



कार्यालय, प्राचार्य
शासकीय महामाया महाविद्यालय
रतनपुर - 495442
जिला - बिलासपुर (छ.ग.)

Special College
Code - 2812

Website: www.gmc-ratanpur.ac.in; Tel: 07753255490; Mob: 8962311524
Email: gmc_ratanpur@rediffmail.com; pri-mratanpur.cg@gov.in; col-mratanpur.cg@gov.in

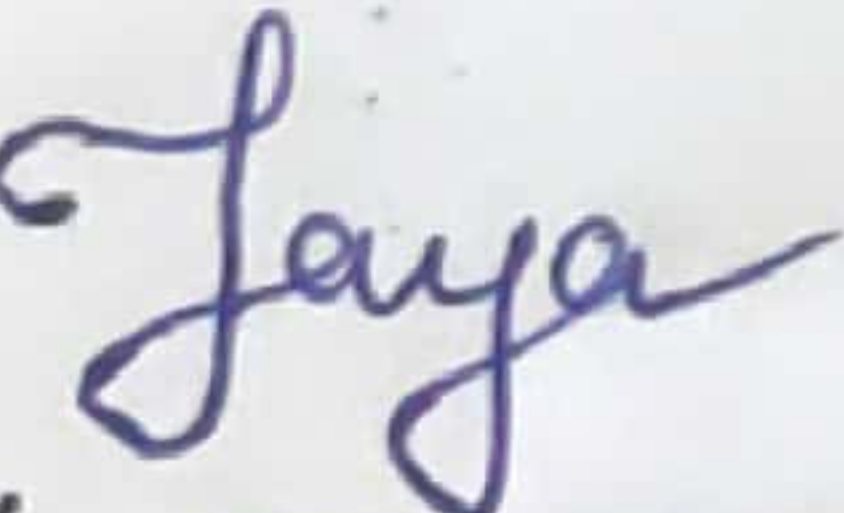
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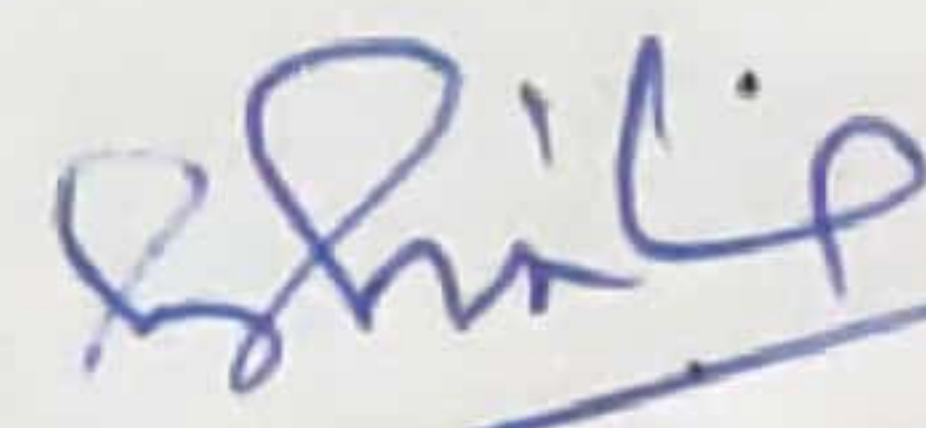
महाविद्यालय में प्रवेशित समस्त नियमित विद्यार्थियों को सूचित किया जाता है कि शासन के निर्देशानुसार सत्र 2021-22 से विद्यार्थियों के कौशल विकास एवं गुणवत्ता उन्नयन हेतु निम्नलिखित 08 मूल्य वर्धित पाठ्यक्रमों (वेल्यू एडेड कोर्स) को महाविद्यालय के आई.क्यू.ए.सी. से अनुमोदन पश्चात प्रारंभ किया जा रहा है। पाठ्यक्रम, संबंधित विभाग एवं पाठ्यक्रम प्रभारियों के नाम निम्नानुसार है :-

