# **Curriculum Design**

# SRI GVG VISALAKSHI COLLEGE FOR WOMEN (AUTONOMOUS)

Affiliated to Bharathiar University
Department of History
BA HISTORY

Scheme of Examination – CBCS Pattern (For the students admitted from the academic year 2017-18onwards)

# **B.A HISTORY**

## Semester I

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III-Core I Main Currents in Indian History	Course Code: 117H01
upto A.D. 647	

# **Syllabus:**

Unit I (13 Hrs)

Geographical features of India - Effects on Indian History - Indus Valley Civilization- Vedic Age - Aryans- Society - Caste system.

Unit II (13 Hrs)

Alexander's Invasion - Impact – Jainism - Buddhism - Mauryan Empire - Asoka – Spread of Buddhism – Mauryan Administration.

Unit III (13 Hrs)

Kanishka – Gandhara Art - Age of Guptas: Chandra Gupta I -Samudra Gupta-Chandra Gupta II Administration.

Unit IV (13 Hrs)

Golden Age: Society -Economy - Culture - literary activities -Art and Architecture -Decline of the Guptas.

Unit V (13 Hrs)

Harshavardhana – Conquest – Spread of Buddhism - Society - Economy – Literature – Satavahanas - Society and Culture.

# **B.A. HISTORY**

# Semester I

(For the students admitted during the academic year 2017-2018 and onwards)

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Course: Part III-Core II Main Currents in Indian History A.D. 647-	Course Code: 117H02	
A.D. 1526		
Syllabus:	(12.11	
Unit I:	(13 Hrs)	
Rajputs: Origin –Society and Economy–Arab conquest of Sind–Mahamud of Ghazni- Mahamud of Ghor.		
Unit II:	(13 Hrs)	
Foundation of Sultanate of Delhi: Qutb-ud-din-Aibak- Iltumish -	Razia- Balban	
Unit III:	(13 Hrs)	
Alauddin khilji - Malik Kafur's invasion - Muhammad Bin Tughlaq -F	Firuz Tughlaq	
Unit IV	(13Hrs)	
Cint 1 v	(131118)	
Timur's invasion - Sikandar Lodi - Ibrahim Lodi - First Battle of Panip	pat-Decline of the Delhi Sultanate	
Unit V:	(13 Hrs)	
Delhi Sultanate: Administration - Social and Economic Condition - Are	chitecture - Bhakti Movement -	
Bhamani Kingdom and Vijayanagar Empire.		
B.A. HISTORY		
Semester II		
(For the students admitted during the academic year $2017-2018$ and onwards)		
Course: Part III - Core III Main Currents in Indian History A.D. 1526	Course Code: 217H03	
-A.D. 1707		
Syllabus:		
Unit I	(13 Hrs)	

India on the Eve of Babur's Invasion – Babur – Humayun – Sher Shah: Administration.

Unit II (13 Hrs)

Akbar: Rajput Policy - Conquest- Din-I-Ilahi- Mansabdari System – Jahangir – Nurjahan.

Unit III (13 Hrs)

ShahJahan- Golden Period - Aurangzeb: Conquest - Religious policy - Rajput policy

Unit IV (13 Hrs)

Rise of the Marathas: Shivaji – Conquest – Coronation - Carnatic Expedition - Administration.

Unit V (13 Hrs)

Downfall of the Mughal Empire - Mughal Administration- Social and Economic Condition - Art and Architecture - Rise of the Sikhs.

# B.A. HISTORY Semester II

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III – Core IV Main Currents in Indian History A.D.1707 – A.D.1857

**Syllabus:** 

Unit I (13 Hrs)

European Settlements in India- Carnatic wars- Robert Clive – Black Hole Tragedy-Battle of Plassey – Battle of Buxar

Unit II (13 Hrs)

 $Warren\ Hastings:\ Administration\ -\ Impeachment\ -\ Lord\ Cornwallis:\ Reforms\ -\ Permanent\ Land\ Revenue\ Settlement\ -\ Anglo-Mysore\ Wars.$ 

Unit III . (13 Hrs)

Lord Wellesley: Subsidiary Alliance – Lord Hastings: Gurkha War- Suppression of the Pindaris-Reforms.

