine, email. **Application-** Communication, Job Search, Online shopping, Travels, Research, Vedio Conferencing, E-commerce, Online Payment, Social Networking.

Course Learning Outcomes (CLO)

- Understand the history and types of computers and various input/output devices.
- Understand the concept of Number system.
- Understand the concept of memory and its types.
- Understand the different types of computer software and virus.
- Understand the working principle of operating system (DOS & Windows)
- Understand the working knowledge of MS Word, MS Excel & MS PowerPoint.
- Understand the concept of Internet and its Application.

Recommended Books:

- Computer Fundamentals, P. K. Sinha, BPB Publications, Sixth Edition.
- Windows 7: The Ultimate Guide To Learning How To Use Windows 7 Operating System On Your PC, Charlie Jeffs, Author's Republic Audio
- DOS Made Easy Herbert Schildt, McGraw-Hill; 4th edition.
- Office 2007 in Simple Steps, Kogent Solutions Inc., Dreamtech Press.
- Internet and Its Applications with HTML & VB-Script, Shashi Banzal, Laxmi Publications.

Scheme of Examination

Course Code	Name of the Course	Duration	Credit	Max	Min
				Marks	
VACS01	Office Automation	40 Hrs.	2	100 (Th-50 Pr-50)	40 (Th-20 Pr-20)

01/03/2023

3/3

Department of Computer Science

Details including designation and Expertise:

Name: L. K. Gavel

Designation: Asstt. Professor

Qualification: MSc(Mathematics), Msc (Computer Science), M.Phil (Computer Science), UGC NET (Computer Science & Application)

Experience: 15 Years (PG: 05 Year, UG: 15 Year)

Expertise in Subject: Data Mining, Soft Computing, Machine Learning & Deep Learning

01/09/2023

Govt. G. S. G. P. G. College, Balod (C. G.)
Department of Computer Science
(VALUE ADDED COURSE)
OFFICE AUTOMATION (40 Hrs.)
Time-Table

No of Lecture (40minutes)	Date & time 11:00 to 11:40 AM	Topic
1	05/09/2023	**Computer system**: characteristics and capabilities. Computer Hardware and Software: Block Diagram of a Computer. Different Data Processing: Data, Data Processing System, Storing Data, Processing Data. Types of Computers: Analogue, Digital, Hybrid, General and Special Purpose Computers. Generation of Computers. Computer Systems: Micros, Minis & Main-frames. Limitations of Micro Computer.
2	06/09/2023	**Number systems**: Decimal Number system, Binary number system, Octal & Hexadecimal number system, 1's&2's complement Codes: ASCH, EBCDI Codes, Gray code & BCD.
3	0809/2023	**Introduction to Input Devices**: Categorizing Input Hardware, Keyboard, Direct Entry — Card Readers, Scanning Devices — O.M.R., Character Readers, Thumb Scanner, MICR, Smart Cards, Voice Input Devices, Pointing Devices — Mouse, Light Pen, Touch Screen.
4	09/09/2023	**Storage Devices**: Storage Fundamentals, Primary and Secondary Storage, Data Storage and Retrieval Methods — Sequential, Direct & Indexed Sequential, Tape Storage and Retrieval Methods Tape storage Devices, characteristics and limitations, Direct access Storage and Microcomputers – Hard Disks, Disk Cartridges, Direct Access Storage Devices for large Computer systems. Mass storage systems and Optical Disks, CD ROM.
5	11/09/2023	**Doubt Class (Revision)**
6	12/09/2023	**System Software:** System software Vs. Application Software, Types of System Software, Introduction and Types of Operating Systems. Boot Loader, Diagnostic Programs, BIOS, Utility Programs.
7	13/09/2023	**Application Software**: Microcomputer Software, Interacting with the System, Trends in PC software, Types of Application Software, Difference between Program and Packages.
8	14/09/2023	**Computer Languages**: Definition, Generations of computer languages, Types of Languages, Language Processors: Assembler, Interpreter, Compiler, Linker and Loader. Programming constructs, Algorithm & flowchart.
9	15/09/2023	**Computer Network** - Direction of Transmissions Flow-Simplex, Half Duplex Full Duplex, Types of Network - LAN, WAN, MAN etc. Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies.
10	16/09/2023	**Computer Virus:** Virus working principals, Types of viruses, Virus detection and Prevention Viruses on network. **Doubt Class (Revision)**
11	19/09/2023	**DISK OPERATING SYSTEM (DOS):** Introduction, History & Versions of