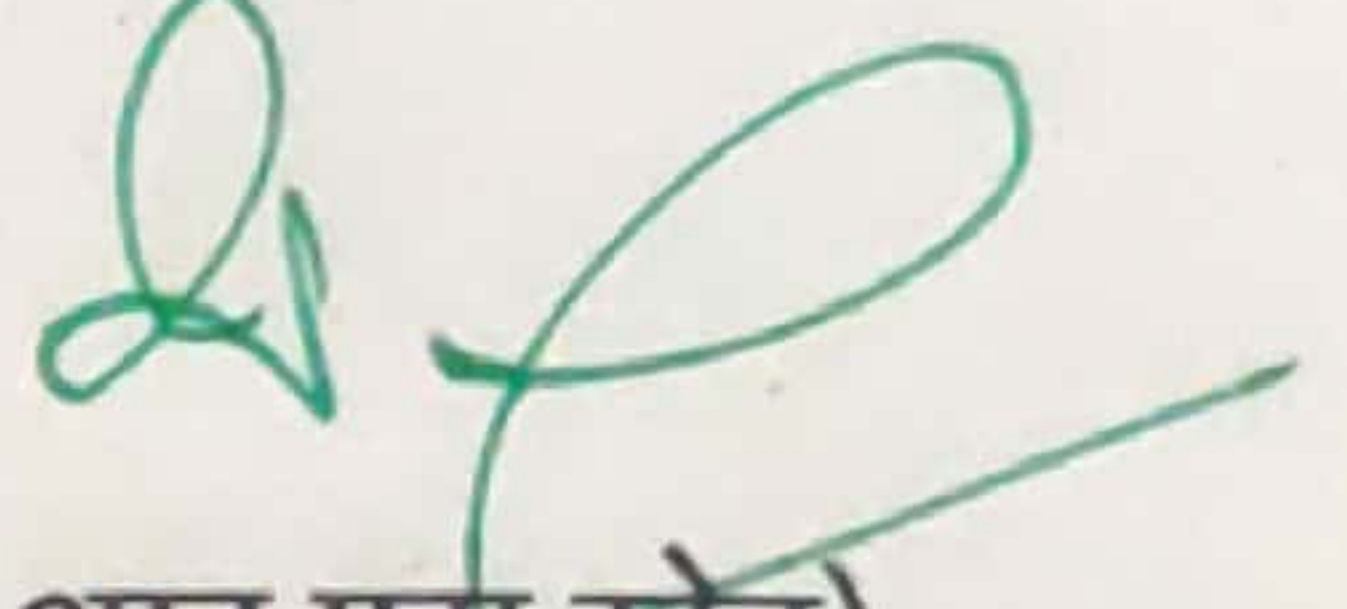
क्र.	पाठ्यक्रम	संबंधित विभाग	पाठ्यक्रम प्रभारियों के नाम	मोबाईल नंबर
01	Quantitative aptitude	गणित	डॉ. श्रीमती सीमा सिन्हा	9993893225
02	English communication skill	अंग्रेजी	डॉ. श्रीमती श्रद्धा दुबे	9827404136
03	E-Commerce	वाणिज्य	डॉ. जया चावला	9425223782
04	Tally & Accounting packages	वाणिज्य	डॉ. जया चावला	7974423430
05	MS office, Internet and its applications	भौतिक शास्त्र	श्री शिवशंकर पाण्डेय	9340206990
06	Gardening and Floriculture	वनस्पति शास्त्र	डॉ. राजेश कुमार राय	9754375001
07	Certificate course in tourist guide	इतिहास	श्री देवलाल उइके	9009804990
08	Yoga	हिन्दी	डॉ. राजकुमार सचदेव	9981633869

