101 - ELECTIVE GENERIC (EG)
Writing Skills in Gujarati

એકમ :– ૧   ગુજરાતી ભાષાની સંરચના :–

૧. ગુજરાતી ભાષાની ધ્વનિ વ્યવસ્થા – સ્વર અને વ્યંજન

૨. શબ્દ સમૂહ માટે એક શબ્દ

૩. ગુજરાતી રૂઢિ પ્રયોગ

૪. ગુજરાતી કહેવતો

૫. ગુજરાતી વાક્યરચનાની વિશેષતાઓ અને તેના પ્રકાર

એકમ – ૨   ગુજરાતી લેખનમાં થતી સામાન્ય ભૂલો :

૧. જોડણી

૨. વિરામ ચિહ્ન

૩. વાક્ય રચના – પદક્રમ / પદ સંવાદ

૪. ગુજરાતી રવાનુકારો અને વિરુકત પ્રયોગો

૫. ગુજરાતી ભાષાનું શબ્દભંડોળ

એકમ – ૩ ગદ્ય કંડિકા અથવા કાવ્ય પંકિતઓ પરથી અર્થ વિસ્તાર

એકમ – ૪ દ્રશ્યવર્ણન અથવા અહેવાલ લેખન

સંદર્ભ પુસ્તકો :

૧. ભાષા પરિચય અને ગુજરાતી ભાષાનું સ્વરૂપ – જયંત કોઠારી, યુનિ – ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ

૨. અંગ વિષયક રૂઢિ પ્રયોગો – ડૉ.બિપિન આચાર, પાર્શ્વ પબ્લિકેશન, અમદાવાદ

૩. વિચાર વિસ્તાર, છંદ, કાવ્યનું રસ દર્શન અને પ્રસંગાલેખન – નટુભાઈ ઠક્કર અને પ્રતિભાબહેન શાહ,

આદર્શ પ્રકાશન, અમદાવાદ

૪. કહેવત કોશ – સંપાદક રતિલાલ શાં. નાયક, અનડા પ્રકાશન, અમદાવાદ

101 - ELECTIVE GENERIC (EG)

Computer Skills - 1

Unit No.	Content	Marks	Credit

1	**Basic Anatomy of Computer**
	o What is Computer?
	o Characteristics of a Computer.
	o Classification of Computer.
	    a. Analog, Digital, Hybrid, Micro, Mini, Main, Super
	    b. PC-Desktop, Laptop and palmtop
	o Applications of a Computer.
	o Block diagram of computer.
	o Parts of a standalone computer: CPU, RAM, ROM, Keyboard, Monitor, Mouse, HDD, CD-ROM, Pen Drive
	o Printers.
	o What is Hardware and Software?
		25%	0.50

2	**Operating system : Windows-XP** o What is an operating system? o Meaning and its functions only. o Popular operating systems for PCS. o Introduction to Windows - XP. o Desk Top and its parts. o Taskbar, Wallpaper & Icons. o Options of Start Menu. o Some program & tools available as a part of windows o Calculator, Media player, Paint, Disk defragmenter	25%	0.50

3	o Windows Explorer & its parts
	    o Creating a folder, Deleting a file & folder
	    o Rename, Coping and Moving a file and folder
	o Recycle Bin
	o Control panel - Mouse setting, Date / time. Currency, Keyboard setting
		25%	0.50

4	**Basic Power point** o What is power point? o Cre.=tmp,, formatting and anirc?tinp, presentation o Power point views and running a slide show o Printing a presentation	25%	0.50

Recommended Reading:

- Fundamentals of Computer & Its Application Part - 1 to 4, Dr.A.M.Patel, Pankaj Pandya, Kiran Desai & othefs
- IT Tools & Applications, Taxaii R.K.,TMH.

101 - ELECTIVE GENERIC (EG)

Indian Epic Tradition (Aadikavyo)

Unit I	Elements of Epics
Unit II	Ramayana
Unit III	Mahabharat
Unit IV	Epic and Dharma

Major readings:

Indian Epic Tradition by Tapodhir Bhattacharjee: Published: Akansha Publishing House

101 - ELECTIVE GENERIC (EG)

Human Society and Ethics

Unit I	Logic of ethics
Unit II	Ethics and goal of human life
Unit III	fundamental ethical unity
Unit IV	Ethics and Gandhi's Views

Major readings:

Ethics: Man, Morality, Spirituality, Religion and Liberation by Kalicharan Rauta

Pub: Indian Institute of Advanced Studies, Shimla

101 - ELECTIVE GENERIC (EG)

Bhartiya Sabhyata

Unit I	The Indus Valley Civilization
Unit II	Aryo-Dravidian Synthesis
Unit HI	Mughal Empire and Indian Traditions
Unit IV	Freedom Struggle and Development of Indian Society

Major readings:

- NCERT BOOKS

  VIII, IX, X,XI,XII History

- "Foundations of Indian Culture 1962" by K.M. Munshi, Bhartiya Vidya

  Bhavan's Publication

- Burton Stein, A History of India. Oxford: Blackwell, 1998.

101 - ELECTIVE GENERIC (EG)
Panchayati Raj

Unit - 1   1. Origin and Development of Panchayati Raj

2. Aims and objectives of Panchayati Raj

3. Panchayati Raj in India its constitutional Importance

4. Chronological events of Panchayati Raj

Unit - 2   1. 73th Amendment of Constitution and its effects

2. Three level formats of Panchayati Raj

3. Recommandetation of Balvant Ray Mehta Committee

Unit - 3   1. 73th Amendment of Constitution and Gujarat

2. Various Committees of the Implementations of Panchayati Raj in Gujarat

3. Local Independent Institutions - The third government of Democracy

Unit - 4   1. Development Plans of Panchayati Raj and different grants

2. Budjet of Panchayats

3. Panchayats and there financial Internal sources

4. Gramsabha - The soul of Panchayati Raj

Books for Study and References :

