Guidelines for CBCS Revised Syllabus w.e.f. 2019-20
For the Paper Titled
"Computer Applications in Business" of B. Com. (Hons.)
Paper No. BCH 4.3, Semester-IV

JOINTLY ORGANISED
BY
Department of Commerce, Delhi School of Economics, University of Delhi
And
Zakir Husain Delhi College (Evening), University of Delhi

Date: 19th October, 2020

MINUTES

An online meeting was held on Monday, 19th October, 2020 at 2.30 PM on Google Meet Platform (Meeting ID https://meet.google.com/kgj-rnts-qzo) to prepare the Guidelines for CBCS Revised Syllabus w.e.f. 2019-20 for the paper titled "Computer Applications in Business" of B. Com. (Hons.) Paper No. BCH 4.3, Semester-IV, jointly organised by Department of Commerce, Delhi School of Economics, University of Delhi and Zakir Husain Delhi College (Evening), University of Delhi. Total Seventy-Two (72) faculty members of the different colleges of University of Delhi associated with teaching of this paper registered in advance to attend the meeting and finally Fifty-One (51) faculty members attended the meeting on the scheduled day, date and on the given link. The meeting was convened by Dr. Rajanikant Verma, Associate Professor, Commerce, Zakir Husain Delhi College (Evening) and represented by Dr. H. K. Dangi, Associate Professor from the Department of Commerce, Delhi School of Economics, University of Delhi. The following members were present in the online meeting:

Sl. No.	Name of the Faculty	Department / Affiliated College Name
1	DR. MASROOR AHMAD BEG (PRINCIPAL)	ZAKIR HUSAIN DELHI COLLEGE (EVENING) UNIVERSITY OF DELHI
2	DR. H. K. DANGI (REPRESENTATIVE FROM DOC)	DEPARTMENT OF COMMERCE DELHI SCHOOL OF ECONOMICS), UNIVERSITY OF DELHI
3	DR. RAJANIKANT VERMA (CONVENOR)	ZAKIR HUSAIN DELHI COLLEGE (EVENING) UNIVERSITY OF DELHI
4	MR. HARENDRA NATH TIWARI	SHRI RAM COLLEGE OF COMMERCE
5	MS NEHA	MAITREY COLLEGE
6	DR. ISHPREET VIRDI	MATA SUNDRI COLLEGE FOR WOMEN
7	MS. SHIPRA CHAUDHRI	COLLEGE OF VOCATIONAL STUDIES
8	MR. ANKIT SINGH	ACHARYA NARENDRA DEV COLLEGE
9	MS. NEELAM JHAWAR	INDRAPRASTHA COLLEGE FOR WOMEN
10	DR. MEGHA AGARWAL	RAJDHANI COLLEGE
11	DR. RAJIV MIDHA	SGND KHALSA COLLEGE
12	MS. VANSHIKA JAIN	LADY SRI RAM COLLEGE
13	MS. INDU	LADY SHRI RAM COLLEGE FOR WOMEN
14	MS. AYESHA TABASSUM	ZAKIR HUSAIN DELHI COLLEGE (EVENING)
15	MS. PALAK KAKKAR	SHYAM LAL COLLEGE
16	MS. LAXMI	RAJDHANI COLLEGE
17	MS. RASHI PALIWAL	ADITI MAHAVIDAYALA
18	MS. KAMALDEEP KAUR SARNA	SHRI RAM COLLEGE OF COMMERCE
19	DR ARCHANA AGARWAL	SRI AUROBINDO COLLEGE EVENING
20	DR. PAYAL JAIN	GARGI COLLEGE
21	MS. KAVITA SINGLA	PGDAV COLLEGE
22	MS. NAMITA JAIN	SHRI RAM COLLEGE OF COMMERCE

