

The syllabus with minor changes applicable w.e.f. the session 2015-16

B.Sc. Part-II

bl[aŋ[sl[Bfg dŋrf

smŋtr qlsrf

ivsf : pŋj fbl (kŋl srl)

kŋl nŋbr : 50

(ppr : 40 aqyietrnl asŋmlt : 10)

smf: 3Glt y

sl ŋs dl rŋ rŋf

1[cŋvf pŋj fbl kfiv slŋh	10 nŋbr
2[cŋvf pŋj fbl khfxl slŋh	10 nŋbr
3[iesliqhfr l ŋx	05 nŋbr
4[pŋrŋ (mŋ ŋf msil af nfl sbŋq)	05 nŋbr
5[Èŋ-aÈŋ	05 nŋbr
6[kŋpAlt r BfÈf nfl sbŋq Èbdfvl l	05 nŋbr

sl ŋs ivc l ŋlaf pŋsqf

1[hrj lq isŋG aqyrqn isŋG izl ŋ (slŋf), **kfiv qŋŋf**, kŋksŋr Xŋlvristl kŋksŋr .
(kŋvl ieh kvl hl pVŋj fxgy: bil ŋslh, mŋkbl , hfsm, aqynj fbq)

2[gŋrdŋ isŋG aqyrslrn kŋr (slŋf), **kŋf Xfqrŋ**, kŋksŋr Xŋlvristl kŋksŋr .
(kŋvl pŋhl laf pŋj khfxlaf hl pVklaf hn)

kŋpAlt r nfl sbŋq Èbdfvl l :

1) Account : Kfqr

2) Address : isrnfvf

3) Application :	aml kfri
4) Audio :	afvfÈ
5) Backup :	Aiqfrf-sBfl
6) Bar :	pwtl
7) Bold :	gWfl
8) Browser :	j fl l-Kj k
9) Bulleting :	gd lkfri
10) Call :	srd
11) Camera :	icqrkÈl-j kqr
12) Click :	dlbxf
13) Column :	Qlh
14) Command :	hkm
15) Computer :	gxk-j kqr
16) Connection :	mjl l
17) Copy :	Aiqfrf
18) Corpus :	sldlhx
19) Cut :	htfAxf
20) Data :	alkVf
21) Database :	alkVfÈfl f
22) Delete :	htfAxf
23) Digital :	alkl
24) Directory :	ml -inrdjÈkf
25) Disk :	qvf
26) Disk Drive :	qvf-cfl k
27) Download :	Aiqfrnf
28) Drive :	cfl k
29) Electrical :	ibj l el
30) Electronic :	ibj l fxvl

- 31) E-mail : ibj l -zfk
- 32) Explorer : j fc-pVqfl k
- 33) File : imsl
- 34) Folder : imsl -ptfrf
- 35) Format : Kfcf
- 36) Home Screen : mK-sqh
- 37) Input : afgq
- 38) Install : l fgl(krnf)
- 39) Internet : aMjrj fl l
- 40) Internet Explorer : aMjrj fl lj fc-pVqfl k
- 41) Italic : tyZf
- 42) Key : btx
- 43) Keyboard : btx-Pttf
- 44) Line Spacing : sqr-dlr l
- 45) Matter : smigr l
- 46) Memory : Xfd
- 47) Memory Card : Xfd-piqf
- 48) Menu : afdE-skl
- 49) Microphone : Dnl-afgq-j Mjr
- 50) Mobile : j jl
- 51) Network : pfsfr-pkl l
- 52) Numbering : aMkfr l
- 53) One Drive : iek-cfl k
- 54) Online : j iVaf
- 55) Operating System : skl n-pkl l
- 56) Operator : vrqMkr
- 57) Option : ivkl p
- 58) Output : nqlj f

59) Painting :	icqrkl f
60) Password :	pCfx-Èbd (sllkq)
61) Paste :	clb)Vnf
62) PC :	inj l gxk-j lqr
63) Pen Drive :	alkVf-ikil l
64) Picture Gallery :	icqr-gil afrf
65) Pixel :	icqr-aflÈ
66) Portable :	ckvf
67) Presentation :	pÈkÈ
68) Processor :	plklaf-iekfel
69) Record :	iekqr-alkVy
70) Removable Disk :	htfAxXig-qvf
71) Row :	pfl
72) Save :	sriiKaq krnf
73) Scanner :	plqibllk
74) Screen :	sqh
75) Scroll :	GmfAxf
76) Search :	l Bxf
77) Search Bar :	Kj pitl
78) Search Engine :	Kj -iejl x
79) Security :	sriiKaf
80) SIM Card :	gfhk-pCfx-piqf
81) Slide Show :	srkvf-pldrÈx
82) Smart :	afiDnk
3) SMS :	sllkp-sinhf-syf
84) Speaker :	Dnl-nqlj f-j lqr
85) Spreadsheet :	ivsQfrl-ql -aml kfrl
86) Storage Device :	sljllhx-j lqr

