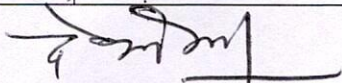
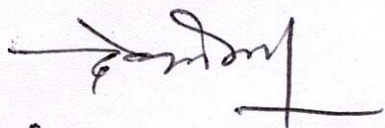


<b>Part A : Introduction</b>			
<b>Program: CERTIFICATE</b>		<b>Class : UG</b>	<b>Year: I year</b>
<b>session :2021-2022</b>			
<b>Subject : M. S. Office</b>			
1.	<b>Course Code</b>	<b>S1-COAP2G</b>	
2.	<b>Course Title</b>	<b>M. S. Office</b>	
3.	<b>Course Type</b>	<b>Elective</b>	
4.	<b>Pre-requisite(If any)</b>	Students should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.	
5.	<b>Course Learning Outcomes (CLO)</b>	<p style="text-align: center;"><b>On the completion of this course student will be able –</b></p> <ul style="list-style-type: none"> <li>• To Create and manage professional documents using word.</li> <li>• Analyze, manage and present data using excel.</li> <li>• Create and manage presentation using power point.</li> <li>• To insert a table, picture, or drawing into the document.</li> <li>• To prepare the document to be sent as a circular letter.</li> </ul>	
6.	<b>Credit Value</b>	<b>2</b>	
7.	<b>Total Marks</b>	<b>Max. Marks: 25+75</b>	<b>Min. Passing Marks: 33</b>
<b>Part B: Content Of the Course</b>			
<b>M. S. Office</b>			
<b>Total No. of Lectures =30 ( 1 hour/lecture per week) :1-0-0</b>			
<b>Unit</b>	<b>Topics</b>		<b>No. of Lectures</b>
<b>I</b>	MS Word: Introduction, Features & area of use. Working with MS Word: Ribbon tabs-Home, Insert, Page Layout, References, Mailings, Review and View, Using word to create a new document, open, save and print a document, edit and format text, change the page layout, background and borders, insert headers and footers, insert and edit tables, insert clip art and pictures to documents. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word. Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes		<b>6</b>
<b>II</b>	Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects Mail Merge : creating custom document, creating main document, creating data source , editing data source, opening a data source, sorting the data source, finding a record in data source, editing main document,		<b>6</b>

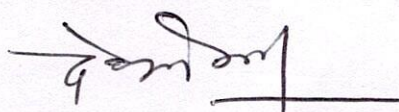
  
 (DR D N GOSWAMI)

	sorting merged documents, filtering merged documents, printing merged documents, merging onto letterhead, using different data sources with a single main document.	
III	<p><b>MS Excel</b> : Introduction to Excel interface Understanding rows and columns, Naming Cells, Working with excel workbook and sheets Formatting excel work book, New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows &amp; Cells, Perform Calculations with Functions, Creating Simple Formulas Setting up your own formula, Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference, Functions</p> <p><b>Calculations</b> - Features to be covered:- Cell Referencing, Formulae in excel – average, standard deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, Mathematical Functions, Statistical Functions, Text Functions. Sort and Filter Data with Excel Sort and filtering data Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting.</p>	6
IV	<p>Create Effective Charts to Present Data Visually Inserting Column, Pie chart etc. Create an effective chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range Editing data series, Protecting and Sharing the work book Protecting a workbook with a password, Allow user to edit ranges, Track changes, Working with Comments.</p> <p>Insert Excel Objects and Charts in Word, Use Macros to Automate Tasks Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook.</p> <p><b>Performance Analysis</b> - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting <b>Cricket Score Card creation</b> - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation</p>	6
V	<p><b>Creating PowerPoint Presentations:</b> Making presentation which demonstrate use of Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts</p> <p>Create Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides. Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing</p>	6

  
 (DR D N GOSWAMI)

<b>Part C: Learning Resources</b>	
<p><b>Suggested Digital Platforms, Web links</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.youtube.com/watch?v=Zv3XMBb3V6A">https://www.youtube.com/watch?v=Zv3XMBb3V6A</a></li> <li>2. <a href="http://www.digimat.in/nptel/courses/video/121106007/L12.html">http://www.digimat.in/nptel/courses/video/121106007/L12.html</a></li> <li>3. <a href="https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm">https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm</a></li> <li>4. <a href="https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752">https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752</a></li> <li>5. <a href="https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576">https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576</a></li> </ol> <p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis ,BPB Publication.</li> <li>2. MS Office 2000 for Everyone : Saxena Sanjay , s schnd</li> <li>3. Writer's Guide to Microsoft Word : Kari Holloway</li> <li>4. Access 2016 Bible : Michael Alexander, Richard Kusleika</li> <li>5. Excel 2019 : Greg Harvey</li> <li>6. Microsoft Powerpoint Made Easy : Chris Smith</li> </ol>	