इन 08 पाठ्यक्रमों में से किसी 01 में नामांकन हेतु निम्नलिखित नियम है:-

- यह एक सर्टिफिकेट कोर्स है।
- यह पाठ्यक्रम 30 घण्टों का होगा तथा कोर्स समाप्ति के पश्चात महाविद्यालय द्वारा जारी सर्टिफिकेट में प्राचार्य, पाठ्यक्रम प्रभारी तथा प्रोग्राम समन्वयक के हस्ताक्षर रहेंगे।
- इसमें नामांकन शुल्क 300 रु प्रति विद्यार्थी होगा।
- प्रत्येक पाठ्यक्रम में न्यूनतम एवं अधिकतम विद्यार्थी संख्या क्रमशः 25 एवं 120 होगी। कोई भी पाठ्यक्रम न्यूनतम 25 विद्यार्थियों के पंजीकृत होने पर ही प्रारंभ किया जा सकेगा।
- इसमें नामांकन हेतु छात्र संबंधित विभाग के पाठ्यक्रम प्रभारी से दिनांक 18-10-21 से 25-10-21 तक संपर्क करें।
- प्रस्तावित पाठ्यक्रम की जानकारी महाविद्यालय की वेब साइट gmc-ratanpur.ac.in से भी प्राप्त की जा सकती है।


(डॉ. जया चावला)
पाठ्यक्रम समन्वयक


(डॉ. श्रीमती सीमा सिन्हा)
आई.क्यू.ए.सी. समन्वयक


(डॉ. आर.एस. खेर)
प्राचार्य 13.10.21



Government Mahamaya College, Ratanpur 495 442
District – Bilaspur (CG)

Value Added Course (Session 2021 – 2022)
Quantitative Aptitude

Syllabus

Total Marks : 100 (External: 80 & Internal : 20)

Unit	Details	Marks	Hours
I	Divisibility, HCF and LCM, Decimal Fractions, Square roots and Cube Roots, Logarithms, Antilogarithms.	20	6
II	Averages, Percentage, Profit and Loss, Ratio and Proposition, Partnership, Alligation and mixture.	20	6
III	Time and work, Pipes and Cistern, Time and Distance, Boats and Streams.	20	6
IV	Simple Interest, Compound Interest, Stocks and Shares, True Discount, Banker's discount.	20	6
V	Area, Volume and surface Areas, Heights and Distances, Data Interpretation : Tabulation, Bar Graphs, Pie Charts, Line Graphs.	20	6

Reference:

1. R.S. Aggarwal, Objective Arithmetic , S. Chand & Company, New Delhi , 2005
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest Mathematics (for all Competitive Examinations), Kiran Prakashan, 2012
3. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi, 2012

Head of the Department

Coordinator IQAC

Principal 27.9.21
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 रतनपुर, जिला बिलासपुर (उ.प्र.)

DISTRICT - BILASPUR (C.G.)

VALUE ADDED COURSE : ENGLISH COMMUNICATION SKILL

Syllabus

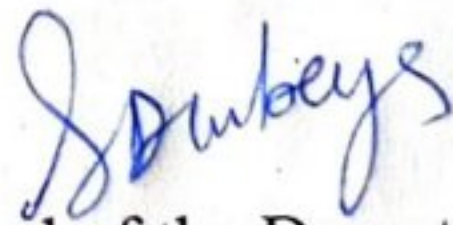
English Communication skill

Total Marks : 100 (External : 80 & Internal : 20)


S.No.	Unit Details	Marks	Hours
I	Recap of language skills - Parts of Speech, grammar, Vocabulary, Phrase, Clause, sentences, punctuation	20	6
II	Listening Skill : Comprehending - Retaining, Responding, Dictations, introduction to phonetic sounds through examples, vowels, consonants and pronunciation.	20	6
III	Speaking Skill : Formal and informal conversation, conversation in the workplace, public speech, speaking words articulation.	20	6
IV	Reading Skills : Acquiring reading comprehension interpret and decode written language and text fluency and vocabulary strategies that help readers to interpret and find meaning in texts and retention.	20	6
6	Writing Skill : Report writing, paragraph writing, circular, essay writing, CV's, Resume, generating ideas, organizing ideas.	20	6

Reference :

