Minutes of the Meeting

Guidelines meeting to decide the Guidelines for General Elective Paper GE 1.5

Computer Applications in Business

Organized By Department of Commerce, Delhi School of Economics

In association with

Shivaji College, University of Delhi

Date: October 28,2022

An online meeting to decide guidelines for the General Elective paper GE 1.5 "Computer Applications in Business" Semester-I (effective session 2022-23) was held jointly by Department of Commerce and Shivaji College, Delhi.

Date:28th October,2022 (Friday) at 11 am   Platform: Google Meet.

Link to join the meeting: https://meet.google.com/goc-mjmi-sjn

Out of the total 47 faculty members who registered for meeting in advance, total 42 faculty members from various colleges of University of Delhi, attended the meeting (List is appended at the end of the document). The meeting was convened by Ms. Suman Kharbanda, Associate Professor, Commerce, Shivaji College and represented by Professor H. K. Dangi, Department of Commerce, Delhi School of Economics, University of Delhi.

The following guidelines were prepared with the objective of having uniformity in teaching, assessment and examination of the paper across colleges in the University of Delhi. This General Elective paper is to be taught by Commerce faculty to semester-I students from departments other than Commerce Department and is effective from admissions in academic session 2022-23 onwards for the new course under New Education Policy.

General Guidelines Related to teaching

1. As per the syllabus,15 weeks are allotted to cover the entire syllabus. In a week 1 lecture period per class and 6 Practical Lab periods per batch is to be taught in the Computer Laboratory. Thus, total number of lectures assigned as per the Syllabus for Computer Applications in Business (GE) are 15 theory and 90 Practical hours i.e total 105 hours.

2. The members agreed on the following unit wise break up as recommended in the syllabus

Unit	Title	Theory	Practical
Unit 1	Introduction (4 weeks)	4	24
Unit 2	Introduction to word Processing (3 weeks)	3	18
Unit 3	Unit 3: Preparing Presentations (2 Weeks)	2	12
Unit4	Spreadsheet basics (2 Weeks)	2	12
Unit 5	Spreadsheet projects (4 Weeks)	4	24
	TOTAL (15 weeks)	15	90

3. The members unanimously agreed that they can use MS Office (preferably), LibreOffice, Google or any other software as per the availability and access in their respective colleges.

4. The formulae to be taught in spreadsheets shall be according to the practical projects mentioned in the syllabus. A suggestive list of formulae is appended at end of this document.

Guidelines Related to Internal Assessment

1. Internal Assessment of 25 marks with recommended distribution of marks:
   Class Test- 10 Marks, Work Book- 10 Marks and Attendance - 5 Marks
2. It was decided that work books be collected in Soft Copy while ensuring authenticity and identity of the students.

Guidelines Related to Examination: Total Marks: 100

Theory Examination	25 Marks	Duration of Exam: 1 Hr.
Practical Examination	50 Marks	Duration of Exam: 2 Hrs.
Internal Assessment	25 Marks (10 workbook+ 10 class test + 5 attendance)	

Practical Examination: Distribution of 50 Marks for Practical Examination:

	Machine Handling	2 marks
1	Word processing	6 marks
2	Mail merge	6 marks
3	Presentation	8 marks
4	Spreadsheet Basic	8 marks
5	Spreadsheet Application	8 marks
6	Spreadsheet Application	12 marks

An evaluation sheet has been appended with these minutes, to give a detailed distribution of marks and type of the questions to be framed for assessment.

Theory Examination (25 marks, duration 1 hour): The question paper shall have four questions with internal choice as per the following format

Q1. - 7 Marks: Objective Questions like one-word answers, multiple choice, blanks, matching etc.
Q2. - 6 Marks: internal choice: attempt any one (a) or (b)
Q3 - 6 Marks: internal choice: attempt any one (a) or (b)
Q4 - 6 Marks: internal choice: attempt any one (a) or (b)

Faculty members participated actively in the deliberations and discussions. The convener of the meeting expressed sincere thanks to the Head of the Department Prof A K Singh for taking up the initiative of guideline meetings, Professor H. K. Dangi, Commerce Department, University of Delhi, for his complete involvement and guidance during the meeting and Prof Shiv Kumar Sahdev, Principal, Shivaji College for his support.

Suman Kharbanda
(Convener)

Prof. H. K. Dangi
(Department of Commerce Representative)

Attachments

1. List of attendees

2. Suggestive list of functions

3. Evaluation Sheet

List of members present in the meeting:

(Attendance was received through google form circulated during the meeting**)**

S.No.	Name	Designation	Department / Affiliated Institution
1	Dr H K Dangi (Representative, DOC)	Professor	Department of Commerce, University of Delhi
2	Ms Suman Kharbanda (Convener)	Associate Professor	Department of Commerce, Shivaji College
3	Dr Chhavi Sharma	Assistant Professor	Department of Commerce, Shivaji College
4	Ajit Singh	Assistant Professor	Sri Venkateswara College
5	Neelu Verma	Assistant Professor	Janki Devi Memorial College
6	Ayesha Tabassum	Assistant Professor	Zakir Husain Delhi College (Eve.)
7	Dr. Ishpreet Virdi	Assistant Professor	Mata Sundri College for Women
8	Dr. Akanksha Khurana	Assistant Professor	Satyawati College (Evening)
9	Bimaldeep Kaur	Assistant Professor	SGGSCC
10	Dr Archana Agarwal	Associate Professor	Sri Aurobindo College (Evening)
11	Dr Sakshi Mittal	Assistant Professor	Bharati college
12	Vibha Gupta	Associate Professor	Lakshmibai College
13	Ashween Anand	Assistant Professor	SGTB Khalsa College
14	Gulshan Kumar	Assistant Professor	Commerce, University of Delhi.
15	Mr. Dilip Kumar Gupta	Assistant Professor	Atma Ram Sanatan Dharma College
16	Dr. Rekha Kashyap	Assistant Professor	Department of Commerce, Shyam Lal College (Eve.)
17	Arshi Zareen	Assistant Professor	Bharati College
18	Purshottam	Assistant Professor	Dr. Bhim Rao Ambedkar College
19	Vipin Kumar	Assistant Professor	Department of Commerce, Kirori Mal College,
20	Dr. Anshu Jain	Assistant Professor	Dept. of Commerce, Shaheed Bhagat Singh Eve. College
21	Bal Kishan	Assistant Professor	Sri Guru Gobind Singh College of Commerce
22	Aiman	Assistant Professor	Satyawati college
23	Tarunika Jain	Assistant Professor	Sri Aurobindo college
24	Anubha Godara	Assistant Professor	Daulat Ram College
25	Dr. A. Ravi Chandran	Associate Professor	Satyawati College Evening
26	Dr Jay Shankar Sharma	Assistant Professor	Department of commerce, P G D A V College evening
27	Ritu Tanwar	Assistant Professor	PGDAV COLLEGE
28	Dr Rajanikant Verma	Associate Professor	Zakir Husain Delhi College Evening
29	Rachna soni	Assistant Professor	Shivaji College
30	Garima Jain	Assistant Professor	Sri Guru Tegh Bahadur Khalsa College
31	Rasleen kaur	Assistant Professor	Commerce, Sri Guri Gobind Singh College of Commerce
32	Mamta Thagela	Assistant Professor	College of Vocational Studies, Department of Commerce

33	Payal Jain	Assistant Professor	Commerce Department, Gargi College
34	Dr. Aishvarya Bansal	Assistant Professor	Commerce, SSNC
35	Hritanshu Jeph	Assistant Professor	Daulat Ram College, DU
36	RAVINDER	Assistant Professor	Motilal Nehru College Evening
37	Kamna Virmani	Assistant Professor	Mata Sundri college for women
38	Dr Shveta kalra	Assistant Professor	Satyawati college
39	Dr. Swati Garg	Assistant Professor	Co Shyama Prasad Mukherji College for Women
40	DR POONAM	Associate Professor	Deptt of Commerce, Bharati College
41	Dr. Anu Priya Arora	Assistant Professor	Commerce ARSD College
42	Richa Kaur	Assistant Professor	Daulat Ram College

Suggestive List of Functions (Category wise)

<u>Financial Functions</u>

1.	CUMIPMT	6.	IRR	11.	PPMT
2.	CUMPRINC	7.	NPV	12.	RATE
3.	DB	8.	NPER	13.	SLN
4.	FV	9.	PV		
5.	IPMT	10.	PMT		

<u>Logical, Text and Lookup Functions</u>

14.	AND	19.	LEFT
15.	CHAR	20.	MID
16.	CONCATENATE	21.	RIGHT
17.	HLOOKUP	22.	OR
18.	IF	23.	VLOOKUP

<u>Mathematical Functions</u>

24.	ABS	31.	MINVERSE	38.	SQRT
25.	CEILING	32.	MDETERM	39.	SUM
26.	EXP	33.	RAND	40.	SUMIF
27.	FACT	34.	RANDBETWEEN	41.	SUMSQ
28.	LN	35.	ROUND	42.	TRUNC
29.	LOG	36.	ROUNDDOWN	43.	TRANSPOSE
30.	MMULT	37.	ROUNDUP		

<u>Statistical Functions</u>

44.	AVEDEV	51.	COUNTIF	58.	SKEW
45.	AVERAGE	52.	FREQUENCY	59.	SLOPE
46.	AVERAGEIF	53.	INTERCEPT	60.	STDEV
47.	CORREL	54.	KURT	61.	TREND
48.	COUNT	55.	MAX	62.	FORECAST
49.	COUNTA	56.	MIN		
50.	COUNTBLANK	57.	MODE		

<u>Notes:</u>

1)   The list is not exhaustive, if there are more functions necessary to complete the projects given in the syllabus, must be covered even if not listed above

2)   Use of correct functions with accuracy and generalization of the work sheet should be done.

University of Delhi: Semester I Practical Examination 2022-23
B. Com. (H) Semester-I
Paper – GE-1.5: Computer Applications in Business

EVALUATION SHEET

Name of the college   :

Students Name   :   Roll No   :

Date of exam   :   Machine No.   :

Sl. No.	Descriptions	Max. Marks	Marks Obtained
	Machine Handling	2	
1	WORD PROCESSOR – Document Preparation and Mail Merge (12 Marks)		
	Formatting Document, Table & Shading, Bullets & Numbering for Document Preparation, etc.(at least 4-5 features required in the question)	6	
2	Mail Merge: Document preparation	6	
3	PRESENTATION- Preparing Presentation		
	Maximum 4-5 slides Covering less text and focus on functionalities (should include: setting master slide, header, footer, slide number, animation, transition, hyperlink (both external file as well as place in the document), inserting clip-art, picture, table, graph etc.) as per the syllabus	8	
	SPREADSHEET		
4	Finance, statistical and mathematical functions/ Regression/ Frequency/ Graphs and charts/V lookup and H Lookup. Evaluation on: Format, Graph, Use of correct functions, Layout of work sheet, Generalized	8	
	SPREADSHEET - Pivot Table, What-if- analysis: Goal seek, data table and scenario manager	8	
5	SPREADSHEET – Spreadsheets :(Payroll / Loan Lease Statement/Forecasting/Cash Flows/Annuities etc. Evaluation on: Appropriate format, Use of correct function and accuracy, generalized work sheet.	12	
	TOTAL	50	

Signature(s) of Examiner (s):   Name(s) of the Examiner(s):