૧. ગુજરાત પંચાયત ધારો,૧૯૯૩ – બિપિનચંદ્ર વૈષ્ણવ

૨. પંચાયતી રાજ – ડા. રાકેશ જોષી

૩. ગુજરાત પંચાયત સેવા નિયમો – શિવદાન ગઢવી

૪. પંચાયતધારો અને નિયમો – શિવદાન ગઢવી

૫. પંચાયતી રાજ – ડા.આમ્રપાલી મર્ચન્ટ

૬. પંચાયત પદાધિકારીશ્રીઓ માટે માર્ગદર્શિકા – ગુજરાત પ્રદેશ પંચાયત પરીષદ,

ગાંધીનગર

૭. ગામપંચાયત માર્ગદર્શિકા ભાગ ૧ થી ૬ – પ્રસન્નકાન્તિ પટેલ

૮. ગુજરાત પંચાયતી રાજ સાર સંગ્રહ

૯. Panchayati Raj and Rural Development - Iqbal khan

101 - ELECTIVE GENERIC (EG)

STRESS MANAGEMENT

Unit No	Content
Unit-I	**CONCETUALIZING STRESS:** 1. Concept of stress, Meaning and Nature 2. Common stressors & resources 3. Factors of Stress
Unit-ll	**STRESS: EFFECTS & REACTIONS** 1. Effects of stress 2. Reactions to stress (physiological, psychological)
Unit-til	**MANAGING STRESS-I** 1. Stress management programs 2. Exercise 3. Meditation
Unit-lV	**MANAGING STRESS-1** 1. Yoga nidra 2. Relaxation

REFERENCES:-

1. "STRESS MANEGEMENT" Himalaya Publicati ons, Dr. Satish Pai, Dr. S.Ravishankar, Dr. H.L.Kaila, Shri S.V.Kamat, Students addition
2. "SAMAYOJAN MANOVIGYAN" Liberty Publication, addition : 1994 -95
3. "TANDURASTI NU MANOVIGYAN" Parshva Publication, Dr. Aravind Shah, addition:2005
4. www.stress-org/topic
5. http://www.innerhealthstudio.com/relaxation-techniques.html
6. http://books.qooglexo.in/books?id=T-huvwUNivUC&printsec-frontcoverdq:stress + management & hl=en#v=onepage &q&f=false

101 - ELECTIVE GENERIC (EG)

Society and Technology

Unit I	How to think about technology and society;
Unit II	Social Construction; Dueling theories: Is consumerism an example of technological determinism or social construction?
Unit III	Case studies: printing, the phone.
Unit IV	Case studies: automobiles, the computer.

Readings

- ❖ Society and Technological Change, chapter 1,   chapter 15, pp. 271-76
- ❖ Chandler, Daniel (1995): *'Technological or Media Determinism'* [WWW document] URL
- ❖ *Social Shaping of Technology,* Robin Williams and David Edge, Research Policy Vol. 25, (1996) pp. 856-899
  httD://www. aber.ac.uk/media/Documents/tecdet/tecdet. html
- ❖ Society and Technological Change, chapter 11 Some Conjectures about the Impact of Printing on Western Society and Thought: A Preliminary Report, Elizabeth L. Eisenstein, The J. Modern History, 40, no. 1 (Mar1968) pp. 1-56 Perspectives for a Sociology of the Telephone, Patrice Flichy, Reseaux The French Journal of Communication, 5, n° 2, (1997) pp. 149-160
- ❖ The Sociology of the Road, http://www.trinity.edu/mkearl/hiway.htmlffin {read this home page and the four page links in "Outline of This Site;" you don't need to follow any of the links on the four pages) The Productivity Paradox: • • On Approaches to the Study of Social Issues in Computing, Abbe Mowshowitz, Communications of the ACM, 24, no. 3 (Mar1981)pp. 146-55
- ❖ Major reading: Society and Technological Change, Fourth Edition [Paperback] Rudi Volti (Author) Worth Publishers; Fourth Edition edition {November 30,2000)

101 - ELECTIVE GENERIC (EG)

Indian Constitution

Unit No	Content
1	1. The Preamble 2. The Activity of Constitutional Assembly 3. The Characteristics of Indian Constitution
2	1. Fundamental Rights in Indian Constitution 2. Directive Principles of State Policy.
3	1. The Parliament of India. 2. Functions and Working of the Prime Minister of India.
4	1. The form and functions of The Supreme Court and High Court of India. 2. The Powers of Election Commission of India.

Books for Study and References :

૧. આપણુ બંધારણ – સુભાષ કશ્યપ અનુવાદ : બિપિનચંદ્ર વૈષ્ણવ

૨. ભારતનું બંધારણ – ડૉ.રાકેશ જોષી

૩. ભારતનું બંધારણ – એ.એન.કારીયા

૪. ભારતનું બંધારણ અને કાયદો – ડૉ.દિલીપ મેવાડા

૫. ભારતનું રાજય બંધારણ – મધુભાઈ ભટ્ટ

101 - ELECTIVE GENERIC (EG)

Indian Culture and Heritage

Unit I	Salient Features of Indian Culture - Spirituality, Universality, Unity in Diversity, Scientific Outlook, Theory of Karma, Love for Nature, Reverence for Women, Value Based Society
Unit II	Historical Perspective : Roots of Indian Culture in Sindhu -Saraswati Civilization and Vedic Culture: The Vedas -The Upnishads Ramayan and Mahalndia - The Bhagvat Gita, Puranas Buddhist and Jain Literature in Pali, Prakrit and Sanskrit
Unit III	1. Heritage of Ancient India in the field of science, technology & Astrology 2. Important places of Indian cultural Heritage 3. India's world heritage sites certified by UNESCO.
Unit IV	1. States and their folk dances 2. famous musical Instruments and their Exponents 3. Protections of Indian culture and heritage.