- Hewing martin 1999, Advanced English Grammar : A Self -Study Reference and Practice Book for South Asian Students, Reprint 2003, Cambridge University Press - N. Delhi
- Lewis Norman, 1991, Word Power Made Easy. Pocket Books.
- Hall and Shepherd . The Anti-Grammar Book : Discovery Activities for Grammar Teaching. Longman.
- Sasikumar . Vand P.V.Dharmija. 1993. Spoken English : A Self - Learning Guide Conversation Practice, 34th reprint, Tata Mc. Graw - Hill N . Delhi
- John, Seely. The Oxford Guide to Writing and Speaking. Oxford UP, 1998, Delhi


Head of the Department


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Principal
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Government Mahamaya College, Ratanpur C.G.

Value Added Course (Session 2021-22)

E-Commerce

Syllabus including marks & Theory / practical

Unit 1 Introduction

4 hours / 16 marks

Meaning, nature, concept, advantages, disadvantages and reasons for transacting online, types of e-commerce, E-Commerce Business models(introduction, key elements of a business model and categorizing major E-commerce business models), forces behind e commerce. Technology used in e-commerce: the Dynamics of World Wide Web and internet (meaning, evolution and features)

Unit 2 Security and encryption

6 hours / 16 marks

Need and concepts, the E-Commerce security environment :(dimension, definition and scope of e-security), security threats in the E-Commerce environment (Security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (encryption, security channels of communication, protecting Networks and protecting servers and clients)

Unit 3 IT Act 2000 and Cyber Crimes

6 hours / 16 marks

IT Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscriber, Penalties and adjudication, Appellate Tribunal, Offences and Cyber- crimes.

Unit 4 E-Payment System

4 hours lectures & 3 hours Practical Labs / 16 marks

Models and methods of E-payments (debit card, credit card, smart card, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concept, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in E-payments.

Unit-5 On-line Business Transactions

3 hours lectures & 4 hours Practical Labs / 16 marks

Meaning, purpose, advantages and disadvantages of transacting online, E-Commerce applications in various Industries like banking, insurance, payment of utility bills, online marketing e-retailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment), Online shopping (Amazon, Snapdeal, Alibaba, Flipkart, etc.)

Suggested readings -

PT Joseph, E-commerce: An Indian perspective PHI learning

TN Chhabra, E-Commerce, Dhanpat Rai & Co.

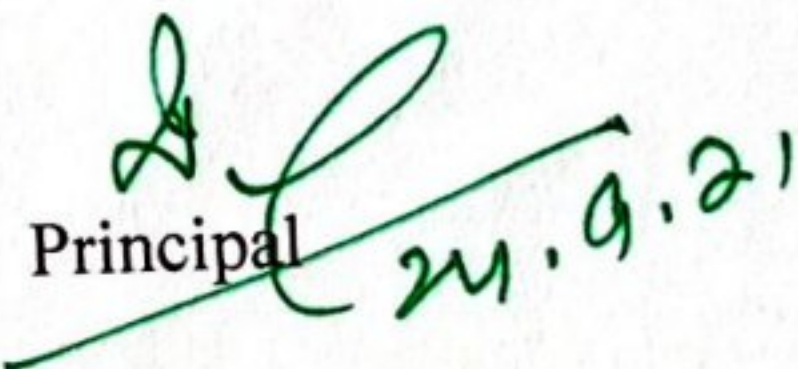
Bharat Bhaskar, Electronic Commerce: Framework, technology and application ,4th edition
McGraw-Hill Education



Coordinator(IQAC)



Head of Department


Principal

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रतनपुर, जि. बिलासपुर (छ.ग.)

Enclosure 2 Syllabus including marks & Theory / practical

Government Mahamaya College, Ratanpur C.G.

Value Added Course (Session 2021-22)

Tally And Accounting Packages

Syllabus including marks & Theory / practical

Learning objectives: The main objective of this course is to equip the learner with a better hand on experience of accounting with Tally over computer system.