Unit IV (13Hrs)

Lord William Bentinck: Reforms-Raja Ram Mohan Roy- Ranjith Singh

Unit V (13 Hrs)

Lord Dalhousie: Reforms- Doctrine of Lapse - Great upheaval of 1857: Causes, Course and effects.

# **B.A.HISTORY**

## Semester III

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core V Main Currents in Indian History - A.D. 1858 | Course Code: 317H05 | - A.D. 1919

# **Syllabus:**

Unit I (8 Hrs)

Queen's Proclamation - Lord Canning - Lord Lytton: Reforms - Second Afghan war.

Unit II (7 Hrs)

Lord Ripon: Administration – Rise of Indian Nationalism - Indian National Congress-Moderates-Extremists.

Unit III (8 Hrs)

Lord Curzon: Reforms – Partition of Bengal – Swadeshi Movement – Surat Split.

Unit IV (8 Hrs)

 $\label{eq:muslim_league} \mbox{-Home Rule Movement - Congress Reunion} - \mbox{Lucknow Pact} - \mbox{Rowlatt Act} - \mbox{Jallianwallabagh}$ 

Unit V (8 Hrs)

Impact of British Rule: Agriculture – Industry – Education – Press.

## **B.A.HISTORY**

# **Semester III**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core VI Main Currents in Indian History – A.D.
1920 – A.D. 1965

Course Code: 317H06

Syllabus:

Unit I (11 Hrs)

Khilafat Movement- Non - Co-operation Movement- Swarajya Party- Simon Commission — Nehru Report.

Unit II (10 Hrs)

Civil Disobedience Movement: Salt Satyagraha- Round Table Conferences – Cripps Mission.

Unit III (10Hrs)

Quit India Movement -Indian National Army – C.R.Formula - Cabinet Mission – Mountbatten Plan – Causes for the Partition of India.

Unit IV (10 Hrs)

Integration of Princely States: Role of Sardar Vallabhai Patel- Kashmir - Junagath –Hyderabad-The Linguistic Reorganization of the States – Dar Commission –JVP Committee and Formation of Andhra – States Reorganisation Commission 1953.

Unit V (11 Hrs)

Nehru's Administration-Five year Plans-Foreign Policy-Lal Bahadur Sastri-Indo-Pak War 1965-Tashkant Declaration.

## **B.A.HISTORY**

## **Semester III**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part IV - Non-Major Elective - History for Competitive	Course Code: 317NHC
Examinations	

Syllabus:

Unit I (6 Hrs)

Sources - Indus Valley Civilization - Vedic Civilization - Alexander's Invasion-

Mauryas – Guptas- Harshavardhana – Pallavas – Cholas

Unit II (5 Hrs)

Delhi Sultanate – Vijayanagar – Bahmini - Bhakthi Movement.

Unit III (5 Hrs)

Babur – Sher Shah – Akbar – Shahjahan – Aurangzeb

Unit IV (5 Hrs)

Robert Clive -Warren Hastings - Cornwallis - Wellesley - Bentinck - Dalhousie - Sepoy Mutiny.

Unit V (5 Hrs)

Nationalism-Moderates - Extremists - Gandhian Era -Indian Constitution

## **B.A.HISTORY**

# **Semester IV**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core VII Main Currents in Indian History – A.D.

1965 – A.D. 2014

Course Code: 417H07

**Syllabus:** 

Unit I (11 Hrs)

Mrs.Indira Gandhi- Kitchen Cabinet - Bank Nationalisation — Abolition of Privy Purses - Indo-Pak War of 1971 —Emergency - Moraji Desai - Operation Blue Star.

**Unit II:** (10 Hrs)

Rajiv Gandhi: Panchayat Raj -New Educational Policy –Foreign Policy- Bhopal Gas Tragedy - V.P. Singh: Mandal Commission.

Unit III (10 Hrs)

P.V.Narasimha Rao-New Economic Policy- Cauvery Water Dispute – Ayodhya Issue -73rd Amendment - United Front Government: H.D. Deve Gowda – I.K Gujaral

Unit IV (10 Hrs)

Atal Behari Vajpayee : Pokhran II Test – Kargil War- Parliament attack - Gujarath Pogrom - POTA – Policy of Interlinking of Rivers – Golden Quadrilateral.