<b>Part D: Assessment and Evaluation(Theory)</b>		
<b>Maximum Marks :</b>		<b>100</b>
<b>Continued Comprehensive Evaluation (CCE):</b>		<b>25</b>
<b>University Exam(UE):</b>		<b>75</b>
<b>Time:02:00 Hours</b>		
<b>Internal Assessment : Continued Comprehensive Evaluation (CCE):</b>	<b>Class Test</b>	<b>15</b>
	<b>Assignment/Presentation</b>	<b>10</b>
	<b>Total</b>	<b>25</b>
<b>External Assessment: University Exam</b>	<b>Section(A): Three Very Short Questions(50 words each)</b>	<b>03 X 03 =09</b>
	<b>Section(B): Four Short Questions(200 words each)</b>	<b>04 X 09=36</b>
	<b>Section(C): Two long Questions(500 words each)</b>	<b>02 X 15=30</b>
	<b>Total</b>	<b>75</b>

  
 (DR D N GOSWAMI)

**Part- A  
Introduction**

<b>Program: certificate</b>	<b>Class : UG I</b>	<b>Year: 2021</b>	<b>session:2021-2022</b>
-----------------------------	---------------------	-------------------	--------------------------

**Subject : Computer Application**

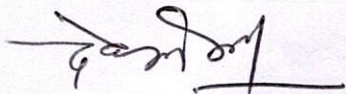
1.	<b>Course Code</b>	<b>S1-COAP2R</b>
2.	<b>Course Title</b>	<b>M S Office (Practical)</b>
3.	<b>Course Type</b>	<b>Generic Elective</b>
4.	<b>Pre-requisite(If any)</b>	
5.	<b>Course Learning Outcomes (CLO)</b>	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> <li>• To use keyboard shortcuts to perform tasks.</li> <li>• To create a new document, open, save and print a document.</li> <li>• To edit and format text, change the page layout, background and borders.</li> <li>• To modify power point custom template presentation.</li> <li>• To insert clip art and pictures to documents.</li> <li>• To navigate the start menu to locate programs, files, and settings &amp; create files and folders.</li> </ul> <p>To create a word document with customized template.</p>
6.	<b>Credit Value</b>	<b>2</b>
7.	<b>Total Marks</b>	<b>Max. Marks: 25+75</b> <b>Min. Passing Marks: 33</b>

**Part- B Content Of the Course  
M S Office (Practical)**

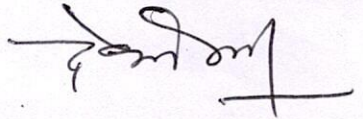
**Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)**

**Practical Lab will be conducted based on the theory Syllabus**

	<p><b>List of Practical</b></p> <ol style="list-style-type: none"> <li>1. Create a document and apply different formatting options.</li> <li>2. Design a Greeting Card using Word Art for different festivals.</li> <li>3. Create your Bio-data and use page borders and shading.</li> <li>4. Create a document and insert header and footer, page title etc.</li> <li>5. To create a document, set the margins, orientation, size, column, water mark, page color and page borders.</li> <li>6. Insert a table into the document.</li> <li>7. Prepare a mark sheet of your class subjects.</li> </ol>	<p><b>30HRS</b></p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

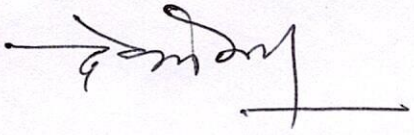
  
 (DR D N GOSWAMI)

8. Apply the creating, editing, saving , printing securing & protecting operations to an excel spreadsheets.
9. Prepare a bar chart & pie chart for analysis of five year results of your institute.
10. Work on the following exercise on a Workbook:
  - a. Copy an existing Sheet
  - b. Rename the old Sheet
  - c. Insert a new Sheet into an existing Workbook
  - d. Delete the renamed Sheet.
11. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
12. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
  - a. Sort data by Name
  - b. Filter data by Class
  - c. Subtotal of no. of students by Class.
13. Apply themes and layouts to power point slides and insert pictures, graphics, shapes, and tables into presentations.
14. In power point slide make use of adding transitions and animation & Working with master slides.
15. Create a excel worksheet and perform computations using available data and using mathematical functions chosen from menus.