87) Text :	il Kq
88) Tool Box :	sM-bksf
89) Type :	akslkrx
90) Underline :	sqrfikq
91) Update :	afDinklkrx
92) Upload :	cVlAxf
93) USB :	srb-km-cfl k
94) Video :	sicqr
95) Wall Paper :	prq-pqr
96) Website :	j fl l-itkxf
97) Window :	JrKf
98) Windows Explorer :	JrKf-pDrÈk
99) Wireless :	qfrhx
100) Word Processor :	Èbd-aml kfrl

j r r l inrdsl:

- 1[**kfiv qrlj** ivcl cfr phypslg sihq ivafikaf l el iday j fxgy aqy ividafrQl ny ienll ivcl kel dokrnyhxgy ieh svfl 10 (5+5) nllbr df hwgfh.
- 2[**kQf-Xfqr** ivcl svfl sl jps ivc l iglaf khfxlaf dy ivsl- vsqll sfr, pfqr icqrx, sfihqk ml fKx j f aij hf svfl piCaf j f skdf hl j sl jps ivc l igl khfxl dymll nllpigt krdf hwy aldrhl Clt nfl svfl piCaf j fvgf. ieh svfl 10 nllbr df hwgfh.
- 3[aKbfr ivc iesliqhr Bj x l el doivsl iday j fxgy aqy ividafrQl ny ies ivcl iek il Kxf hwgfh. ies svfl 05 nllbr df hl.
- 4[mg ldf msil af nfl sbDq do j f iqth ivsl iday j fxgy aqy ies ivcl iksy iek ivsl Aqy prll il Kxf hwgfh. ies svfl 05 nllbr df hl.
- 5[pjl vll svfl ivc 10 aÈD Èbd iday j fxgy aqy ienll sfiraf dy ÈD Èbd il Kxyhxgy ieh svfl pjl nllbr df hwgfh.
- 6[Cym svfl ivc 10 Èbd algrÈl dy klpAltr dl BfÈf nfl sbDq iday j fxgy aqy ienll df pjl fbl ivc anvfd krnf hwgfh. ieh svfl pjl nllbr df hwgfh.

Copy of the syllabus with minor changes applicable w.e.f. the session 2015-16

**B.Sc. Part-II
bl[aŋ[sl[Bfg dŋrf**

smŋtr cŋf

ivsf : pŋj fbl (kŋl srl)

kiŋ nŋbr : 50
(pŋr : 40 aqyieŋtrnl asŋmŋt :1 0)
smf: 3Gŋty

sl ŋs dl rŋ rŋf

1[cŋvf pŋj fbl kfiv slŋh	10 nŋbr
2[cŋvf pŋj fbl khfxl slŋh	10 nŋbr
3[sŋdf pŋr I ŋx	05 nŋbr
4[anvfŋ (ihŋl qŋ pŋj fbl)	05 nŋbr
5[ivprlq Èbd	05 nŋbr
6[pŋŋkl Èbdfvl I (100 Èbd)	05 nŋbr

sl ŋs ivc I ŋlaf pŋqkf

- 1[hrj lq isŋG aqyrŋn isŋG izl ŋ (sŋfŋ), **kfiv qŋŋf**, kŋksŋr Xŋlvristl kŋksŋr .
(kŋl ieh kvl hl pŋj fxy: vj ŋd, vfirs slh, kfdrXfr aqysŋh mŋhŋd)
- 2[grŋv isŋG aqyhrsŋn kŋ (sŋfŋ), **kŋf Xfqrŋ**, kŋksŋr Xŋlvristl kŋksŋr .
(khfxl slŋh ivc pŋŋq Cŋnŋr qŋds nŋbr qŋ iml dlaf khfxlaf hl pŋklaf hn)

pŋŋkl sbdfvl I :

1.Accountant	I ŋfkfr
2. Acknowledgement	phŋt rslŋ
3. Action	kfrvfel

4. Administration	pBfsn
5. Advance	pjsgl
6. All concerned to note	smh sllbIDq nOt krn
7. Agreement	smJQf
8. Allocation	iml l rkm
9. Allotment	vltz
10. Allowance	Biqf
11. Amount	rkm/rfsl
12. Annual	sfl fnf
13. Applicant	pKQk
14. Application	pKrnQnf pqr
15. Appointing authority	inXkql aiDkfrl
16. Appointment	inXkql
17. Approval	pKvngl
18. Approximate	l gBg
19. Arrears	bkieaf
20. As desired	ieCf ansfr
21. As early as possible	ij thl j l dl hOsky
22. Assessment	mI inrDfrx
23. Assistant	shfiek
24. As the case may be	ij hoij hl hfl q hwy
25. Attached here with	nfl lnQl
26. Attendance	hfj lrl
27. Attention is invited	iDafn idvkieaf j fdf hY
28. Attested copy	qsdlkl nkl

29. At your earliest convenience	ij qnl j l dl hōsky
30. Audit	l Ʒf pVqfl
31. Authorities	aiDkfrl vrg
32. Balance	bkieaf
33. Based on facts	qQ afDfirq
34. Basic pay	ml vqgn
35. Bill	ibit
36. Book-post	bik pōt
37. Both day inclusive	dñf idñf smq
38. Branch	sƷKf
39. Bring to notice	iDafn idl fAxf
40. Brought forward	ipCl f j W aqyil afAxf
41. Calculation	ihsfb
42. Capital	pŷ l/srmfieaf
43. Carbon copy	kfrbn kfpl
44. Cash book	rkV/bhl
45. Cashier	Kj Ʒncl
46. Cash memo	nkd pqr
47. Casual leave	sbibl Cuitl
48. Catalogue	sicl pqr
49. Checked and found correct	pVqfl klql qyTik inkil laf
50. Cheque	ck
51. Circular	gslql icitl
52. Claim	dfavf
53. Clerical staff	kl rk/aml f

54. Come into force	I fgl hæf
55. Category	vrg
56. Come into operation	cfl lhæf
57. Compensation	mæfvj f
58. Compensatory leave	ievj ll Cætl
59. Competent authority	smrnl ælDkfrl
60. Compliance	pfl xf
61. Compulsory retirement	I fj ml syf nivrqf
62. Concurrence	simql
63. Conduct	afcrx ivhfr
64. Confidential	gppq
65. Contingency	acfnkl
66. Conveyance allowance	svfrl Bæf
67. Copy	nkl Aæfrf
68. Copy enclose for ready reference	qrnl ællæf I el kfpl nfl lnæf
69. Cost price	I fgq ml
70. Counterfoil	pæqpj
71. Counter signature	pæq hsqfKr
72. Daily wages	idhfvl
73. Damage	nksfn
74. Dated	imql
75. Day book	rj lnfmcf
76. Dealing assistant	kfrj kfrl shfiek
77. Dear Mr.	ipafry æl
78. Dearness allowance	mihæfel Bæf

79. Delay regretted	dyrl l el iKmf
80. Demy-official (D. O.) letter	arD srkfrl Kqr
81. Departmental action	ivBfgl kfrvfe
82. Deputation allowance	plq inXikql Bqf
83. Dispatch clerk	izspc kl rk
84. Discrepancies may be reconciled	Prk dlr klqf j fvj
85. Document	dsqfvj l
86. Documentary proof	dsqfvj ll sbbq
87. Draft for approval	prvfngl l el KrVf
88. Early action will be appreciated	Cqf kfrvfe sl fGfXg hwgl
89. Early orders are solicited	afigaf l el slGr bnql hf
90. Earned leave	kmfel Cutl
91 Efficiency bar	inplhqf l el rk
92. Eligible	pfqr/ Xg
93. Embezzlement	gln
94. Employee	krmfcl
95. Enclosure	nlQl pqr
96. Endorsement	ipit alkx
97. Entry	dfkl f
98. Essential qualification	l fj ml Xgqvf
99. Estimate	anmf
100. Evaluation	ml fxx

jrhl inrdsl:

1[**kfiv qrlqf** ivcl cfr p hysly sihq ivafikaf l el idq j fxgy aqy ividafroQl ny ienll ivcl kel dokrny hoxgy ieh svfl 10 (5+5) nllbr df hwgf.

- 2[**kQf-Xfqr** ivcl svfl sl jps ivc l iglaf khfxlaf dy ivsl- vsqll sfr, pfqr icarx, sfihqk ml fKx j f aij hf svfl piCaf j f skdf hYj 0 sl jps ivc l igl khfxl dymil nllpigt krdf hwy. aldrhl Clt nfl svfl piCaf j fvgf. ieh svfl 10 nllbr df hwgf.
- 3[d0ivsl svfl piqr il Kx sbdl idqyj fxgyaqyividafrol nyies ivc iek il Kxf hwgf. ieh plsh 05 nllbr df hY
- 4[10 ihkl dy Èbd idqyj fxgyaqysfiraf df plj fbl ivc anwfd krnf hY
- 5[10 Èbd idqyj fxgyaqysfiraf df ivprlq arQ il Kxyhøgy.
- 6[plbkl sbdfvl l ivcl 10 alqj ll sbdf dysmfnrQl sbd plj fbl ivc il Kxyhøgy.