Unit V (11 Hrs)

Manmohan Singh: CMP – Mullai Periyar Dam Dispute – RTI – SEZ Policy –Terrorist attack on Bombay – NIA Act - General Election 2014

# **B.A.HISTORY**

## **Semester IV**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core VIII History of Tamil Nadu Upto A.D.1336 Course Code: 417H08

# **Syllabus:**

Unit I: (8Hrs)

Geography – Sources – Sangam Age: Political - Social - Economic and Religious Condition - Literature.

Unit II (8Hrs)

Kalabhras – Origin of the Pallavas – Early pallavas – Later Pallvas – Mahendravarman I – Narasimhavarman I-Pallava Chalukya relations.

Unit III (7Hrs)

Administration of Pallavas- Social and Economic Condition – Bhakti Movement- Art and Architecture Education - Literature.

Unit IV (8Hrs)

 $\label{lem:imperial cholas-Vijayalaya -- Rajaraja I -- Rajendra I -- Kulotunga I -- Administration -- Kudavolai System -- Society -- Religion -- Literature -- Art and Architecture.$ 

Unit V (8Hrs)

Second Pandya Empire: Maravarman Sundarapandya I – Jatavarman Sundarapandya I – Maravarman Kulasekara Pandya I – Social and Econome Condition – Accounts of Marcopolo - Muslim Conquest: Invasion of Malikkafur – Impact of Muslim Rule.

# B.A History Semester - V

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core IX History of Tamil Nadu from A.D 1336 - A.D.1806 | Course Code: 517H09

## **Syllabus:**

Unit I (15 Hrs)

Tamilnadu under Vijayanagar – Kumara Kampana – Conquest of Madurai and Tanjore-Battle of Talaikota–Social and Economic condition - Administration.

Unit II (16 Hrs)

Nayaks of Madurai: Viswanatha – Thirumalai – Chokkanatha –Rani Mangammal – Meenakashi. Nayaks of Tanjore: RagunathaNayak Nayaks of Senji :Krishnappa Nayaks II – Nayak Administration- Nayankara system – Art and Architecture.

Unit III (16 Hrs)

Nawab of Arcot : Administration-Karnatic Wars- Sethupathis of Ramnad: Ragunatha Sethupathi- Kilavan Sethupathi- Velu nachiyar- Marathas of Tanjore - Education - Culture.

Unit IV (16 Hrs)

Europeans on the Coromandal: Portuguese – Dutch – Danes – French- English- Hyder Ali - Tipu sultan

Unit V (15 Hrs)

 $Rise\ of\ Polygars:\ Kattabomman-Maruthu\ Brothers-South\ Indian\ Rebellion-Vellore\ Mutiny.$ 

# B.A History Semester - VI

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III - Core XIII- History of Tamil Nadu from A.D
1807 to A.D 2016

Course Code: 617H13

## **Syllabus:**

Unit I: (15 Hrs)

Tamilnadu under British:Land Revenue —Growth of Education — Judiciary — Local Self-Government - Madras Native Association 1852- Madras Mahajana Sabha 1854.

Unit II: (16 Hrs)

Tamilnadu in Freedom Movement: Swadeshi Movement –Non Co-Operation movement - Salt Sathyagraha – Civil Disobedience Movement - Justice Party.

Unit III: (16 Hrs)

Freedom Fighters in Tamilnadu: V.O.C- Vanchinathan - Subramaniya Siva - Subramaniya Bharathi

Unit IV: (16 Hrs)

Tamilnadu Since Independence : Social Condition – Religious Condition – Social Reform Movements – Self Respect movement

Unit V: (15 Hrs)

Reorganisation of Madras Presidency - Tamil Nadu under C.Rajagopalachari – Kamaraj - C.N. Annadurai - M.Karunanidhi - M.G.Ramachandran - J.Jayalalithaa.

## **B.A.HISTORY**

# **Semester III**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part IV- Skill Enhancement Course I Tourism	Course Code: 317HS1
Industry- Travel Management	

**Syllabus:** 

Unit I (8Hrs)

Meaning of Travel Agencies –Forms: Proprietorship –Partnership –Corporate: Public-Private – Government -Multi-national Companies

Unit II (8Hrs)

Organizations – Travel Booking – International & Domestic – Tour Operators – Travel Agents in India and Abroad.