Books for Study and References :

1. Jaya Palan N.   - Social and cultural History of India.

2. Kridhna Meenakshi - Cultural History of medieval India.

3. Vidhyalankar Satya Ketu - Bharatiya sanskriti aur uska Itihas

૪. ચાવડા વિજયસિંહ – ભારતનો સાંસ્કૃતિક વિકાસ

૫. શાસ્ત્રી હરિપ્રસાદ – પ્રાચીન ભારત ભાગ – ૧ અને ૨

6. Indian Culture and Heritage: Bhartiya Vidya Bhavan Publication

101 - ELECTIVE GENERIC (EG)
Co-operation - 1

Unit No.	Content
1	Genesis of co- operation definitions and salient features of Co - Operation Principles of Co-Operation as reformulated by ICA
2	Co-Operation as economic s system Co-Operation and Capitalism Co-operation and Socialism Co-operation and trade unions Co-operation and Partnership
3	Structure of Co Operative Organization Primary , Central and Apex Institutions' Their functions and their interrelationship Importance of Co-Operative Education and Training
4	Credit societies and Nan credit Societies Primary Agricultural Co-Operative Credit Societies Co-Operative Marketing Societies . Co-operative Consumers societies Co-operative housing Societies Women's Co-operative Societies

References:

૧. સહકાર   પ્રિ.શીખ, ગઢવી, દોશી

૨. સહકાર સિધ્ધાંત અને વ્યવહાર   પ્રિ.શીખ,ગઢવી (યુનિ.ગ્રંથ નિર્માણ બોર્ડ)

૩. સહકારના સિધ્ધાંત અને વ્યવહાર   પ્રિ.શાસ્ત્રી, દવે, પ્રા.પંચોલી અને પરમા

૪. સહકારી વ્યવસ્થા અને વહીવટ   હકુમતરાય દેસાઈ (ગુ.રા.સહકારી સંઘ)

૫. સહકાર દર્શન   જગદીશ મુલાણી

6.   Theory and Practice of Co-operation in India   K.R.Kulkarni
     and Abroad

7.   Theory , History and practice of Co-operation   R.D.Bedi

8.   Co-operation in India   Dr.B.S.Mathur

9.   Co-operative movement in India & Abroad   Dr.N.P.Mathur

10. Co-operation in India   Dr.C.B.Mamoria

11. New Dimension of Co-operative Management   G.S.Kamat

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
Faculty of Arts

B. A. Semester – I [Computer] Core Elective

Sub. Code	Subject Name	Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme							
						INT		EXT		TOTAL			
		Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)		
Paper-I	Computer Basics & IT Tools	4	--	40	4	30	--	70	--	100	--		
Paper-II	Practical Based On Computer Basics & IT Tools	--	4	40	4	--	30	--	70	--	100		

Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme					
				INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
4	--	40	4	30	--	70	--	100	--

Unit – 1 [18 Marks]

Computer basics
Digital & Analog systems, Logic levels and pulse wave forms, digital computer
Major parts of computer:
> Hardware
> Software - Application software and System Software

Classifications of Computers
Palmtop PC, Laptop PC, Personal Computer, Workstations, Mainframe, Supercomputer.

Operating System
Dos (DOS Commands), Windows Family

Introduction to Computer Parts:
Input Devices (Only Principles)
> Keyboard, Mouse, Light pen, Joystick, Scanner, Voice input system, Touch screen
Output devices (Only Principles)
> **Monitor** - CRT terminals (Monitor / VDU),
> > Non – CRT terminals, LCD monitor, Plasma display, LED monitor
> **Printer** - Dot matrix printer, Ink jet printer, Laser printer, Line printer, Plotter.

Storage devices (Only Principles & Types)
> **Magnetic memory** - Magnetic disk, Hard disk, Floppy disk
> **Semiconductor memory** - RAM, ROM, Flash memory.
> **Optical memory** - CD, CD-ROM, DVD, DVD-ROM, Cache memory,

Unit – 2 [17 Marks]

Number system - Binary, decimal, octal, hexadecimal

Conversion - Binary to decimal, Binary to Octal, Binary to Hexadecimal, Decimal to Binary, Decimal to Octal, Decimal to Hexadecimal, Octal to Binary, Octal to Decimal, Octal to Hexadecimal, Hexadecimal to Binary, Hexadecimal to Octal, Hexadecimal to Decimal.

Binary arithmetic – Addition, subtraction (simple method)

Unit - 3   **[18 Marks]**

MS Word Basics: Introduction to MS Office; Introduction to MSWord; 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.

Advanced Features of MS-Word: Using bookmarks; Spell Check and Thesaurus; Find & Replace; Headers & Footers ; Inserting – Page Numbers, Pictures, Files, Auto texts, Symbols ; Working with Columns, Tabs & Indents; Creation & Working with Tables ; Margins & Space management in Document; Mail Merge.

MS Excel: Introduction and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; 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; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

Unit – 4   **[17 Marks]**

MS Access
Introduction of Database, Creating database, table, fields & its properties; Adding primary key into table; Relationship; Adding/Editing data;

Data type - Text, Number, Auto number, Currency, Boolean, Date/Time, Memo
Object – Table, Query, Forms, Reports, Controls use in form and report

MS PowerPoint: Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & it's 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.

Reference Books:

Unit 1 & 2
    1. Fundamentals of computers – By. V. Rajaraman PHI Publication
    2. Fundamentals of computers – By. Anand Kumar PHI Publication
    3. Fundamentals of computers – By. B. Ram
    4. O-Level (Information Technology) - By V.K.Jain (Module- M1.1)
    5. Computer Architecture – By K M Hebbar MacMillan Publication
Unit 3 & 4
    6. Ms - Office 2000 – No Experience required – Gini Courter and Annette Marquis.
    7. Straight to the Point – MS Office 2003 By Dinesh Maidasani Publisher:firewall
    8. Master Visually Microsoft Office 2003 By Michael S. Toot Publisher:visual

Question Paper Scheme:

University Examination Duration: 3 Hours.

Q.1 - Unit-I   (18 Marks)
    A. Objective/ Short Questions.
    B. Descriptive/ Long questions.
Q.2 - Unit-II   (17 Marks)
    A. Objective/ Short Questions.
    B. Descriptive/ Long questions.
Q.3 - Unit-III   (18 Marks)
    A. Objective/ Short Questions.
    B. Descriptive/ Long questions.
Q.4 - Unit-IV   (17 Marks)
    A. Objective/ Short Questions.
    B. Descriptive/ Long questions.

Note: All Objective/ Short Questions are compulsory, no option will be given.