  
(DR D N GOSWAMI)

<b>Part -C Learning Resources</b>	
<p><b>Suggested Digital Platforms, Web links</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.youtube.com/watch?v=Zv3XMBb3V6A">https://www.youtube.com/watch?v=Zv3XMBb3V6A</a></li> <li>2. <a href="http://www.digimat.in/nptel/courses/video/121106007/L12.html">http://www.digimat.in/nptel/courses/video/121106007/L12.html</a></li> <li>3. <a href="https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm">https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm</a></li> <li>4. <a href="https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752">https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752</a></li> <li>5. <a href="https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576">https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576</a></li> </ol> <p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis ,BPB Publication.</li> <li>2. MS Office 2000 for Everyone : Saxena Sanjay, s schnd</li> <li>3. Writer's Guide to Microsoft Word : Kari Holloway</li> <li>4. Access 2016 Bible : Michael Alexander, Richard Kusleika</li> <li>5. Excel 2019 : Greg Harvey</li> <li>6. Microsoft Powerpoint Made Easy : Chris Smith</li> </ol>	

<b>Part D: Assessment and Evaluation(Practical)</b>			
<b>Maximum Marks :</b>		<b>100</b>	
<b>Continued Comprehensive Evaluation (CCE):</b>		<b>25</b>	
<b>University Exam(UE):</b>		<b>75</b>	
<b>Internal Assessment</b>	<b>Marks</b>	<b>External Assessment</b>	<b>Marks</b>
<b>Class Interaction</b>	<b>10</b>	<b>Viva vOce on Practical</b>	<b>15</b>
<b>Attendance</b>	<b>5</b>	<b>Practical Record File</b>	<b>10</b>
<b>Assignments(Charts/Seminar/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey/ Industrial visit</b>	<b>10</b>	<b>Table Work/ Experiments</b>	<b>50</b>
<b>TOTAL</b>	<b>25</b>		<b>75</b>

  
 (DR D N GOSWAMI)

भाग अ- परिचय			
कार्यक्रम: प्रमाण पत्र	कक्षा : बीकॉम	वर्ष: प्रथम वर्ष	सत्र: 2021-22
विषय: वाणिज्य - व्यावसायिक अर्थशास्त्र			
1	पाठ्यक्रम का कोड	C1-COMC1T	
2	पाठ्यक्रम का शीर्षक	व्यावसायिक अर्थशास्त्र	
3	पाठ्यक्रम का प्रकार	इलेक्टिव	
4	पूर्वपिक्षा (यदि कोई हो)	सभी के लिए उपलब्ध (Open For all)	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम)(CLO)	<p>व्यावसायिक अर्थशास्त्र के अध्ययन से विद्यार्थीगण</p> <ul style="list-style-type: none"> <li>आर्थिक गतिविधियों के फलस्वरूप बाज़ार में वस्तुओं की कीमतों में उतार चढ़ाव से परिचित होंगे,</li> <li>मांग पूर्ति के सिद्धांत से कीमते एकाएक कम या अधिक क्यों हो जाते हैं ये ज्ञान प्राप्त कर सकेंगे</li> <li>उत्पत्ति के समस्त साधनों का ज्ञान प्राप्त कर सकेंगे</li> <li>जो उन्हें एक अच्छा उद्यमी बनाने पूर्ण प्रतियोगिता, एकाधिकार और अपूर्ण प्रतियोगिता के ज्ञान के साथ इन स्थितियों में कीमत कैसे निर्धारित होती है ये भी जान सकेंगे।</li> </ul>	
6	क्रेडिट मान	6	
7	कुल अंक	अधिकतम अंक: 25+75	न्यूनतम उत्तीर्ण अंक: 33
भाग ब- पाठ्यक्रम की विषयवस्तु			
व्याख्यान की कुल संख्या (प्रति सप्ताह घंटे में): L: 3			
इकाई	विषय	व्याख्यान की संख्या	
1	भारत में अर्थशास्त्र की ऐतिहासिक पृष्ठभूमि कौटिल्य के विशेष संदर्भ में, अर्थशास्त्र की परिभाषा व्यष्टिगत एवंसमष्टिगत अर्थशास्त्र की अवधारणा आर्थिक अध्ययन की रीतियां अर्थशास्त्रके नियम एवं उनकी प्रकृति, अर्थशास्त्र का महत्व, अर्थव्यवस्था की आधारभूत समस्यायें	15	
2	मांग की लोच: मांग की लोच की अवधारणा एवं मांग की कीमत, आय एवं आडी लोच, औसत आगम, सीमांत आगम तथा मांग की लोच, मांग की लोच का निर्धारण, मांग की मूल्य सापेक्षता का महत्व	15	
1	उत्पत्ति के साधन: भूमि, श्रम: श्रम विभाजन श्रम की कार्यकुशलता, पूंजी, संगठन व साहस, उत्पादन का पैमाना, जनसंख्या के सिद्धांत.	15	
4	उत्पादन फलन व प्रतिफल के नियम, पैमाने का प्रतिफल, समोत्पाद वक्र विश्लेषण, बाजार एवं उसका वर्गीकरण, लागत का सिद्धांत व आगम की अवधारणा	15	
5	पूर्ण प्रतियोगिता में कीमत निर्धारण व फर्म का सामू, एकाधिकारकीमत व उत्पादन निर्धारण एवं एकाधिकार नियंत्रण, एकाधिकार के अंतर्गत कीमत विभेद, अपूर्ण एवं एकाधिकृत प्रतियोगि कीमत निर्धारण	15	
6	लगानअवधारणा, रिकार्डों का लगान सिद्धांत, लगान का आधुनिक सिद्धांत, आभास लगान, मजदूरी अवधारणा, नगद व असल मजदूरी, मजदूरी निर्धारण के सिद्धांत, ब्याज अवधारणा एवं ब्याज के सिद्धांत, लाभप्रकृति अवधारणा व लाभ के सिद्धांत.	15	
सार बिंदु (कीवर्ड)टैग: अर्थशास्त्र, अध्ययन की रीतियां, मांग की कीमत, उत्पत्ति के साधन, लगान, ब्याज			