Unit III (7Hrs)

Types of Retail – Wholesale – Functions of Modern Travel Agency.

Unit IV (8Hrs)

Travel Documents: Passport –Visa –Health –Custom and Migration –Immigration rules.

Unit V (8Hrs)

Approval and Recognition for Travel Agency: Ministry of Tourism and IATA -Local bodies

# **B.A History Semester - V**

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part IV-Skill Based Course -III-Tourism Industry	Course Code: 517HS3
Catering Services	

# **Syllabus:**

Unit I:	(9 Hrs)

Food Service - Types - Guidelines - Guest reception - Service table - Planning of Menu Dining.

Unit II: (9 Hrs)

Food – Types of Food: South Indian –North Indian –Chinese –European –Continental.

Unit III: (9 Hrs)

Safety measures - Dining -Bars -Rooms -Fire service equipments -Emergency exit -Cleaning and Sanitation.

Unit IV: (9 Hrs)

Customer care: Communication Skills - Tariff and Concessions.

Unit V: (3 Hrs)

Visiting a nearby Hotel

#### **B.A. HISTORY**

#### Semester II

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part III -Allied II Learning with the Internet-	Course Code: 217AH2
Practical	

# **Syllabus:**

#### **List of Programs**

- 1. Create i) E-Mail-Id and customize it.
  - ii) Group Mail-Id
- 2. Compose and send a mail
  - i) import and export documents / images through mail
  - ii) to a large number of recipients using cc and bcc options.
  - iii) save/retrieve documents in / from Google drive.
- 3. Upload your resume to a job portal.
- 4. Search the following using a search engine.
  - i) India Map Political, Physical, States
  - ii) Boundaries of the various Indian Dynasties / Empires .
  - iii) Hill Stations in Tamilnadu
  - iv)Pilgrim centres of Hinduism/ Islam / Christianity in Tamilnadu.
  - v)Tourist centres in Tamilnadu.
  - vi) Historical Places in Tamilnadu.
- 5. Open and read newspaper sites, TV program schedule using Internet.

- 6. To verify a college details by opening their websites.
- 7. Purchase any product online.
- 8. Booking of tickets with
  - i)IRCTC(railways) and Travels
  - ii) Star Hotel
  - iii) Airlines
  - iv) Temples (TirupathiDevasthanam for Dharsan)
  - v) Hospital appointments
  - vi) CABs through Mobile App (eg. OLA ,UBER)
- 9. To Register and study any course in online through Educational website.

# **B.A.HISTORY Semester IV**

(For the students admitted during the academic year 2017 – 2018 and onwards)

	V - Skill Enhancement Course -II Tourism pitality Management.	Course Code: 417	HS2
CO6	Explain the various career opportunities in the	Hotel Industry	A

# **Syllabus:**

Unit I (8Hrs)

Origin and development of Hotel industry –Kinds of Hotels - Main Accommodation - Supplementary Accommodation.

Unit II (8Hrs)

Classification of Hotels: Location- Hotels – Motels – Resort – Youth Hostel \_ Caravan and camping sites etc.

Unit III . (7Hrs)

Organization Categories: Sole Proprietorship –Partnership –Chain Hotels –Hotel Manager: Role and Functions

Unit IV (8Hrs)

Front Office Management: Front Office Staff-General Procedure of Hotel Reservation

Registration – Mode of Receiving payment – Communication Skills.

Unit V (8Hrs)

Various departments of Hospitality industry – Housekeeping – Food and Beverage production-Food and beverage and service, engineering and Human Resource Management.

# B.A History Semester - VI

(For the students admitted during the academic year 2017 – 2018 and onwards)

Course: Part IV - Skill Based Course - IV -Tourism	Course Code: 6174S4
Industry- Health Tourism	

# **Syllabus:**

Unit I:. (8 Hrs)

Nature & Scope of Medical Tourism - History of Medical Tourism-Recent Trends – The World Tourist Organisation

**Unit II:..** (8Hrs)

Medical Tourism in India - AYUSH:Ayurveda-Yoga-Unani-Siddha - Homaeopathy-Health-care services

Unit III :. (7 Hrs)

Regulatory Laws-Ethical Issues for Medical Tourism

Unit IV: (8Hrs)

Government Policies - Economic Impacts (Forex & Empoyment)

Unit V: (8 Hrs)

New Packages & Making of Medical Tourism.