		DOS, DOS Basics - Physical Structure of Disk, Drive Name, FAT, File and Directory Structure and Naming Rules, Booting Process, DOS System Files. DOS.
12	20/09/2023	Commands: Internal - DIR, MD, CD, RD, COPY, COPY CON, DEL, REN VOL, DATE, TIME, CLS, PATH, TYPE, VER etc..
13	21/09/2023	**LAB**
14	22/09/2023	External - CHKDSK, XCOPY, PRINT, DOSKEY, TREE, MOVE, LABEL, FORMAT, SORT, BACKUP, EDIT, MODE, ATTIRIB, HELP, SYS etc, Executable V/s Non Executable Files in DOS
15	23/09/2023	**LAB**
16	25/09/2023	**LAB**
17	26/09/2023	**WINDOWS** : Introduction to Windows and its Features, Windows Concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Working with Recycle Bin - Restoring a deleted file, Emptying the Recycle Bin. Managing Files, Folders and Disk - Navigating between Folders,
18	27/09/2023	**LAB**
19	29/09/2023	Manipulating Files and Folders, Creating New Folder, Searching Files and Folders. My Computer – Exploring Hard Disk, Copying and Moving Files and Folder from One Drive to Another, Formatting Floppy Drive, Windows Explorer and its Facilities, Using Floppy, CD, DVD, Pen Drive, Burning CD. Windows
20	30/09/2023	**LAB**
21	03/10/2023	Accessories - Calculator, Notepad, Paint, WordPad, Command Prompt. Entertainment- Media Players, Sound Recorder, Volume Control, Movie Maker.
22	04/10/2023	**LAB**
23	05/10/2023	**MS Word Basics:** Introduction to MS Office, Introduction to MS Word, Features & area of use. Working with MS Word, Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document,
24	06/10/2023	**LAB**

25	07/10/2023	LAB
26	09/10/2023	Different Page Views and layouts, Applying various Text Enhancements, Working with -Styles, Text Attributes, Paragraph and Page Formatting,
27	10/10/2023	LAB
28	11/10/2023	LAB
29	12/10/2023	Text Editing using various features ; Bullets, Numbering, Auto formatting, Printing & various print options, Spell Check, Thesaurus, Find & Replace; Headers & Footers, Inserting – Page Numbers, Pictures, Files, Autotexts, Symbols etc.,
30	13/10/2023	LAB
31	14/10/2023	LAB
32	16/10/2023	Working with Columns, Tabs & Indents, Creation & Working with Tables including conversion to and from text, Margins & Space management in Document.
33	17/10/2023	LAB
34	18/10/2023	LAB
35	19/10/2023	**MS Excel:** Introduction and area of use, Working with MS Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & Worksheets, Using Wizards,
36	20/10/2023	LAB
37	21/10/2023	LAB
38	26/10/2023	Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges,
39	27/10/2023	LAB
40	28/10/2023	LAB
41	30/10/2023	Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text, Cell Formatting including Borders & Shading,
42	31/10/2023	LAB
43	01/11/2023	LAB
44	02/11/2023	Multiple Worksheets: Concept, Creating and Using Multiple Worksheets; Use

		of Formulas, Calculations & Functions, Various types of Functions, Cell Referencing, Absolute and Relative Addressing,
45	03/11/2023	LAB
46	04/11/2023	LAB
47	06/11/2023	Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets.
48	07/11/2023	LAB
49	08/11/2023	LAB
50	07/11/2023	**MS PowerPoint:** Introduction & area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides;
51	08/11/2023	LAB
52	09/11/2023	LAB
53	15/11/2023	Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options.
54	16/11/2023	LAB
55	17/11/2023	LAB
56	18/11/2023	Brief introduction about Internet, WWW, web page, web site, DSN, TCP/IP,FTP, HUB, Switch, Router, Gateway, Internet-browsing applications (examples: Internet Explorer, Mozilla Firefox, Apple Safari, etc.) search engine, email.
57	20/11/2023	LAB
58	21/11/2023	**Application-** Communication, Job Search, Online shopping, Travels, Research, Video Conferencing, E-commerce, Online Payment, Social Networking.
59	22/11/2023	LAB
60	23/11/2023	LAB