23	MS. SONAM TOMAR	DESHBANDHU COLLEGE
24	DR. REKHA KASHYAP	SHYAM LAL COLLEGE (EVENING)
25	MS. RASLEEN KAUR	SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
26	MS. PRIYANKA KHANNA	PGDAV COLLEGE
27	DR. MOHNISH KUMAR	DR. BHIM RAO AMBEDKAR COLLEGE
28	MS. ANAM KHAN	GARGI COLLEGE
29	MS. JANKI RANI	SWAMI SHRADDHANAND COLLEGE
30	MS CHANDNI ASWAL	SHAHEED BHAGAT SINGH COLLEGE
31	PREM LATA	LADY SHRI RAM COLLEGE FOR WOMEN
32	MS. SONIA	SRI AUROBINDO COLLEGE
33	DR HARSHMEETA KAUR SONI	MATA SUNDRI COLLEGE FOR WOMEN
34	MS. RADHIKA SRINIVASAN	VIVEKANANDA COLLEGE
34	MS. RATI DHILLON	LAKSHMIBAI COLLEGE
36	DR. ISHA GOEL	DAULAT RAM COLLEGE
37	MS. NEELU VERMA	JANKI DEVI MEMORIAL COLLEGE
38	MS. ANU PRIYA ARORA	ATMA RAM SANATAN DHARMA COLLEGE
39	MR. BAL KISHAN	SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
40	DR. JAIDEEP	SHRI RAM COLLEGE OF COMMERCE
41	MS NATASHA TAGEJA	COLLEGE OF VOCATIONAL STUDIES
42	MS MANSI BANSAL	SGTB KHALSA COLLEGE
43	MR. ANKUSH BHARGAVA	ZAKIR HUSAIN DELHI COLLEGE (EVENING)
44	DR. S. KALPANA DEVI	MATA SUNDRI COLLEGE FOR WOMEN
45	MR. ANKIT SINGH	ACHARYA NARENDRA DEV COLLEGE
46	DR. REKHA KASHYAP	SHYAM LAL COLLEGE (EVENING)
47	DR. VIBHA GUPTA	LAKSHMIBAI COLLEGE
48	DR. AISHVARYA BANSAL	SWAMI SHRADDHANAND COLLEGE
49	MR. GHANSHYAM CHAND YADAV	SHAHEED BHAGAT SINGH EVENING COLLEGE
50	MR. NASEEM AKHTER	DYAL SINGH EVENING COLLEGE
51	MR. VIPIN KUMAR	KIRORI MAL COLLEGE

The following guidelines were set in the online meeting with the consent of all the Faculty Members and the Representative of Department of Commerce, Delhi School of Economics, University of Delhi:

Teaching Related General Guidelines

1. Total Number of Lectures Assigned As per CBCS University of Delhi Revised Syllabus for Computer Applications in Business are 52 Theory Classes & 52 Practical Classes i.e. total 104 Lectures.

2. Unit Wise Breakup of 104 Lectures are recommended as follows:

    Unit I   : Data Processing, Networking and Recent Trends in Computing   15 Lectures
    Unit II   : Word Processing (4 Theory & 8 Practical Classes)   12 Lectures
    Unit III : Preparing Presentations (3 Theory & 4 Practical Classes)   07 Lectures
    Unit IV : Spreadsheet and its Business Applications
                            (18 Theory & 24 Practical Classes)   42 Lectures
    Unit V : Database Management System
                            (12 Theory & 16 Practical Classes)   28 Lectures

Examination/Assessment Related General Guidelines

    Total Marks: 100
    Theory Examination   : 25 Marks   Duration of Exam: 1 Hr
    Practical Examination (External)   : 50 Marks   Duration of Exam: 2 Hrs
    Internal Assessment   : 25 Marks
        Note 1:   Class Test-10 Marks, Work Book- 10 Marks and Attendance - 5 Marks
        Note 2:   Work book may preferably be collected in Hardcopy/CD/E-mail (electronic
                  form) by ensuring authenticity and identity of the students.

Theory Examination Related General Guidelines

1. Total number of questions will be four. First Question will be based on objective questions (True/False, Fill up the blanks, Multiple Choice, Matching etc.) carrying 7 Marks and Three more questions with 6 Marks each with internal choice format requiring comprehensive coverage of entire Unit 1 (Data Processing, Networking and Recent Trends in Computing) and Unit 5 (Database Management System (Theory)) and probably two questions from Unit 1 and one question from Unit 5.

 For Example:

Q1	Objective Questions	7 Marks
Q2	(a)	6 Marks
	Or	
	(b)	
Q3	(a)	6 Marks
	Or	
	(b)	
Q4	(a)	6 Marks
	Or	
	(b)	

Practical Examination Related General Guidelines

1. Distribution of Marks for Practical Examination

	Machine Handling	03 Marks
1:	Unit II : Word Processing (One Question)	06 Marks
2:	Unit III : Preparing Presentations (One Question)	06 Marks
3:	Unit IV : Spreadsheet and its Business Applications (One Question)	12 Marks
4:	Unit IV : Spreadsheet and its Business Applications (One Question)	08 Marks
5:	Unit V : Database Management System (One Question)	15 Marks

 (For detailed distribution of marks and number and type of the questions to be framed for assessment, please refer the EVALUATION SHEET in **Annexure 1**.)