# M.A. History Semester – I

(For students admitted from the academic year 2017-18 onwards)

Course: Elective I - Journalism Course Code:17MHE1

## **Syllabus:**

**Unit I**: (16Hrs)

Concept of Journalism - History of Press in India: British Period – Post -Independence Period – Role of the Press in the Freedom Movement.

Unit II: (15Hrs)

History of Vernacular Journalism: Tamil - Characteristics of Journalist-Career aspects of Journalism- Freelance Journalist.

Unit III: (15Hrs)

Sources of News-News Agencies: PTI, UNI -Structure of News Paper-Organization of Newspaper.

Unit IV: (16Hrs)

Writing the News - Headlines-Types of Headlines-Lead and its Types-Investigative Journalism.

Unit V: (16Hrs)

Major Players: The Hindu, The New Indian Express, Dina Mani, DinaThanthi, Dina Malar

# M.A. History Semester – I

(For students admitted from the academic year 2017-18 onwards)

Course: Elective I- Public Administration Course Code: 17MHE2

## **Syllabus:**

**Unit I**: (16Hrs)

Nature and Scope of Public Administration- Importance of Public Administration – Central Secretariat -Role of Chief Secretary.

Unit II: (15Hrs)

Staff Agencies: P.M. Office – Role of NIT's- Planning Commission. Line Agencies: UGC-Election Commission-Electoral reforms.

Unit III: (16Hrs)

Personnel Administration : Civil Services – Recruitment Methods – Recruiting Agencies – Power and Functions of UPSC – Staff selection Commission – State Public Service Commission.

Unit IV: (15 hrs)

Financial Administration: Concept of Budget, Preparation and enactment-Important Items in financial administration.

Unit V: (16Hrs)

Accounting & Auditing in India: Powers and Functions of the Comptroller & Auditor General of India – Estimate Committee – Public Accounts Committee.

# M.A. History Semester – III

(For students admitted from the academic year 2017-18 onwards)

Course: Core XII- Archaeology Course Code: 17MH12

# **Syllabus:**

Unit I: (13Hrs)

Nature and Scope – Branches of Archaeology – Discoveries - Excavation – Site Survey methods -Stratigraphy –Scientific methods of Excavation –Recording the Excavation Data –Burial Record – Photographic Records

Unit II: (13Hrs)

Epigraphy – Asokan Edicts – Allahabad Pillar Inscription of Harisena – Uttaramerur Inscriptions –Konguchola Inscriptions – Copper plates of Pallavas –Evolution of Script – Brahmi – Grantha –Vatteluttu

Unit III: (13Hrs)

The Harappan culture –Pottery –Megaliths –Memorial Stones:Hero Stones Archaeological Sites of Tamilnadu

Unit IV: (13hrs)

Numismatics: Punch marked Coins –Gupta Coins –Pallava Coins –Kongu Coins-KonguChola Coins-Vijayanagar Coins-Archaeological Significance.

<sup>\*</sup>Starred Unit is Self Study.

Unit V: (13Hrs)

Archaeologists of India:James Princep –Alexander Cunningham-Robert Bruce Foote –Sir John Marshall –Mortimer Wheeler. Archaeologists of Tamilnadu: Dr.Nagasamy- Dr.Natanakasinathan – Dr.K.V.Raman- IravathamMahadevan

## M.A. History

#### Semester - IV

(For students admitted from the academic year 2017-18 onwards)

Course: Core XV - Archives Keeping Course Code: 17MH15

# **Syllabus:**

**Unit I**: (16Hrs)

Definition and Meaning of the terms 'Archives' and 'Record' – Nature of Archives – Types of Archives – History of Archives: Archives Keeping in the Ancient Period – Archives in Medieval and Modern Europe – Archives Keeping in India

Unit II: (16Hrs)

Creation of Archives: Material used for the creation of Archives – Modern Developments: Collection of Records – Registry system. Archival location: Building and Record Room. Organization of Archives in India: British Period and Post Independent Period.