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
B.A. Semester – I [Computer]
Paper-II : Practical Based On Computer Basics & IT Tools

Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme					
				INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
--	4	40	4	--	30	--	70	--	100

University Examination Duration: 3 Hours (Per Batch)

(Practical List)

MS Word

1. Write a word document with not at least 150 words consisting of 10 spelling mistakes and grammar mistakes. Then correct those mistakes using spell check and grammar check.
2. Write a word document to make the heading of the paragraph as center aligned, underlined and in red colored.
3. Write a word document to insert table consisting of fields like Roll no, Name, City, and contact no. of student and give heading of that table.
4. Write a word document to designed table and apply center aligned text, border and shading.
5. Write a word document to insert header and footer, word art, clip art, shapes, images and charts.
6. Write a word document to place watermark in the document.
7. Write a word document to create ordered list and unordered list.
8. Create a letter head in MS.Word for your college with the following specification
    (a) Name of the college use times new roman font and size 20
    (b) For address of the college use courier font and size 10
    (c) Insert logo from clip art.
    (d) Write a macro to display date and place.
9. Write a letter on separate document and perform mail merge operation on the letter with at least five records.
10. Write a word document to create your bio data consisting of your photo, one table, ordered list and unordered list.

MS Excel

1. Identify the below parts from Excel and define them with one or two line.

Title Bar	Menu Bar	Standard Tool Bar
Formatting Tool Bar	Formula Bar	Status Bar
Scroll Bar	Workspace Area	Cell
Active Cell	Row	Column
Sheet Tab	Work Sheet	Work Book

2. Prepare worksheet as shown below. (Apply necessary formulas)

ABC ENTERPRISE				
			DATE	
			TIME	
INDEX	*ITEM NAME*	*PRICE*	*QUANTITY*	*AMOUNT*
1				
2				
3				
			TOTAL AMOUNT	

(Apply all types of Cell Formatting, Date & Time Formulas)

(Apply Printing, Inserting, Deleting, Copying, Renaming and Moving worksheet.)

3. Prepare Mark sheet as shown below. (Apply necessary formulas)

XYZ COLLEGE								
IND EX	STUDE NT NAME	SUB-1	SUB-2	SUB-3	TOTA L	PERCENTA GE	CLAS S	RESUL T
1								
2								
3								

For Class: Distinction if percentage >=70
            First   if percentage >=60
            Second   if percentage >=50
            Pass   if percentage >=40
For Result: Pass   if more than 40% in each subject, otherwise Fail.

(Apply Ascending/descending on STUDENT NAME and TOTAL)
(Apply Protection facility to worksheet)

4. Prepare Salary sheet employees of ABC Company. (Apply necessary formulas)

ABC COMPANY												
SALARY BILL												
										Date		Syste m Date
IN D E X	NA ME	BAS IC	D. P.	BASIC+ DP	D A	HR A	MA	GRO SS TOT AL	P F	P T	TOT AL DED.	NET SALA RY
1												
2												
3												
4												
5												
TOTALS OF ALL COLUM NS												

D.P	= Dearness Pay	50% of Basic
DA	= Dearness Allowance	150% of Basic+DP
HRA	= House Rent Allowance	7.5% of Basic+DP
MA	= Medical Allowance	Fix 150Rs.
GROSS TOTAL	= Total of Basic+DP+DA+HRA+MA	
PF	= Provident Fund	12% of Basic+DP+DA
PT	= Professional Tax	200 Rs. If gross >=20000Rs, Otherwise 100Rs.
TOTAL DED.	= Total Deduction	PF+PT
NET SALARY	= GROSS TOTAL – TOTAL DEDUCTION	

5. Prepare worksheet as shown below.

ABC ENTERPRISE				
SELLING REPORT				
INDEX	ITEM NAME	JANUARY	FEBRUARY	MARCH
1	BOOKS	10000	8000	12000
2	NOTEBOOKS	5000	6000	8000
3	PENCILS	7000	6500	9000
TOTAL AMOUNT				

(a) Prepare a column chart with Month on X-axis and Quantity on Y-axis.
(b) Convert Column Chart into Line Chart.
(c) Create pie chart for January month where each slice in the form of percentage.
(d) Create Bar chart and 3-d Column chart.

6. Prepare worksheet as shown below and create pivot table which shows the total SALE AMOUNT for each of the three SALES REPRESENTATIVES.

ABC ENTERPRISE			
SELLING REPORT			
INDEX	SALES REPRESENTATIVE	SELL AMOUNT	MONTH
1	SURESH	10000	JANUARY
2	NILESH	5000	JANUARY
3	MAHESH	7000	JANUARY
4	NILESH	7500	FEBRUARY
5	SURESH	9000	FEBRUARY
6	MAHESH	8000	FEBRUARY
7	SURESH	12000	MARCH
8	NILESH	8000	MARCH
9	MAHESH	11000	MARCH

7. Create one simple macro program.

MS Power Point

1. Create a Power point presentation with four slides in which first slide introduces your college, second shows subjects in first year, third shows subjects in second year, and forth shows subjects in third year.
(a) Delete any one slide and recreate again.
(b) Format text written in each slide. (Size, color etc...)
(c) Insert clip art in slides.
(d) Present with slide show.

2. Create a Power Point presentation with four slides in which first slide introduces Computer Hardware subject, second shows Input devices, Third shows Output devices, and forth shows storage devices.
   (a) Change the Layout of presentation.
   (b) Insert images as the slide. (e.g. printer image in third slide)
   (c) Apply various slide transition effects.
3. Create a Power Point presentation with four to five slides which introduces your city.
   (a) Add table which shows name of colleges in your city.
   (b) Apply various slide transition effects.
   (c) Apply various Animation effects.
   (d) Apply various transition sounds.
4. Create a Power Point presentation with four to five slides which introduces your electronics company.
   (a) Insert sound from file.
   (b) Insert movie from file
   (c) Insert chart in one slide.
   (d) Insert date and time, slide number and header/footer.