2. The Practical based on Word Processing should be based on Formatting Document, Table & Shading, Bullets & Numbering for Document Preparation, Mail Merged Document, etc.

3. The Practical based on Presentations should include maximum 3 slides covering less text and focused on Numbering/Bullets, Clip Art, Picture, Animation, Transition, etc.

4. The worksheet functions for "Unit IV: Spreadsheet and its Business Applications" to be covered, should be based on the projects given in the syllabus i.e. Loan and Lease Statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint Optimization, Assignment Problems, Depreciation Accounting; Graphical Representation of Data; Frequency Distribution and its Statistical Parameters; Correlation and Regression Analysis. Use of correct worksheet functions with accuracy and generalization of the work sheet is must. Students are also required to use the proper format depending upon data used in the question.

5.   The practical based on DBMS Software should cover Table creation with the field name conventions and choosing data type, setting field properties, setting relation, lookup properties, validation rule including constraints across fields and it must include creation of the Forms, Reports based on grouping, and Queries from multiple tables based on 2 to 3 conditions.

All the faculty members participated actively in the deliberation and appreciated the timely initiative of Prof. Reetesh Kr. Singh, the HOD, Department of Commerce and expressed sincere thanks to Dr. Amit Kumar Sigh, Coordinator, Associate Professor, Commerce Department, University of Delhi, for the interest shown by him in executing this meeting and special thanks to Dr. H. K. Dangi, Representative, Associate Professor, Commerce Department, University of Delhi, for his throughout the deliberation in the meeting.

The meeting ended with a vote of thanks to the Principal of the College Dr. Masroor Ahmad Beg, Convener of the meeting Dr. Rajanikant Verma, Representative, Department of Commerce, Dr. H. K. Dangi and Coordinator, Department of Commerce Dr. Amit Kumar Singh.

Dr. Rajanikant Verma
(Convenor of the Meeting)

Associate Professor, Commerce
Zakir Husain Delhi College (Evening)
University of Delhi

Dr. H. K. Dangi
(Representative)

Associate Professor
Department of Commerce, DSE
University of Delhi

Date of Exam :   **Machine No. :**   **Q. Paper's Code/Set No. :**

University of Delhi: April/May Examination 20_ _
(As Per CBCS Revised Syllabus 2019-20)

B. Com. (Hons.), Semester IV
Paper – 4.3: Computer Applications in Business

EVALUATION SHEET

Name of the College   :

Student's Name   :   **Exam Roll No** :

External Examiner's Name   :   **Code**   :

Internal Examiner's Name   :   **Code**   :

Sl. No.	Descriptions	Max. Marks	Marks Obtained
	Machine Handling (3 Marks)	3	
1	**WORD PROCESSOR – Document Preparation or Mail Merge (6 Marks)**		
	Formatting Document, Table & Shading, Bullets & Numbering for Document Preparation, Mail-Merged Document, etc.	6	
2	**PRESENTATION- Preparing Presentation**		
	Maximum 3 Slides Covering Less Text and Focus on Numbering/Bullets, Clip Art, Picture, Animation, Transition, etc.	6	
3	**SPREADSHEET - Financial Functions (Payroll / Loan Lease Statement/ Depreciation Accounting) (12 Marks)**		
	Appropriate Format, Use of Correct Function and Accuracy, Layout of Work Sheet, Generalized	12	
4	**SPREADSHEET - Regression/ Frequency/Capital Budgeting/ Ratio Analysis/What If Analysis/Solver/Data Analysis Tool Pack (8 Marks)**		
	Format, Graph, Use of Correct Functions, Layout of Work Sheet, Generalized	8	
5	**DATABASE (15 Marks)**		
	Table Creation: (7 Marks) Field Name Conventions and Choosing Data Type, Setting Field Properties, Setting Relation, Lookup Properties, Validation Rule including Constraints Across Fields **All Three: (8 Marks)** Creation of Forms (2) + Reports Based on Grouping (2) + Queries from Multiple Tables Based on 2 to 3 Conditions) (4)	15	
	Grand Total	50	
	In Words:		

Note: Marks in Total are required to be given under each head(s). Individual marking based on features are not needed.

Signature of Evaluators

External Examiner   :

Internal Examiner   :

Remarks if Any: