

CIRCULAR :-

The Head, University Department of Urdu and the Principals of the affiliated colleges in Arts are hereby informed that the recommendation made by the Board of Studies in Urdu at its meeting held on 28th July, 2008 has been accepted by the Academic Council at its meeting held on 8th August, 2008 vide item No.4.3 and subsequently approved by the Management Council at its meeting held on 1st September, 2008 vide item No.8 and that, in accordance therewith, the Diploma in Urdu Computer Applications and Multilingual (D.T.P.) has been introduced by the University from the academic year 2008-2009.

Further that in exercise of powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act, 1994, Ordinances 5780 and 5781 and Regulations 5926, 5927, 5928 and 5929 including syllabus relating to the Diploma in Urdu Computer Applications and Multilingual(D.T.P.) is as per Appendix and that the same has been brought into force with effect from the academic year 2008-2009.

MUMBAI-400 032
21st November, 2008

PRIN. K. VENKATARAMANI
REGISTRAR

To,

The Head, University Department of Urdu and the Principals of the affiliated colleges in Arts.

A.C/4.3/08.08.2008

M.C/3/01.09.2008

No.UG/508-A of 2008.

MUMBAI-400 032

21st November, 2008.

Copy forwarded with Compliments for information to:-

- 1) The Dean, Faculty of Arts.
- 2) The Chairman, Board of Studies in Urdu.
- 3) The Controller of Examinations,
- 4) The Co-ordinator, University Computerization Center.

(D. H. KATE)
DEPUTY REGISTRAR
(U.G./P.G. Section)

Copy to:-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Personal Assistant to the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Admission Section (2 copies), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (2 copies), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (2 copies), the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO), the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. The Assistant Registrar Constituent College Unit (2 copies), BUCT (1 copy), the Deputy Account, Unit V (1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies).

UNIVERSITY OF MUMBAI



**ORDINANCES, REGULATIONS
AND
SYLLABUS FOR
DIPLOMA IN URDU COMPUTER
APPLICATIONS AND MULTILINGUAL (D.T.P.)**

(with effect from the academic year 2008-2009.)

0.5766 DIPLOMA IN URDU COMPUTER APPLICATIONS AND
MULTILINGUAL (D.T.P) COURSE

(From Academic year 2008-2009)

For the last twenty years we are passing through wonderful communication revolutions which have brought drastic changes in all disciplines of our lives and all this has happened through the computers.

There is no example in the past as of now. Information Technology have surpassed all limits. By now it is not limited to transmitting, news etc, it has now opened new vistas in economic and industrial departments of our lives, Computer is being used in a greater way and its technology is developing so fast that it has become inevitable for our day today life.

The Department of Urdu, University of Mumbai wants to propose introducing Diploma in Urdu Computer Application and Multilingual (D.T.P) course to bring Urdu Society at par with others and bring harmony among the different sections of Indian Society. It shall be beneficial in the field of information technology in future.

This Course will be a precursor for the Urdu medium students and shall open gateways to Professional Courses providing them with job opportunists in future. In this way computer application shall reach to the lower strata of the society.

0.5791 : Eligibility for admission:

The Candidate must have passed S.S.C or equivalent exam From Urdu medium School. And HSC or equivalent Exam passed by the Candidate.

OR

Those Candidates who have not passed S.S.C or equivalent exam with Urdu medium but have passed one subject as Urdu in H.S.C.

R.5926 : Duration

The Course shall extend over a period of one academic year and the University exam. Will be held at the end of academic year.

R.5927 : Fee Structure

The Following will be the fee structure for the entire Course

1. - Tuition Fee	--	Rs. 5000.00
2. - Registration Fee	--	Rs. 100.00
3. - Library Fee	--	Rs. 380.00

R.5928 : Scheme of Papers & Examination

The following will be the Scheme of the Examination for the above course .Each paper will be assessed for 100 Marks

Paper/Subject	Duration & Marks
Paper I - Computer Application	3 Hours - 100 Marks
Paper II - Multilingual D.T.P	3 Hours - 100 Mark
Paper III - Urdu Software	3 Hours - 100 Marks
Practical and Viva Voce	50+50 Marks

- 1) Written assignments shall be certified by Head of the Department and the marks assigned for the same shall be communicated to the Register of the University not later than one month after the close of the academic year in respect of the Candidate admitted to the Examination.
- 2) The Candidate will not be admitted to the Examination of the he/she has not kept 75% regular attendance and not submitted his/her written assignments in time.

..3..