Proposed Examination Date: 28/11/2023

Scheme of Examination					
Course Code	Name of the Course	Duration	Credit	Marks	
				Max	Min
VACS01	Office Automation	40 Hrs.	2	100	40

01/09/2023

4/4

बैठक

दिनांक - २२/०६/२०२३

आज दिनांक २२/०६/२०२३ को दोपहर २:३०PM
कक्ष क्रमांक ११ में महाविद्यालय के प्राचार्य व
समस्त प्राप्त शाइरिया बंद्यूपी और
IQAC के सदस्यो की सयुक्त बैठक आयोजित
हुई जिसमे पूर्व निर्धारित विषयो पर चर्चा की
गई एवं निम्न निर्णय लिए गये :-

१. पूर्व बैठक मे लिए गये निर्णय अनुसार
MOU (memorandom of understanding)
का निर्धारित प्रपत्र प्रस्तुत किया गया तथा
प्राचार्य महोदय द्वारा जिले के अन्य महाविद्यालय
एवं अन्य संस्थान से MOU करने हेतु
स्वीकृति प्रदान की गई ।

२. Value वर्धन Course (VAC) के सम्बन्ध मे
निम्न विभाग B.Ed, कम्प्यूटर, साइंस, वाणिज्य
संस्थान, गृह विज्ञान एवं लॉ विभाग द्वारा
syllabus लेयर एर समय वारिणी सहित
समिति द्वारा प्राचार्य के समक्ष प्रस्तुत किया
गया। महाविद्यालय के विभिन्न संकाय के व्याख्याओ
को बेंच बनाकर सत्र २०२३-२४ के कक्षा प्रारम्भ
करने हेतु प्राचार्य महोदय द्वारा निर्देशित किया
गया।

३. Value वर्धन Course (VAC) का विस्तार
करने हेतु अन्य विषयो के विभागाध्यक्षो को
भी Course अंग्रेजी, हिन्दी, वनस्पतिशास्त्र
भूगोल, गृणित व क्रीडा विभाग द्वारा

उक्त कृत्रिम से
उपलब्ध कराने हेतु
सर्वसम्मति प्राप्त

15० सभी विभागों
निर्धारित किया
पटेल में नेहरू
में जेवियर सान्दर्भ
सभी को निर्देशित किया

१०० पर्व में संचालित विभाग
में महाविद्यालय में बंद हो चुके
हेतु प्रस्ताव लाने हेतु का
प्राचार्य महोदय की सम्मति से

Ajay
22/8/23

Sahu

IQAC प्रभारी

22/08/23

22.8.23

22/08/23

22/08/23

Ruda
22/8/23

22/8/23

Rajesh
22/08/23

T. cuka

22/08/23

22/03

Govt. Ghanshyam Singh Gupt P.G. College Balod, Dist- Balod (C.G.)

Department of Home Science

Value added course under the Department of Home Science

Course Name	Food Preservation
Course Code	VA Hsc 02
Course Coordinator	Dr. Deepali rao Asst. Prof. Department of Home Science
Name of the Department	Department of Home Science Govt. Ghanshyam singh Gupt PG College Balod (C.G.)
Contact Details	7806047151 Email- deepalirao711@gmail.com
Course Deuation	40 Hours
Eligibility	Hingher Secondary 10+2
Medium of instruction	Hindi and English
Target group of the Course	BA/B.com/Bsc/Msc/M.com/MA
Course Objective	• To Learn the Principale Behind the methods of preservations. • Able to formulate preserved food Products. • Acquire skills to preserve different types of food items based on their perish ability
Course Outcome	• Know the principle of preservation behind the methods of preservation. • Acqure skills to formulate food based products . • Ex ploye the Principle of preservation in fruits and vegetables based products.
Teaching Method	Regular lectures Demonstration Group Discussion Hend on Experience in Laboratory
Highlights of the Course	Expericned faculty value hased teaching Export faculty of home science.

Scheme of Exam

Course Code	Duration Hours	Credit	Marks Max	Min
VAHSC 02	40 Hours	2	100	50

Coordinator

Principal 22.9.23

Govt. Ghanshyam Singh Gupt
P. G. College, Balod (C.G.)