Unit III: (15Hrs)

Functions of Archives: Primary Functions: Acquisition and Preservation of Historical Material - Allied functions. Uses of Archives: Research Value – Cultural and Social Value – Administrative Value – Use of Archives for Publication

Unit IV: (16hrs)

Administration of Archives: Aspects of Administration – Administrative Legislation. Preservation of Archives: Agents of Deterioration – Methods to Check Internal and External Deteriorating Agents – Nursing of Materials – Rehabilitation of Damaged Records – Lamination – Stain Removal.

Unit V: (15Hrs)

National Archives Origin – Archival Material – Access to Archives – Indian Historical Record Commission. Tamilnadu Archives: Rules and Regulation of the Tamilnadu Archives – Private Archives.

<sup>\*</sup>Starred Unit is Self Study.

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# M.A. History Semester – IV

(For students admitted from the academic year 2017-18 onwards)

Course: Elective IV – Epigraphy	Course Code: 17MHE8

# **Syllabus:**

**Unit I**: (16Hrs)

Meaning and Classification – Inscriptions as Historical source material –Writing materials: Metals – other Substances than Metal.

Unit II: (16Hrs)

Inscriptions of Asoka: Rock Edicts – Pillar Edicts – Cave inscriptions – Historical importance of Asokan edicts.

Unit III: (15Hrs)

Scripts: Evolution of Brahmi Script – James Princep – Tamil Brahmi Cave Inscription in Tamilnadu – Grantha and Vatteluttu Script – Techniques of Estampages.

Unit IV: (16hrs)

Inscription of South India: Uttaramerur Inscription- Pallava Copper Plates- The Pandiyan , Copper Plates - Copper Plates of the Imperial Cholas.

Unit V: (15Hrs)

Post Asokan Inscriptions: Allahabad Pillar Inscriptions and its Historical significance \_ Girnar Rock Inscription of Rudradaman

# M.A. History Semester – III

(For students admitted from the academic year 2017-18 onwards)

Course: Elective III- Practicals – Office Automation	Course Code: 17MHE5
Semester: III	No. of Credits: 4
No. of hours :75	C: T 65:10
CIA Max. Marks: 25	ESE Max. Marks: 75

<sup>\*</sup>Starred Unit is Self Study.

# (C: Contact hours, T: Tutorial, P: Practical,)

# **Course Objectives:**

- ➤ To equip with computer skills
- To inculcate in-depth programming knowledge in MS Office..

## **List of Programs**

#### **Word Processor**

Text creation and Manipulation

- i. Paragraph and Tab setting
- ii. Text Selection
- iii. Cut, Copy and Paste
- iv. Font and Size selection
- v. Bold, Ilatic and Underline
- vi. Alignment of Text: Center, left, right and Justify

## Formatting the Text

- 1. Changing Font, Size and Colour
- 2.Paragraph Indenting
- 3.Bullets and Numbering
- 4.Use of Tab and Tab Setting
- 5. Changing Case

## Table Manipulation

- 1. Creation of Rows, columns and Cells
- 2. Draw table
- 3. Changing Cell width and height
- 4. Alignment of text in Cell
- 5. Copying of Cell
- 6. Delete / insertion of rows and Coloumns
- 4. Prepare a Timetable.
- 5.Prepare a Resume.
- 6.Using the concept of Mail Merge
  - i) Blood donation Camp
  - ii) Seminar Organisation

#### Spreadsheet

7. Prepare a mark list of a class for 5 subjects and consolidate by using the formula:

Sum, Average, Max, Min, Count.

8. Create Employee details using Sort and Filter.

9Prepare Student Information.

#### **Presentation**

- 10. Prepare Power point slides regarding Sports Day (Use Hyperlink).
- 11. Prepare slides using Custom Animation.
- 12. Prepare slides using animation effects.

#### Internet

- 13. Create a Group Mail-Id and Send a mail by attaching files.
- 14. Store and Surf the documents in Google drive.
- 15. Check Plagiarism using tools.

16.Search the tourist/ pilgrim centres of a particular country.