MS Access

1. Create a teachers table in MS.Access with the following fields for 10 records.

NO	NAME	DEPARTMENT	DEPARTMENTNAME	LOCATION	SALARY
	S				

   Solve the following query:
   (a) Display Records of Department where salary less than 4000
   (b) List record where location is 'patan'.
   (c) List records whose name is begin with letter 'g'.

2. Create a course table form in MS.Access with the fields like

   Roll No, Name, Course, Institute, Fees.

   Solve the following Query:
   (a) Insert 5 records
   (b) Display the course with least fees along with the courses.
   (c) Display the course with highest fees along with the courses

3. Create an employee table in MS.Access with following fields.

EMPNO	EMPNAME	BASIC	DA	TA	HRA	PF	GROSSSALARY	NETSALARY

   Calculate Da @ 20%, HRA @ 15%, Ta fix rate 200 ,PF @ 10%

4. Create a student table in MS.Access With the following field for 10 records.

ROLLNO	NAME	CLASS	SUB1	SUB2	SUB3	TOTAL	AVERAGE	RESULT

   Generate The Form and Report using wizard or designed view.

5. Create a relationship between Course table and student table.

University Practical Exam Scheme: (3 Hours)

Program	Output	Viva	Journal	Total
25 Marks	15 Marks	20 Marks	10 Marks	70 Marks

1. Syllabus for Writing Skill in Hindi.

यूनिट – १   हिन्दी भाषा की संरचनाः

१.   हिन्दी भाषा की वर्णमाला - स्वर और व्यंजन

२.   शब्द समूह के लिए एक शब्द

३.   हिन्दी के मुहावरे

४.   हिन्दी की लोकोक्तियॉं

५.   लिंग और वचन

यूनिट – २   शुध्द हिन्दी कैसे लिखेः

१.   वर्तनी

२.   विराम चिह्न

३.   वाक्य रचनाः पद परिचय, वाक्य के प्रकार

४.   वाक्य शुध्दि

५.   हिन्दी भाषा का शब्द समूह

यूनिट – ३   गद्यांश अथवा वाक्य पंक्तियों का अर्थ विस्तार

यूनिट – ४   पत्रलेखनः

१.   पारिवारिक पत्र

२.   आवेदन पत्र

संदर्भ पुस्तक :

१.   हिन्दी भाषाः भोलानाथ तिवारी

२.   हिन्दी व्याकरण एवं रचना : प्रा. कृ. ज. वेदपाठक

३.   शुध्द हिन्दी कैसे सीखे : राजेन्द्रप्रसाद सिन्हा

४.   आधुनिक हिन्दी व्याकरण और रचना : डॉ.वासुदेवनन्दन प्रसाद

Computer Application - II

Unit No.	Contents	Marks	Credit
1	**Important terms related to Computer.** Algorithm, Artificial Intelligence, ASCII, ATM, Automated office, Backup, BIOS, Bit, Byte, Boot, Bug, Client/server, Encryption, Flow chart, GIGO, POST, Password, Program, Modem, Web, Virus, Configuration of a PC – computer.	25%	0.50
2	**Introduction To Word** o What is Word processing? o Advantages of Word processing. o Starting Word-2003 and its parts. o Basic operations on a document. o Typing, Saving, Printing, Print preview, Opening, Closing a document and Saving a document with new name.	25%	0.50
3	o Editing a document. 　o Cursor Movement, Selected text, Deleting text, Replacing text, Undoing and Redoing changes, Moving to a specific page 　o Move and Copy text o Formatting text and paragraph. Alignment, Font dialog box, Bullets and Numbering, Controlling paragraph, Indents, line spacing, Border and shade, Inserting date / time	25%	0.50
4	o Finding and Replacing a text o Table o Spell Check o Auto Text & Auto Correct	25%	0.50

Recommended Reading:

- Fundamentals of Computer & Its Application Part – 1 to 4, Dr.A.M.Patel , Pankaj Pandya, Kiran Desai & others
- IT Tools & Applications, Taxali R.K., TMH.

Indian Geography

Unit. 1

    1. General Introduction on India, place, Geographical status

    2. Climate of India

    3. Rivers of India, Dam and Various Pari Yojana

Unit. 2

    1. Wild life of India

    2. India's Sanctuaries - its location

    3. Hill stations of India

Unit. 3

    1. India's Agricultural Development

    2. India's Khanij Property

    3. Industrial Development of India

Unit. 4

    1. India's Natural Property, Forest Production

    2. Space Research in India

    3. Telecommunication and Doordarshana

Unit. 5

    1. India's Transport system

    2. Indian Railway

    3. India's Road Transport

    4. India's Water & Air transport

National Ethics

Objective :

      The syllabus aims to create awareness among the students regarding Fundamental rights, human rights and basic duties of Civilians of India. It also aims to create awareness regarding the ideal principles of the nations live republic systems, democracy, equity, federal system of the country and secularism. It also aims to familiar the students with the National Flag, National Anthem & song, moto and National Days. The ultimate aim and love for the Nation among the youth.

Module-1 :

- Indian Constitution – Republic of India.
- Democracy, Federalism, Parliament, Exectutive & Judiciary authorities, Souverigncy, Fundamental Rights, Fundamental duties, Human Rights' Charter- UNO.

Module-2 :

- Father of Nation, National Flag, Honour and Pride of Flag.
- Naional Anthem, National Song
- National Motho- **सत्यमेव જયતે**- National Logo
- National Emblem- four lions and Ashokchakra.
- National Days – Gandhi Jayanti- 2nd October, Independence Day-15th August, Republic Day- 26th January.

Module-3 :

- National principles, ideas guidelines in constitution.
- Democracy, Republic, Equality (Language, Religion of the Nation- No favour to any religion)
- Protection of Environment – Nature, Socialism.

Module-4 :

- Civic Sense, Love for Nature, Nation First.
- Honour to nation, Duty towards nation, Dedication to the Nation.

- Honour to Laws, Tax Paying , Service to the Society.

- Hounour to National Idols, National Principles, Ideals.

- Honesty and Co-operation, Enjoying Civil Rights, No Corruption & Bribery-
  Honour to National Polices- Family Planning , Sarva Siksha, Child Features.

References :

1. અશ્વિન કાટીયા- માનવ હકકો

2. Right to Information- માહિતીનો અધિકાર...

3. આપણા મૂળભૂત હકકો અને મૂળભૂત ફરજો...

4. બંધારણના મુખ્ય માર્ગદર્શક સિધ્ધાંતો...

5. પર્યાવરણ જાગૃતિ....

VALUE ORIENTED EDUCATION

The main objective of the syllabus of value education is to create awareness regarding the personal moral values, social values and Indian culture among the students. It also aims to create awareness regarding the professional ethics among them. The ultimate aim of the syllabus is to create love and faith for value, ethics and our reach culture.

Module-1 :

- Humanity and humanitarian apporach.
- Value, ethics and Principal –meaning and importance.
- personal character and merits-

    Truth, love, faith , sympathy, mercy, kindness, grace, honesty, purity, simplicity, good feelings and positive attitude.

- Human capital and character building through education, importance of labour and basic services in the society.
- Some parts of autobiography and biography of some great leaders of the society- Mahatma Gandhi, Swami Ramtirth, Swami Vivekanand, Lord Ram, Mother Teressa, Dr. Abdul Kalam
- Ideas and thoughts of Great People- Kautiylya, Leo Tolstoy, Henry Thorough, John Ruskin

Module-2 :

- Social Ethics- tolerance, equity & justice for all, sensitivity towards mankind, love for nature and creatures,
- Nonviolence and peaceful society.
- Nationalism- love for nation pride for nation.
- Honour to the law
- Honour to the Indian Culture and traditions.
- Civic Sense- being a good civilian, good neighbor and good human being.
- Human rights.

- Gender equity and women empowerment.
- Justice to the deprived and backward classes.
- Servants of Indian society.
- Civil Society- inspiring thoughts and works of Gopal Krishna Gokhale, Anna Hazare, Mother Teressa, Kiran Bedi, Dr. Baba Saheb Ambedkar, Ike Bhatt.

Module-3 :

Professional Ethics- Work is workship, Honesty and Loyality, Dedication to work & duty, Commitment to the profession.

- Duty first, Efficiency, Updatation and aquantancy.
- Honours to the management – owners, customers.
- Honour to the visitors and related stakeholders of the profession.
- Quotation, inspiring thoughts and incidents of successful businessmen and professionals.
- Responsibility and Accountability towards the society.

Module-4 :

Indian Culture- main features/characteristics

Faith in supreme power (Almight)

Spirituality, ethics, yoga, meditation

- Principal of Karma- message of Geeta
- Love for Nature & Environment
- Tolerance and Diversity, Unity and Diversity.
- Vasudhaiv Kutumbkam (Brotherhood to the mankind)
- Duty towarrd parents and elders.

    Matru Devo Bhava, Pitru Devo Bhava,

    Acharya Devo Bhava, Atithi Devo Bhava.

- Joint family and institution of marriage- importance and merits-family hood.
- Nary Tu Narayani- honour to the female.
- Honour to the visitors, travelers- specially from abroad.

- Victory of Devine over Evil.
- Shubhashits, good sentences, wisdom words, idioms.

References :

1. Value Education Higher Education- Souvenir of the State Level Seminar. Smt. T.S.R Commerce College, Patan,2011.
2. Experiments With The Truth- M. K. Gandhi- Navjivan Prakashan, A'bad
3. સર્વોદય અને શિક્ષણ- મનુભાઇ પંચોલી
4. ગાંધીજીનું શિક્ષણ દર્શન- એમનાજ શબ્દોમાં- મ.જો.પટેલ
5. મોતીભાઇ પટેલ- 'વિશ્વના શૈક્ષણિક પ્રવૃત્તિમાં નવી તાલીમના પાયાના તત્વોનો સ્વીકાર' 'કોડિયું '- ઓક્ટોબર-૨૦૦૯

PERSONALITY DEVELOPMENT
B.A. SEM-II (E.G)

UNIT:-I   Personality an Introduction

- Meaning and Definition
- Factor effecting personality development

UNIT:-II   Approaches to Personality

- Trait approach
- Social learning approach
- Psychoanalytic approach
- Phenomenological approach

UNIT:-III   Techniques of Personality Development - I

- Confidence building
- Stress Management
- Goal Setting

UNIT:-IV   Techniques of Personality Development – II

- Time Management
- Leadership Skill
- Public Speaking

REFERANCES

1.   Joshi B.H and sheth D.R (2006-07) "Advanced General Psychology" 2nd edition C. Jamnadas Co., Ahmedabad
2.   Larsen R.J. and Buss D.M. (2005) "Personality Psychology" 2nd edition, Mc Grow Hill International, New york.
3.   Mishra R.K. "Personality development" Rupa & Co.
4.   Parikh B.A.(1994) "Advanced General Psychology" 2nd edition University Granth nirman Board, Ahmedabad
5.   Pervin L.A. and John O.P. (1999) "Handbook of Personality" 2nd Edition, The Guilford press, New york.
6.   Sheth B.M and Gandhi B.B. (1976-77) "Manovaignanik Nibabdho" 3rd edition, C. Jamanadas Co., Ahmedabad.

Leadership Devlopment

NO	TOPICS
UNIT- I	Concept of leadership
UNIT-II	Theories of leadership
UNIT-III	Leadership styles of Indian managers.
UINT-IV	Leadership ethics
UNIT-V	Leadership Development Leadership Developmental Mechanisms Flowchart of Leadership Development

Reference book:

Unit No I, II, III, & IV from "Leadership and management" By A Chandramohan, Himalaya Publishing House.

Unit No V From "Leadership and Team Building"By Uday kumar Haldar, Oxford University, New Delhi .

Indian Music

- આ વિષયના બે વિભાગ રહેશે. એક વિભાગ ક્રિયાત્મક અને બીજો વિભાગ શાસ્ત્રનો રહેશે.

- બન્ને વિભાગના ૨૫ + ૨૫= ૫૦ માર્ક્સ રહેશે.