Value Added Course

Food Preservation

Lesson 1 -   Definition History Scope and Nature of Preservation

Lesson 2-   Way food can be preserved.
Food Preservation
Food Preservation use of salt
Food Preservation use of acid
Food preservation use of sugar
Other nature food preservation
Artificial Preservative

Lesson 3-   Pickles chutney and sauces
General Guidelines
Pickles
other pickles
chutney
sauces
Receipes

Lesson 4-   jams and Jellies
Jam
Jelly
Receipes

Lesson 5-   Food Packaging Materials
Starting a food Preservation business
How to set up your buisness

PRACTICAL

1.   Preparation of Pickles chutney and sauces
2.   Preparation of Jams and Jellies

References

1.   Khetarpaul N 2005 food processing and preservation daya publishing house   delhi 555
2.   Sivasankar B 2002 food Processsing and preservation Prentice Hall of India Pvt   Ltd 360 P
3.   Shrivastava RP and kumar S 2002 fruit and vegetable preservation principles and practices
international book distributing co lakhnow 474 P.
4.   Kulshrestha SK 1994 food preservation vikas publishing house Pvt Ltd new Delhi 98 P.
5.   Dr Shyam sunder Shrivastava fruit preservation principle and methods publisher kitab mahal.
6.   Dr, harischandra Sharma, fruit processing preservation technology published rajasthan hindi
Granth Acadamy Jaipur.
7.   Krishna Kumar Agrawal Readymade foods industries publisher Pustak bhandas   (Delhi)

- Maria Parloa (200g) Canned fruit preserves and jellies Household methods of preparation, us
Department of Agaiculture , Washington.
- Shafiur rahman M (2007) handbook of food Preservation 2 nd edition, CRC press, New
Delhi.
- Shrivastava (2012) , fruit and Vegetable preservation Principal and Practices , International
Books Distributing Co (IBDC), New Delhi.

coordinator

22.9.23

Principal
Govt. Ghansbyam Singh Gupt
P. G. College, Balod (C.G)

Govt. Ghanshyam Singh Gupta P. G. College, Balod

Department of Computer Application

To,

IQAC Coordinator

Govt. Ghanshyam Singh Gupta PG College, Balod

Subject:- Approval for Value Added Course.

Ref: College order no: /stab/2023 dated 31/07/2023.

With the above reference and subject, the department of computer science want to conduct value added course title "Web Site Development" in session 2023-24 in this college.

Please approved above course by IQAC committee and permit to conduct above course.

With Regards

(Prof. Shailendra Arya)

Head of Department/Course-coordinator

Department of Computer Application

Govt. Ghanshyam Singh Gupta PG College,

Balod (C.G.)

Date: 21/08/2023

Copy: Principal, Govt Ghanshyam Singh Gupta PG College, Balod for kind information.

Enclosed: 1. Syllabus ("Web Site Development")

2. Information in prescribe format.

Department of Computer Application

Value Added Course under the Department of Computer Application

Course Name	Website Development
Course Code	VACA01
Course Coordinator	Prof. Shailendra Arya
Course of the Department	Department of Computer Application
Contact Details	Mob: 9098919353, email:arya.edu15@gmail.com
Course Duration	40 Hrs.
Eligibility	Higher Secondary (10+2) Pass
Medium of Instructions	Hindi +English
Target Group of the Course	College Student of any discipline
Course Objective	Understand fundamental of website design and development concepts and confidently use various IDEs and how to hosting it in the server. Create basic HTML, CSS, Java-script content and design simple and interactive web pages. Build a personal website or blog with and without coding using website builder.
Course Outcomes	- Understanding the concept of website. - Understanding the tools to create a website. - HTML - CSS - Java-script - Various Editors - Create a website by using above tools and also various online website builders/ AI.
Teaching Methods	Lectures, Seminar, Practical
Highlights of the Course	Expert Faculty, Equipped Computer Lab, Value based Teaching

Scheme of Examination

Course Code	Name of the Course	Duration	Credit	Marks		Marks
				Max	Min	Practical/Assignments
VACA01	Website Development	01:30 Hrs	2	100 (80+20)	40	20

- Mode of Examination : Multiple Choice Questions

Grading System

Obtained Marks	Grads
Marks >= 80	A+
Marks >= 70	A
Marks >= 60	B
Marks > = 40	C
Marks < 40	F (Fail)

Govt. Ghanshyam Singh Gupta P. G. College, Balod

<u>Department of Computer Science</u>

To,

IQAC Coordinator

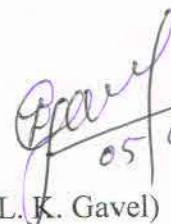Govt. Ghanshyam Singh Gupta PG College, Balod

Subject:- Approval for Value Added Course.