  
 (PROF. PAVAN MISHRA)

भाग स-अनुशंसित अध्ययन संसाधन

अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:

स.क्र	लेखक	पुस्तक का नाम	प्रकाशक	प्रकाशन स्थल
1.	मध्यप्रदेश हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।			
2.	सिन्हा, त्यागी	व्यवसायिक अर्थशास्त्र	हिमलया पब्लि नागपुर	
3.	सिन्हा डॉविंसी	व्यावसायिक अर्थशास्त्र	साहित्य भवन पब्लिकेशन	आगरा
4.	मिश्र डॉजेपी	व्यावसायिक अर्थशास्त्र	साहित्य भवन पब्लिकेशन	आगरा
5.	Singh Dr.S.K.	Business Economics	Sahitya Bhawan Publication	Agra
6.	Bhatiya H.L.	Micro Economics	Modern Publisher	New Delhi
7.	Sinha Dr. V.C. & Dr. Pushpa	Business Economics	SBPD Publication	Agra

2.अनुशंसित डिजिटल प्लेटफॉर्म वेब लिंक

<https://sda24.com/bcom-business-economics-notes/>

<https://dreamlife24.com/bcom-1st-...>

<https://uou.ac.in/sites/default/files/slm/BCM-103pdf>

<https://www.hindinotes.org>

<https://www.freebookcentre.net>

<https://www.geektonight.com/business-economics-notes-pdf/>

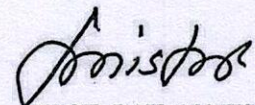
भाग द -अनुशंसित मूल्यांकन विधियां:

अनुशंसितसतत मूल्यांकन विधियां:

अधिकतम अंक: 100

सतत व्यापक मूल्यांकन (CCE) अंक : 25विश्वविद्यालयीनपरीक्षा (UE) अंक: 75

आंतरिक मूल्यांकन:	क्लास टेस्ट (वस्तुनिष्ठ या लघु उत्तरीय या दीर्घ उत्तरीय )	15
सतत व्यापक मूल्यांकन (CCE):	असाइनमेंट/प्रस्तुतीकरण (प्रेजेंटेशन)	10
		कुल अंक :25
आकलन :	अनुभाग (अ): तीन अति लघु प्रश्न (प्रत्येक 50 शब्द)	03 x 03 = 09
विश्वविद्यालयीन परीक्षा:	अनुभाग (ब): चार लघु प्रश्न (प्रत्येक 200शब्द)	04 x 09 = 36
समय- 02.00 घंटे	अनुभाग (स): दो दीर्घ उत्तरीय प्रश्न (प्रत्येक 500 शब्द)	02 x 15 = 30
		कुल अंक 75