  ➤ ક્રિયાત્મક વિભાગ (૨૫ ગુણ)

યુનિટ-૧

❖ **નીચે આપેલા અલંકારોનો પૂર્ણ અભ્યાસ**

૧. સા,રે,ગ,મ.....	૯. સારેસારેગ,રેગરેગમ.....
૨. સાસા,રેરે,ગગ.....	૧૦. સારેગસારેગમ,રેગમરેગમપ.....
૩. સાસાસા,રેરેરે,ગગગ.....	૧૧. સાગ,રેમ.....
૪ સાસાસાસા,રેરેરેરે.....	૧૨. સામ,રેપ.....
૫. સારે,રેગ.....	૧૩. સાપ,રેધ.....
૬. સારેગ,રેગમ.....	૧૪. સાગરેસા,રેમગરે.....
૭. સારેગમ,રેગમપ.....	
૮. સારેગમપ,રેગમપધ.....	

ઉપર આપેલ અલંકારોમાંથી અન્ય પલ્ટા તેમજ રાગમાં અલંકાર બનાવવાનો અભ્યાસ

યુનિટ-૨

- રાગ ભૂપાલીમાં સરગમ અને છોટાખ્યાલગીતને તાલબદ્ધ રીતે ગાવનો અભ્યાસ.

- રાગ ચમનમાં સરગમ અને છોટાખ્યાલગીતને તાલબદ્ધ રીતે ગાવનો અભ્યાસ.

યુનિટ-૩

- નીચે આપેલ તાલોને ઠાહ તથા દુગુનમાં બોલવાનો અભ્યાસ

  ૧. ત્રિતાલ   ૨. દાદરા   ૩.કહરવા

- ઉપશાસ્ત્રીય સંગીત અથવા સુગમસંગીતમાંથી કોઈપણ એક ગીતપ્રકાર તૈયાર કરવો.

➢ શાસ્ત્ર વિભાગ (૨૫ ગુણ)

યુનિટ-૧

- સંગીત એટલે શું? સંગીતની ઉત્પત્તિ અંગેના મંતવ્યોનો અભ્યાસ.

- રાગના લક્ષણો જેવા કે થાટ, જાતિ, વાદી, સંવાદી, અનુવાદી, ત્વવાદી, આરોહ, અવરોહ, પકડ, વર્જિતસ્વરની સામાન્ય સમજ.

- શ્રુતિ, સ્વર અને તેના પ્રકાર, સપ્તક અને તેના પ્રકાર, લય અને તેના પ્રકારની સામાન્ય સમજ

યુનિટ-૨

- શાસ્ત્રીય સંગીત (ઉત્તર હિન્દુસ્તાની) ના ગીતપ્રકારો જેવાકે ખ્યાલ, ધ્રુપદ, ધમાર, ઠુમરી, તરાનાની સામાન્ય સમજ.

- તાલ,માત્રા,ખંડ,ઠેકા,ઠાહલય,તાલી,ખાલી,દુગુન,તિગુન,ચૌગુન,આવર્તન વગેરેની સામાન્ય સમજ.

Sports & Practice

Unit - 1 **Meaning, Aim & Objectives of Physical Education**
Meaning of Sports,
Significance of Play for a Child

Unit – 2 **Physical Fitness**
Meaning of Physical Fitness.
Components of Physical Fitness
Aahpered Physical Fitness Test

Unit - 3 **Health**
Meaning, W.H.O. Defination
Dimension of Health
(Physical Dimension, Mental Dimension, Social Dimension)

Unit - 4 **Olympic & Asian Games**

Introduction, Historical Back Ground, Aims of Olympic Games.
Opening and Closing Ceremony.
Asian Games
Introduction, Historical Back Ground, Aims of Asian Games.
India in Olympic & Asian Games.

Child Counseling (E.G)

1. To understand the need for counseling Children
2. To discuss the processes involved in counseling at different stages in human life an in different problems.
3. Understand the concept of counseling and role of counselors
4. Develop the sensitivity and positive attitude toward's deprived children and their rights.

Unit:-I The Basics of Counseling
        Process of Counseling
        Types of Counseling
        Principal of Counseling
        Qualities and skill of a Counselor

Unit:- II Children's Problem's and thiere identification, identifying children's following problem's
        Behavioural problem's
        Personality Problem's
        Problems such as depression low self esteem anxicty, juvenile delinquency etc
        Problem's of Addiction

Unit:- III (1) Approaches to Counseling at different development stages E.G. in
        (A) Late childhood development
        (B) Adolescence period
        (2) Counseling for Juvenile children

Unit:- IV (1) Counseling for Behavioral Problem's children
        (2) Counseling for Children with special needs.
        (3) Counseling for Children of Problem's such as depression, low self esteem and Personality disorders

Refereances

(1) Burnarel, P (1999) Counseling skills training, New Delhi, viva books

(2) Manthe I R (1997) Counseling, the skills of finding, solution to problem's London Roultedge

(3) Micolsan, D and Ayer's H (1995) individual Counseling, therapy and practice, London, David fulton

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Faculty of Arts

B. A. Semester – II [Computer]

Sub. Code	Subject Name	Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme							
						INT		EXT		TOTAL			
		Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)		
Paper-III	Computer Networks and Web Designing	4	--	40	4	30	--	70	--	100	--		
Paper-IV	Practical Based On Computer Networks and Web Designing	--	4	40	4	--	30	--	70	--	100		

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
B.A. Semester – II [Computer]
Paper-III : Computer Networks and Web Designing

Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme					
				INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
4	--	40	4	30	--	70	--	100	--

Unit – 1   [18 Marks]
Basic of Computer Networks:
Introduction to Computer Networks, Advantages and Disadvantages of Computer Networks.

Types of Networks : LAN, MAN, WAN, Wireless.
Network Topologies : Star, Ring, Bus, Tree, Complete, Irregular, Mesh.
Transmission Media: Introduction to Transmission Media – **Guided Transmission Media** (Magnetic Media, Twisted Pair, Co-axial Cable, Fiber Optics), **Unguided Transmission Media** (Radio Transmission, Microwave Transmission, Infrared).