Ref: College order no: /stab/2023 dated 31/07/2023.

With the above reference and subject, the department of computer science want to conduct two value added course title "Office Automation" and "Cyber Security" in session 2023-24 in this college.

Please approved above course by IQAC committee and permit to conduct above course.

With Regards

05|08|2023

(Prof. L. K. Gavel)

Head of Department/Course-coordinator

Department of Computer Science

Govt. Ghanshyam Singh Gupta PG College,

Balod (C.G.)

Date: 05/08/2023

Copy: Principal, Govt Ghanshyam Singh Gupta PG College, Balod for kind information.

Enclosed: 1. Syllabus ("Office Automation" and "Cyber Security")

2. Information in prescribe format.

GOVT. GHANSHYAM SINGH GUPT P.G. COLLEGE

BALOD, DIST-BALOD (C.G.)

DEPARTMENT OF ENGLISH
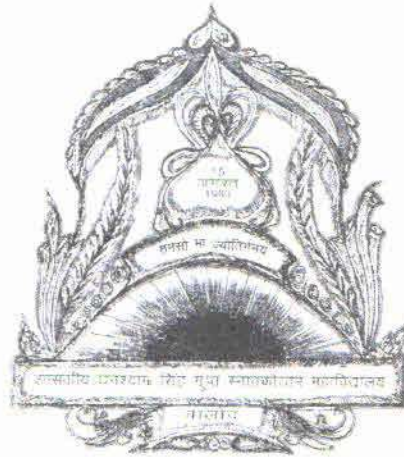
Session : 2023-24

SYLLABUS

For

Value Added Courses

Communication Skills
&
Personality Development
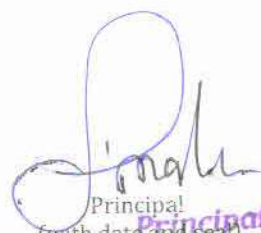
APPLICATION FOR CONDUCTING VALUE ADDED COURSE

1. Name of Department : English Department

2. UG/PG Program : UG

3. Details of the Value Added Course :

    a. Name of the Value Added Course : **Communication Skills and Personality Development**

    b. Type of Value Added Course   **(Theory / presentation)**

    c. Short Description   Enclosure 1 enclosed – **Yes**

    d. Syllabus including marks   Enclosure 2 enclosed -**Yes**

    &Theory /presentations

4. Target audience :   12th pass /Year / Semester

   Year /Semester (indicate if more than one)

   others

5. Details of Faculty handling the course :

   a. Name of the Faculty handling the course :   1. Madhuri Maheshwari

        2. Neeti Maheshwari

   b. Details including designation and expertise   Enclosure 3 enclosed – **Yes**

   c. Contact details : (a) Email : madhurimaheshwari569@gmail.com

        contact - 7869916155

        (b) Email : neetimaheshwari513@gmail.com

        Contact - 7415616947

6. Tentative Time Table including dates :   Enclosure 4 enclosed – **Yes**

   Of internal assessments

7. Proposed students opting for the course : 50

8. IQAC Minutes   Enclosure 5 enclosed – **Yes**

9. Name and Designation of the coordinator :   1. Dr. H.L . Mankar

        Email : Hl_manker@rediffmail.com

        2. Prof . C.D. Manikpuri

        Email : cdmanikpuri22@gmail.com

Coordinator IQAC   Course Coordinator   Principal

     (signature)   (with date and seal)

Principal

Govt. Ghanshyam Singh Gupt
P. G. College, Balod (C.G.)
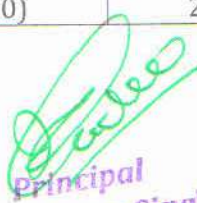
35.	7/12/2023	Translation - Communicative translation , semantic translation , translation of daily use English sentences .
36.	8/12/2023	Revision .
37.	9/12/2023	Interview skills – Important skill for interview , verbal communication , non – verbal communication , time management , confidence .
38.	11/12/2023	Strategies of effective interviewing – Research the organization , review the job description , review your resume .
39.	12/12/2023	What to do before and after interview – Make first good impression , greet the interview panel , pay attention to your body language .
40.	13/12/2023	Idioms and phrases – English phrases for daily use .
41.	14/12/2023	Idioms and phrases – English phrases for daily use .
42.	15/12/2023	Power point presentation .
43.	16/12/2023	Most common interview questions and answers .
44.	18/12/2023	Mock Interview – Interview with multiple people , dress well , do's and don'ts of interview .
45.	19/12/2023	Mock Interview – Recreating interview settings .