THE SYLLABUS FOR THE DIPLOMA IN URDU COMPUTER APPLICATIONS MULTILINGUAL (D.T.P.) COURSE

Paper – I Computer Applications

Introduction of Computer, M.S. Office (Microsoft Word, Microsoft Excel, Microsoft Power Point)

1- Computer Applications

- A) Introduction of Computer
- B) (Mouse, Key Board, C.P.U, Monitor)

2- Microsoft Word

- A) Introduction of Word
- B) Drawing and Text tools
- C) Working with text and tables
- D) File, Edit, View, Insert, Format,
- E) Tools, Table, Windows etc

3- Microsoft Excel

- A) Introduction of Excel
- B) Text tools and cells
- C) Formulas
- D) Drawing of objects and sheets
- E) File, Edit, View, Insert, Format,
- F) Tools, Data, Window

4- Microsoft Power Point

- A) Introduction of Power Point
- B) Text and Slide
- C) Slide show
- D) File, Edit, View, Insert, Format,
- E) Tools, Slide Show, Window

Paper II
Multi Lingual D.T.P
Photo Shop, Corel Draw, Page Maker

1- Photo Shop

- A) Introduction of Photo Shop
- B) Uses of Photo Shop
- C) Fundamental tools of Photo Shop
- D) Image Manipulation
- E) Designing Images for the Web Pages
- F) Using Image Ready
- G) Scanner and Printer
- H) File, Edit, Image
- I) Layer, Elect, Filter
- J) View, Window

2- Corel Draw

- A) Introduction of Corel Draw
- B) Uses of Corel Draw
- C) Fundamental tools of Corel Draw
- D) Working with Text and Special Effects'
- E) Working with Bitmap
- F) Knowledge of Printing
- G) File, Edit, View
- H) Layout, Arrange, Effects
- I) Bitmap, Text, tools, Window etc.

3-Page Marker

- A) Introduction of page Maker
- B) Uses of Page Maker
- C) Fundamental tools of page Marker
- D) Working with Text Tools
- E) Working with Drawing Box
- F) Knowledge of Printing
- G) File, Edit, Layout
- H) Type, Element, Utilities
- I) View, Window

Inpage

A

1- Overview

- A) Importance and Scope of Urdu Software
- B) Introduction of Inpage
- C) Uses of Inpage
- D) Collect for Output
- E) Import and Export
- F) Lock Guide
- G) Preferences (Application, Document, Typographic, Story Editor)
- H) Style Sheets
- I) Define Colors
- J) Index Entry

2- Details Study

- A) Edit Links
- B) File, Edit, View
- C) Format, Insert, Symbols
- D) Utilities, Language, Windows
- E) Print & Scanner

B

1-Internet and Urdu Software

- A) Introduction of Internet
- B) Creating Entail I.D
- C) Websites
- D) Search Engines
- E) Chatting
- F) Internet Base Urdu Fonts
- G) Introduction of Urdu Web Page
- H) Uses of Urdu Fonts on Internet
- I) Urdu Email
- J) Urdu Website

6/-

Practical and Project, Viva Voce	
Project:	50 Marks
Practical	25 Marks
Viva Voce	25 Marks

- A) Drawing Table, Attendance Sheets, Marks Sheets, Salary Slip, Cash Memo, Profit and loss A/C, Balance Sheets, design games with slides.
- B) Change Black and White Pictures to Colors, Create Books Titles, create Sign Board, Visiting Cards, Letter Heads, Bill Book and Printing Matter.

Other Projects assigned by the Department of Urdu from time to time. Candidates who obtained 50 percent marks in the aggregate will be declared have passed the examination in the second class. Those who obtain 60 percent or more marks in the aggregate will be declared to have passed the examination in the first class. And those who obtain 70 percent or more marks in the aggregate will be declared to have passed with Distinction.

A Candidate who has passed in any of the subjects of the examination in accordance with the provision of regulation 2176 may. At his option, be exempted from appearing in that subject on a subsequent occasion and will be declared to have passed the examination in pass class he/she the passes in the remaining subjects of the examination in accordance with the provisions of the said regulation. Candidates passing the examination in this manner in compartment will not be eligible for any prize or scholarship to be awarded at the examination.

If a candidate whose internal assessment marks have not been submitted to the university is unable to appear for the final examination. His internal assessment marks will be carried over. A candidate passing the examination in this manner will not be eligible for award of class, prizes, awards, etc.

R. 5929 : STANDARD OF PASSING

In order to pass the examination a student will have to obtain 40 percent of the full marks in written examination and practical assignments separately and 50 percent in the aggregate.