Unit – 2   [17 Marks]
Concepts of Internet :
An Introduction to the Internet, Advantages and Disadvantages of Internet, Web Browsers, Web Servers, URL (Uniform Resource Locator), WWW(World Wide Web), HTTP, ISP (Internet Service Provider), Intranet, Extranet, VPN (Virtual Private Network), Search Engines, E-Mail (Electronic Mail), Chat, Video Conferencing, E-Commerce, E-Banking.

Unit – 3   [18 Marks]
Basics of HTML:
What is Internet Language?, Understanding HTML, Create a Web page,Linking to other Web Pages, Publishing HTML Pages, Text Alignment and Lists, Text Formatting Fonts Control, Email Links and link within a Page, Creating a Table, Creating HTML Forms, Creating Web Page Graphics, Putting Graphics on a Web Page, Custom Backgrounds and Colors, Creating Animated Graphics.

Unit – 4   [17 Marks]
Introduction to CSS:
Cascading Style Sheets (CSS): Basic Concepts, Defining Style with HTML Tags, Style Properties, Creating Style Sheets; Common Tasks with CSS: Text, Fonts, Margins, Links, Tables, Colors; Marquee; Mouseovers; Filters and Transitions; Adding Links; Adding Tables; Adding Forms; Adding Image and Sound; Use of CSS in HTML Documents Linking and Embedding of CSS in HTML Document., Features of Style Sheet,Style Classes, External Style Sheet.

Reference Books:

Unit 1 & 2
1. Computer Networks, A.S. Tanebaum, PHI Publication.
2. Data Communications and networking, Behrous A Forouzan,THM Publication
3. O' level IT(Made Simple Information technology, By V.K Jain & Satish Jain
4. Internet and Web Design Based on DOEACC III Revised syllabus 'O' Level (Mac Millan India Ltd)
5. Internet & Web Designing , Rajesh G Maheta, Ronak Patel, Rajesh Patel, Shyam Chavda, Nirav Prakashan 1st Edition.
6. Internet & web Desigring or S.M.Shah, Dr. L.M. Chavda, Bhadresh Patel (Bharat Publication)

Unit 3 & 4
7. Sams Teach Yourself HTML 4 in 24 Hours By Dick Oliver (Tech media) 4th edition.
8. 10 minutes Guide to HTML Style Sheets By Craig Zacker (PHI)
9. HTML and CSS, Dick Oliver and Michael Morrison (Pearson Education) 7th edition
10. CSS , Kynn Bartlett(Pearson Education) 2nd Edition
11. Introduction to Internet & HTML Scripting, Bhaumik Shroff, Books India Publication 3rd Edition.

Question Paper Scheme:

University Examination Duration: 3 Hours.

Q.1 - Unit-I	(18 Marks)
A. Objective/ Short Questions.	
B. Descriptive/ Long questions.	
Q.2 - Unit-II	(17 Marks)
A. Objective/ Short Questions.	
B. Descriptive/ Long questions.	
Q.3 - Unit-III	(18 Marks)
A. Objective/ Short Questions.	
B. Descriptive/ Long questions.	
Q.4 - Unit-IV	(17 Marks)
A. Objective/ Short Questions.	
B. Descriptive/ Long questions.	

Note: All Objective/ Short Questions are compulsory, no option will be given.

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
B.A. Semester – II [Computer]
Paper-IV : Practical Based On Computer Networks and Web Designing

Teaching Scheme (Per week)		Teaching Scheme (Per semester)		Examination Scheme					
				INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Total Hours	Credit	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
--	4	40	4	--	30	--	70	--	100

University Examination Duration: 3 Hours (Per Batch)

(Practical List)

Internet

1. Write a Step to create new Internet Connection
2. Write a Step to create new Email Account

HTML

1. Develop an HTML document for a web page of your favorite teacher. Design the page with an attractive background color, text color and background image.
2. Develop an HTML document for a web page of your favorite National Leader. Design the page with an attractive color combination, with suitable headings and horizontal rules.
3. Write an HTML document with an example of Ordered List and Unordered List.
4. Write an HTML document with an example of Table format to print your Bio-Data.
5. Write an HTML document with an example of Table format to print your Telephone Bill.
6. Write the Frameset tags and Frame tags for the following frameset.

Physics.html	Welcome.html	Account.html
Maths.html		Heading.html
Chemistry.html	Computer.html	
Biology.html		Zoology.html

7. Develop a complete web page using Frames and Frameset, which gives the Information about Hospital.

8. Write an HTML code for designing the subscription form of mail account in the e-mail website with appropriate fields.

9. Create an HTML document of giving details of your name, age, telephone no, address and enrolment no. and aligned in proper order.

10. Design page that has 5 equal columns the table should look the same in all screen resolution.
    Solution
    ```
    <table border cellspacing = 3 border color "#00000">
    <TR> <td width ="20 %">
    <p>Column1</td>
    <p>Column1</td>
    <td width="20 %">
    <p>Column1</td>
    </TR>
    </table>
    <p></p></body></html>
    ```
11. Develop your academic time table in HTML using <table> Tag and use class to change the background of different allows of your time table.
12. Calculate a web page that provides links to five different web pages or to entirely different Websites.
13. Create a HTML document with following criteria.
    a. Create your Home Page with links to various other pages (e.g Table of Content, Feedback Form, Hobbies, Achievement, Photo Gallery). Name the first page as default.htm
    b. Include Feedback form and a Table of Contents page.
    c. Insert an image in the home page and link it to the Table of Content Page.
    d. You should be able to navigate to all the pages mentioned on the Table of Content from any of the other page, hence create proper links on each page.
    e. Use the different types of fonts and colors for different pages.

CSS

1. Create a Internal CSS to give the following effects to your HTML document
   - Set the background color
   - Set an image as the background- Repeat a background image vertically
   - Set a fixed background image (this image will not Scroll with the page)

2. Create a External CSS to give the following effects to your HTML document
   - Set the color of the text
   - Specify the space between characters
   - Align the text
   - Decorate the text
   - Indent text
   - Control the letters in a text

3. Write one example of Style Sheet which uses both Internal CSS and External CSS.

University Practical Exam Scheme: (3 Hours)

Program	Output	Viva	Journal	Total
25 Marks	15 Marks	20 Marks	10 Marks	70 Marks