Proposed examination date : 27 /12/2023

Scheme of Examination					
Course Code	**Name of the course**	**Duration**	**Credit**	**Marks**	
				Max	Min
ENG01	Communication skills and Personality Development	30 Hrs.	2	100 (Th-50 Presentation 50)	40 (Th-20 Presentation 20)

Principal
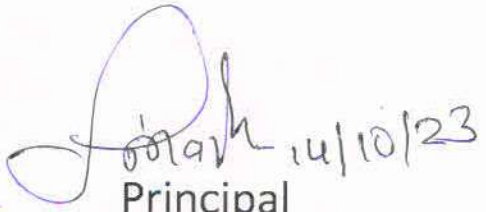Govt. Ghanshyam Singh Gupt
R.G. College, Balod (C.G)

दिनांक - 14/10/2023

:: सूचना ::

महाविद्यालय के समस्त छात्र / छात्राएं एवं प्राध्यापकों को सूचित किया जाता है कि अंग्रेजी विभाग के द्वारा Value Added Course-Communication Skills And Personality Development दिनांक- 16/10/2023 सुबह 10:20 से 11:00 को शुरू किया जाना प्रस्तावित है। इच्छुक छात्र / छात्राएं दिनांक- 16/10/2023 तक निर्धारित प्रोफार्मा (संलग्न) गणित विभाग में जमा करें।

(Prof. C.D. Manikpuri)
Course Coordinator
Department Of Mathematics

14/10/23
Principal
Govt. G.S.G. Pg College Balod
Principal
Govt. Ghanshyam Singh Gupt
P. G. College, Balod (C.G.)

दिनांक   16 / 10 / 2023

// प्रेस विज्ञप्ति //

प्रति,

संपादक,समाचार पत्र,
नवभारत, दैनिकभास्कर, हरिभूमि
नई दुनिया,पत्रिका, देशबंधु
जिला–बालोद, (छ.ग.)।

// वेल्यू एडेड कोर्स //

शासकीय घनश्याम सिंह गुप्त स्नातकोत्तर महाविद्यालय बालोद के अंग्रेजी विभाग द्वारा आई.क्यू. ए.सी. के तत्वाधान में वेल्यू एडेड कोर्स (कम्यूनिकेशन स्कील एण्ड पर्सनालिटी डेव्हलपमेंट) का उद्घाटन कार्यक्रम का दिनांक– 16 / 10 / 2023 को महाविद्यालय के स्मार्ट क्लास रूम में आयोजित किया गया। इस कार्यक्रम का शुभारंभ डॉ. एच.एल.मानकर (प्रभारी प्राचार्य) एवं अध्यक्षता पाठ्यक्रम समन्वयक प्रो. सी.डी. मानिकपुरी (गणित विभाग) के द्वारा की गई। कार्यक्रम का शुभारंभ मां सरस्वती के छायाचित्र की पूजा–अर्चना एवं वदना से किया गया। प्रभारी प्राचार्य डॉ. एच.एल.मानकर नें विषय संबंधी जानकारी प्रदान की एवं वाक्य संरचना से विद्यार्थियों को अवगत कराया तत्पश्चात प्रो. सी.डी.मानिकपुरी ने पाठ्यक्रम की रूपरेखा पर संक्षिप्त जानकारी एवं विषय की महत्ता पर प्रकाश डाला। उसके पश्चात महाविद्यालय के आई. क्यू.ए.सी. प्रभारी डॉ. राघवेश पाण्डेय (विभागाध्यक्ष विधि) ने कम्प्यूटर तथा अंग्रेजी का वर्तमान समय में महत्व से विद्यार्थियों को अवगत कराया। तत्पश्चात प्रो. डी. आर. बैद्य (विभागाध्यक्ष वाणिज्य) ने विद्यार्थियों के पाठ्यक्रम में भाग लेने हेतु शुभकामनायें दी। तथा प्रो. एल.के. गवेल (विभागाध्यक्ष कम्प्यूटर साइंस) ने विद्यार्थियों को अंग्रेजी के कुशल संप्रेषण संबंधित जानकारी प्रदान की।