Unit I Basics of accounting

8 hours/16 marks

Introduction, Types of accounts, Golden rules of accounting. Accounting principles, concepts and conventions. Double entry system of bookkeeping. Mode of accounting, financial statements, transactions and maintaining records of transactions.

Unit II Fundamentals of Tally ERP 9

5 hours/16 marks

Introduction of Tally.ERP 9, History of tally, getting functions with Tally ERP 9, Company Features, Configuration, Creation and setting up of company in Tally ERP 9

Unit III Accounting master in Tally ERP 9

6 hours/16 marks

F11 features, F12: configurations (Chart of Groups • Groups • Multiple Groups • Ledgers • Multiple Ledgers), Setting of accounting heads

Unit IV Account with Inventory Masters in Tally ERP 9

6 hours/16 marks

Inventory Masters in Tally.ERP9 – (Stock Groups, Multiple Stock Groups, Stock Categories, Multiple Stock Categories, Units of Measure, Godowns, Stock Items)

Vouchers entries in Tally.ERP9 – (Introduction, Types of Vouchers, Chart of Vouchers, Accounting Vouchers, Inventory Vouchers, Invoicing)

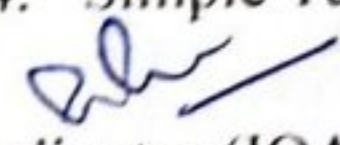
Unit V Advanced Accounting in Tally ERP 9


5 hours/16 marks

Bill wise details, Cost centers and Cost Categories, Multiple currencies, Interest calculations, Budget and controls, Scenario management, Bank Reconciliation, Report analysis, Trading account, Profit and loss account and Balance sheet.

Suggested Readings:

1. Tally 9 in simple steps, Kogent Solutions Inc. John Wiley & Sons.
2. Krishnan, Avichi, Tally ERP 9 for Real Time Accounting
3. Tally ERP 9 Made Simple: Basic Financial Accounting, BPB Publisher.
4. Simple Tally 9, Asok K. Nadhani, BPB Publications


Coordinator (IQAC)


Head of Department


Principal

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Government Mahamaya College, Ratanpur 495 442
District – Bilaspur (CG)

Value Added Course (Session 2021 – 2022)

Syllabus
MS Office, Internet and its Applications

Total Marks : 100 (Th.: 40, Prac. : 40 & Internal : 20)

Unit	Details	Marks	Hours
I	Document Creation in MS-WORD: Introduction; Features-Word User Interface Elements, Creating new documents, Basic Editing, Saving a document, Printing a Document, Print preview, Font formatting, Setting tabs-Page Margins, Indents, Paragraph formatting, Headers and Footers, Mail Merging, Spelling and Grammar checking, Thesaurus, Macros, Word art.	10	6
II	Ms-Excel : Introduction, working with cell and cell addresses, moving, cutting, copying with paste, inserting and deleting cells, adding deleting and copying worksheet within a workbook, cell formatting options, changing row/column/height/width, Formatting a worksheet automatically ; using print preview, Preparing worksheet for the printer, selecting print area.	10	6
III	Ms-PowerPoint Create Slide Presentation – Design Theme – Add Text – Editing Techniques – Slide Master – Format Slide.-Transition and Animation.	10	3
IV	Uses of internet, Requirements for connecting to the Internet, Browsing the Internet and using Links, Search Engines, E-mail, Whatsapp –Telegram-Instagram – Facebook – Twitter.	10	3
V	Practical: MS-WORD, MS-Excel, Ms-PowerPoint, Internet Surfing	40	12

Reference:

1. Yogesh Patel, Ms Office (Hindi Edition)
2. YCT Expert Team , Introduction to internet of things (IOT)

Head of the Department

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24.9.21

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Government Mahamaya College

Ratanpur - 495442

District – Bilaspur (C.G.)

Syllabus (Theory)

Gardening and Floriculture

Time of Examination: 90 Min.