  
(PROF. PAVAN MISHRA)



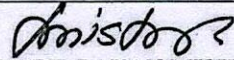
### Part A introduction

Programme : Certificate Class:B.COM.1 <sup>st</sup> Year session 2021-22		
Subject: Commerce		
1	CourseCode	C1-COMC1T
2	Course Title	Business Economics
3	Course Type	General Elective
4	Pre-requisite	Not required open for all
5	Course Learning Outcomes	<p>Upon successful completion of the course a student will be able to</p> <ol style="list-style-type: none"> <li>1. Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.</li> <li>2. Understand the links between household behavior and the economic models of demand.</li> <li>3. Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demand curve.</li> <li>4. Understand the links between production costs and the economic models of supply.</li> <li>5. Understand the concept of Pricing</li> <li>6. Analyze operations of markets under varying competitive conditions</li> </ol>
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

### Part B: content of the course

Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1	Historical background of economics in India with special reference to Kautilya, Definition of Economics, Concept of Micro and Macro Economics, Method of Economic study, Economics Law and their nature, Significance of Economics, Basic problems of Economics	15
2	Elasticity of Demand, Concept and measurement of Elasticity of Demand, Price, Income and cross elasticity, Average Revenue, Marginal Revenue and Elasticity of Demand, Determination of Elasticity of Demand, Importance of Elasticity of Demand,	15
3	Factors of Production- Land, Labour, Division of labour, Efficiency of Labour, Capital, Organisation and Enterprises, The scale of production, Theories of Population.	15
4	Production function and Law of returns, Return of scale, Equal product curve analysis, Market and their classification, Theory of cost and concept of revenue.	15
5	Price determination under perfect competition and Equilibrium of the firm, Monopoly-price and output determination and monopoly control, Price determination under monopoly, Imperfect and monopolistic competition-price determination.	15
6	Rent- concept, Ricardian and modern theories of Rent, Quasi Rent, Wages- concept, nominal and real wages, theories of wage determination; Profit-Nature, concept and Theories of profit.	15

Keywords/Tags: micro economics, macro economics, Production, perfect competition, Rent

  
(PROF. PAVAN MISHRA)

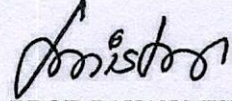
### Part C learning Resources

- 1 मध्यप्रदेश हिन्दी ग्रंथ अकादमी भोपाल की पुस्तक।
- 2 Kennedy John Fundamentals of Business Economics Himalaya Pub.Nagpur
- 3 Singh Dr.S.K. Business Economics Sahitya Bhawan Publication Agra
- 4 Bhatiya H.L. Micro Economics Modern Publisher New Delhi
- 5 Sinha Dr. V.C. & Dr. Pushpa Business Economics SBPD Publication Agra
- 6 मिश्रडॉजेपी व्यावसायिकअर्थशास्त्र साहित्यभवनपब्लिकेशन

#### Suggestive digital platforms, web links:

1. [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
2. <http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf>
3. <https://old.mu.ac.in/wp-content/uploads/2020/01/FYBCOM-BUSSINES-ECO-I-Eng.pdf>
4. <http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf>

भाग द -अनुशासित मूल्यांकन विधियां:		
अनुशासितसतत मूल्यांकन विधियां: अधिकतम अंक: 100		
सतत व्यापक मूल्यांकन (CCE) अंक : 25 विश्वविद्यालयीनपरीक्षा (UE) अंक: 75		
आंतरिक मूल्यांकन:	क्लास टेस्ट (वस्तुनिष्ठ या लघु उत्तरीय या दीर्घ उत्तरीय )	15
सतत व्यापक मूल्यांकन (CCE):	असाइनमेंट/प्रस्तुतीकरण (प्रेजेंटेशन)	10
		कुल अंक :25
आकलन :	अनुभाग (अ): तीन अति लघु प्रश्न (प्रत्येक 50 शब्द)	03 x 03 = 09
विश्वविद्यालयीन परीक्षा:	अनुभाग (ब): चार लघु प्रश्न (प्रत्येक 200शब्द)	04 x 09 = 36
समय- 02.00 घंटे	अनुभाग (स): दो दीर्घ उत्तरीय प्रश्न (प्रत्येक 500 शब्द)	02 x 15 = 30
		कुल अंक 75

  
(PROF. PAVAN MISHRA)