कार्यक्रम का संचालन कु. नीति माहेश्वरी (अंग्रेजी विभाग) नें एवं आभार व्यक्त कु. माधुरी माहेश्वरी (अंग्रेजी विभाग) ने किया। इस कार्यक्रम में डॉ. दीपाली राव (विभागाध्यक्ष– गृहविज्ञान) श्री राजेश निराला (अंग्रेजी विभाग) तथा पाठ्यक्रम में प्रवेशित छात्र–छात्रायें उपस्थित रहे।

प्राचार्य
शासकीय घनश्याम सिंह गुप्त
Govt. Ghanshyam Singh Gupt
P. G. College, Balod (C.G.)

कार्यालय प्राचार्य(अग्रणी) शासकीय घनश्याम सिंह गुप्त स्नातकोत्तर महाविद्यालय
बालोद, जिला—बालोद (छ.ग.),
दूरभाष कमांक—07749—222076, ईमेल— govtcollbalod@rediffmail.com

—:: सूचना ::—

, दिनांक— 19 / 01 /2024

महाविद्यालय के अंग्रेजी विभाग के अंतर्गत संचालित वेल्यू एडेड कोर्स 'कम्यूनिकेशन स्कील एण्ड पर्सनालिटी डेव्लपमेंट' की परीक्षा दिनांक 25 जनवरी 2024 को प्रातः 10.00 बजे आयोजित है। सभी छात्र—छात्राएं उक्त दिनांक व समय को कक्ष कमांक 25 में उपस्थित होवें।

समन्वयक

प्राचार्य,
शासकीय महाविद्यालय बालोद
Govt. Ghanshyam Singh Gupt
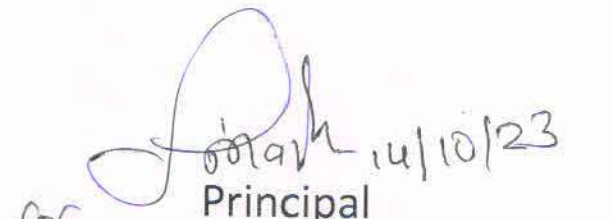P.G. College, Balod (C.G.)

दिनांक - 14/10/2023

:: सूचना::

महाविद्यालय के समस्त छात्र / छात्राएं एवं प्राध्यापकों को सूचित किया जाता है कि अंग्रेजी विभाग के द्वारा Value Added Course-Communication Skills And Personality Development दिनांक- 16/10/2023 सुबह 10:20 से 11:00 को शुरू किया जाना प्रस्तावित है। इच्छुक छात्र / छात्राएं दिनांक- 16/10/2023 तक निर्धारित प्रोफार्मा (संलग्न) गणित विभाग में जमा करें।

(Prof. C.D. Manikpuri)
Course Coordinator
Department Of Mathematics

Principal
Govt. G.S.G. Pg College Balod

14/10/23

Principal
Govt. Ghanshyam Singh Gupt
P. G. College, Balod (C.G.)