MM : 50

Unit	Details	Marks	Hours
I	Objectives and Importance of gardening, Styles of garden – Formal, informal and free style gardens, Home garden, Hanging garden; Types of gardens – English, Mughal, Babylonian garden.	10	3
II	Garden plant components -Ornamental plants, Shrubbery, fernery, palmatum, arches and pergolas, edges and hedges, climbers and creepers, cacti and succulents, annuals, flower borders and beds, ground covers and carpet beds.	10	3
III	Floriculture: Introduction and scope; Present situation & scope in India. Flower Crops, various types of flowers, seasonal flowers, cut flowers, pot plants, seeds and bulbs and aquatic plants, Crops - Rose, Chrysanthemum, Carnation, Gerbera, Gladioli, Tuberose, Aster, Liliiums, Dahlia and Marigold.	10	3
IV	Open Cultivation, Protected cultivation, soil requirements, Soil decontamination techniques, planting methods, fertigation. Propagation techniques for selected ornamental plants, Indoor and Foliage plants. Use of growth regulators. Weed management, IPM and IDM.	10	3
V	Cut flower standards and grades, Harvest indices, Harvesting techniques, Post-harvest handling, Pre cooling, Pulsing, Packing, Storage & Transportation. Present status and future scope of floriculture in Chhattisgarh state.	10	3

Suggested books:

1. Randhawa, G. S. and Mukhopadhyay, A. (1986) "Floriculture in India." Allied Publisher (India).
2. Bhattacharjee, S. K. (2006) "Advances in Ornamental Horticulture." Vols. I-VI. Pointer Pub.
3. Lauria, A. and Victor, H. R. (2001) "Floriculture – Fundamentals and Practices." Agrobios.
4. Sabina, G. T. and Peter, K. V. (2008) "Ornamental Plants for Gardens." New India pub. India.
5. Suggested by Teacher / Trainer.

Head of the Department

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Government Mahamaya College

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District – Bilaspur (C.G.)

Syllabus (Training Program)

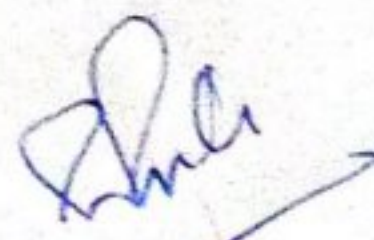
Gardening and Floriculture

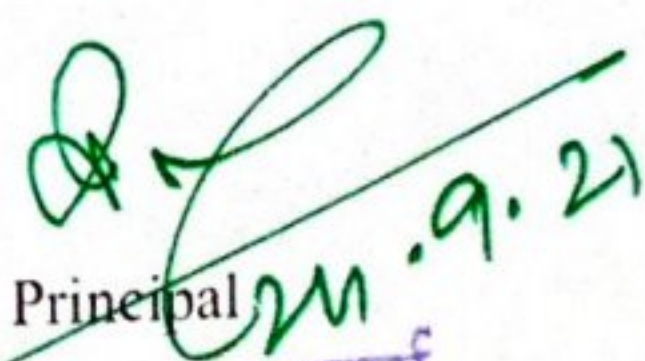
MM : 50

Time of Examination : 90 Min.

Part	Details	Marks	Hours
A	1. Objectives of gardening, Branches of Horticulture, gardening and environment, qualities of successful gardener. 2. Familiarization with various types of vegetable plants, seeds, various types of flowers, seasonal flowers, Fertilizer, pesticides, their uses. 3. Familiarization with different tools and equipments used in gardening work. 4. Safety precaution to be observed in handling the floriculture tools, equipments and materials.	10	3
B	1. Familiarization of different types of soil and sites. 2. Treatment of soil in different climate conditions 3. Familiarization and identification of various flower crops and their seeds, seedling / plants, various types of flowers, seasonal flowers seeds, fertilizers pesticides, - their uses. 4. Preparation of nursery and seed bed of different flowers and plants and after care. 5. Practice in manuring, sowing, transplanting various flowers and plants. 6. Familiarization of horticultural tools and their uses. Handling and maintenance of gardening equipment. 7. Preparation of different flower beds and tree pits. 8. Preparation of composite mixture and manuring practice in nursery and pots. 9. Practice in different system of irrigation. 10. Culture of Annuals, Shrubs, chrysanthemum, Dalia, Rose, house plants flowers, Palms and Ferns, Cacti. 11. Practice in trimming, pruning and thinning 12. Practice in budding, cutting, layering and grafting etc.	30	6
C	1. Development and maintenance of lawns. 2. Spraying and dusting of protective chemicals practice with suitable equipment. 3. Practice in preservation of seeds and fruits. 4. Selection, grading, packing of flowers, Storing and transportation. 5. Practice of flower arrangements, flower bouquet. 6. Cultivation of hedge and edge plants – selection of site and plants. 7. Visit to nurseries and Horticulture.	10	3


 Head of the Department


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शासकीय महामाया महाविद्यालय
रतनपुर – 495442
जिला – बिलासपुर (छ.ग.)

Value Added Course 2021-22

Certificate Course in Tourist Guide

Syllabus

Unit	Details	Marks	Hours
I	1. पर्यटन से आशय, एवं क्षेत्र 2. पर्यटन का आर्थिक एवं सामाजिक महत्व, 3. पर्यटन टयूरिज्म गाइड की महत्ता	20	5
II	1. छत्तीसगढ़ के प्रमुख पर्यटन स्थल 2. पर्यटन में स्थानीय भाषा एवं संस्कृति 3. पर्यटन एवं पर्यावरणीय क्षति	20	5
III	1. रतनपुर का ऐतिहासिक परिचय 2. रतनपुर की भौगोलिक स्थिति	20	5
IV	1. रतनपुर के प्रमुख पर्यटन स्थल (ऐतिहासिक एवं धार्मिक) 2. रतनपुर की कला एवं संस्कृति 3. रतनपुर के प्रमुख जलाशय	20	5
V	1. फील्ड वर्क – गज किला, महामाया मंदिर, रामटेकरी मंदिर 2. फील्ड वर्क – आठाबीसा मंदिर, बीस दुवरियां मंदिर , बादल महल	20	10

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शासकीय महामाया महाविद्यालय

रतनपुर - 495442
जिला - बिलासपुर (छ.ग.)

Syllabus

योग

Unit	Details	Marks	Hours
I	योग का स्वरूप : योग का अर्थ, योग की परिभाषा, योग का महत्व, योग का उद्देश्य	15	5
II	योग की धाराएं : अष्टांग योग, हठ योग, कर्म योग, भक्ति योग, ज्ञान योग	15	5
III	योग एवं स्वास्थ्य: स्वास्थ्य का अर्थ, रचनात्मक स्वास्थ्य हेतु योग की आवश्यकता, रचनात्मक स्वास्थ्य में मन की भूमिका, समग्र स्वास्थ्य हेतु त्रिगुण और पंचकोश की अवधारणा, स्वस्थ रहने के यौगिक सिद्धांत - आहार, विहार, आचार, विचार	15	5
IV	यौगिक ग्रंथ : पतंजलि का योग सूत्र, हठयोग ग्रंथ ; हठ प्रदीपिका, घेरंड संहिता	15	5
V	प्रायोगिक: आसन: शरीर संवर्धनात्मक - ताड़ासन, त्रिकोणासन, सर्वांगासन, हलासन, भुजंगासन, धनुरासन विश्रांतिकारक - मकरासन, शशांकासन, शवासन, ध्यानात्मक - पद्मासन, सिद्धासन, वज्रासन प्राणायाम - अनुलोम विलोम, सूर्यभेदन, चन्द्रभेदन, भ्रामरी, भस्त्रिका, शीतली बंध - जालंधर, मूल, उड्डियान मुद्रा - चिन मुद्रा, ज्ञान मुद्रा, शाम्भवी मुद्रा	40	10

R. D. Singh
Head of the Department

[Signature]
Coordinator IQAC

[Signature]
Principal
(24.9.21)
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रतनपुर, जि. बिलासपुर (छ.ग.)