S. NO.	NAME	FATHERS NAME	CLASS	THEORY	MOCK INTERVIE
1	ANJALI SAHU	CHHABI LAL	BSC III (MATHS)	50	43
2	SHASHIKALA SAHU	RAJENDRA SAHU	BSC III (MATHS)	48	44
3	DAMINI RAWTE	M8UNNA LAL RAWTE	BSC I	44	41
4	GULSHAN KUMAR SAHU	JANAK SINGH SAHU	BSC I	44	40
5	YUNISH KUMAR	SATISH KUMAR	BSC I	44	39
6	SHIVA KUMAR PATEL	SANT RAM PATEL	BSC I	42	40
7.	KEVAL SINGH	CHANDRABHAN THAKUR	BSC I	42	42
8	BHUNESHWARI PATEL	LOKESH KUMAR PATEL	BSC III(BIO)	50	41
9	REENA	KIRAN KUMAR SAHU	BSC III (BIO)	44	40
10	TEEBHA FUTAN	SHYAM LAL FUTAN	BSC IIII (BIO_	46	42
11	RESHMI	KHILAWAN SINGH	BSC III (BIO)	42	40
12	DEEPIKA	DUSHYANT KUMAR	BSC I	44	38
13	KHUSHI SAHU	DINESH KUMAR SAHU	BSC III BIO	44	43
14	AMBIKA SINHA	JITENDRA KUMAR SINHA	BSC III BIO	44	40
15	MEGHA HANUMAN	NARAD HANUMAN	BSC III BIO	50	41
16	MADHURI	PARAS RAM	BSC I CS	48	41
17	DAMINI	SONSINGH	BSC IIII	44	42
18	YARCHANA	GANESH RAM	BSC III	42	43
19	MEGHA THAKUR	LOKESH KUMAR	BSC I	44	42
20	HEMANSHU KUMAR SAHU	AMRIT LAL SAHU	BSC I	40	41
21	VIBHA	NAVAL KISHOR	BSC II CS	42	40
22	KRITIKA	GAIND LAL	BSC II	48	43
23	KSHAMA	RENUKANANDAN YADAV	BSC I	46	40
24	CHETNA	TULESHWAR SAHU	BSC I CS	42	41
25	HIMANSHI PATIL	JITENDRA PATIL	BSC I	48	41
26	LAKESHWARI	THAN SINGH SAHU	BSC I	44	43
27	NIMITA KUMAR	RAJESH KUMAR	BSC I	48	40
28	MANISHA	TAMMAN LAL	BSC III BIO	44	41
29	NISHA SAHU	ANAND RAM SAHU	BSC I	42	42
30	JITEEN SAHU	HANSKISHOR SAHU	BSC I	48	41
31	GEETESHWARI RAWTE	CHANDRIKA PRASAD	BSC III	46	40
32	DAVENDRA SINHA	MANSINGH SINHA	BSC I BIO	42	40

Co-ordinator

Govt. Ghanshyam Singh Gupta P. G. College, Balod

Department of English

Application form for Value Added Course –
Communication Skills And Personality Development

1. Name of Student : Anjali

2. Father's Name: Chhabi lal

3. Mother' Name: Roshani Bai

4. Class: B.Sc. III (maths)

5. Date of Birth: 30 / 12 / 2003

6. Postal Address: vilige. Chilhati khurd. post-Bharda. Block- dondi lahara

7. Permanents Address: vill.- chilhati khurd, post- Bharda Block - Dondilahara (Balod)

8. Mobile No: 9399459561

9. Email ID: anjalisahuas2004@gmail.com

10. Aadhar No: 4706 1822 7856

अंजली

Signature of Students

Certificate No: EN/2023/001

GOVT. GHANSHYAM SINGH GUPT P. G. COLLEGE, BALOD (C.G.)

(Affiliated to Hemchand Yadav University, Durg, C.G.)

A NAAC ACCREDIATED INSTIUTE ("B" Grade)

CERTIFICATE

This is to certify that Ku. Anjali Sahu D/O Chhabi Lal in Class BSc- III (Maths) has enrolled and successfully completed the value added course in Communication Skills and Personality Development organized by the Department of English from 16/10/2023 to 06/01/2024 and obtained 'O' grade.

Date of Issue: 25/01/2024

Prof. C.D. Manikpuri
Course Coordinator

Dr. R. Pandey
IQAC Coordinator

Dr. J. K. Khalko
Principal

Certificate No: EN/2023/032
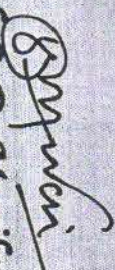
GOVT. GHANSHYAM SINGH GUPT P. G. COLLEGE, BALOD (C.G.)

(Affiliated to Hemchand Yadav University, Durg, C.G.)

A NAAC ACCREDIATED INSTITUTE ("B" Grade)

CERTIFICATE

This is to certify that Mr. Davendra Sinha S/O Mansingh Sinha in Class BSc- I (Bio) has enrolled and successfully completed the value added course in Communication Skills and Personality Development organized by the Department of English from 16/10/2023 to 06/01/2024 and obtained 'A+' grade.

Date of Issue: 25/01/2024

Prof. C. D. Manikpuri
Course Coordinator

Dr. K. Pandey
IQAC, Coordinator

Dr. J. K. Khalkho
Principal