

DETAILED SYLLABUS
POST GRADUATE DIPLOMA IN COMPUTER
APPLICATIONS
(PGDCA)
Effective from JULY-2026



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SCHEME

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

SEMESTER –I

Subject Code	Subject Name	Credits/Hours			Theory Paper	Practical Exams	Internal Evaluation	Total Marks
		L	T	P				
1PGDCA1	Computer Fundamentals and AI Concepts	4	1	0	70		30	100
1PGDCA2	PC Packages with AI Essentials	4	0	1	70	20	30	120
1PGDCA3(A) OR 1PGDCA3(B)	Elective-I Digital Publishing: PageMaker, Photoshop & InDesign OR Programming with Python	4	0	1	70	20	30	120
1PGDCA4(A) OR 1PGDCA4(B)	Elective-II MySQL Database Management OR MS-Access Database Management	4	0	1	70	20	30	120
Total Marks					280	60	120	460

(L – Lecture, T-Tutorial P-Practical)

Optional-1	Hindi Typing Skill
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SEMESTER-I

1PGDCA1-Computer Fundamentals and AI Concepts

Detail Syllabus:

UNIT-I: Computer System Concepts, Application area, advantage & disadvantage, Components of a computer system - Control unit, ALU, Input/Output, Memory, Mother Board, Generations of computers, Configurations of Computer system, Types of PCs- Desktop, Laptop, Notebook, Supercomputers : characteristics and area of uses, Primary Vs Secondary Memory, RAM, ROM, EPROM, PROM. Storage Devices- Hard Disk, Flash drives, Solid-State Drive (SSD).

UNIT-II: Input Devices: Keyboard, Mouse, Trackball, Scanners, Digitizing Tablet, Digital Camera, MICR, OCR, OMR, Light Pen, Barcode Reader, Quick Response Code (QR Code), Voice Recognition, Touch Screen. Output Devices: Monitors- Types of Monitor, Size, Resolution, Refresh Rate, Printers and its types Impact and Non-Impact printer, Dot Matrix, Inkjet, Laser, Plotter, 3D Printers, Sound Card and Speakers,

UNIT-III: Software and its Need, Types of Software- System Software, Application Software, System Software- Operating System- definition & function, Device Drivers & Utility Programs, Introduction & Features of DOS, Windows, Linux, Mac, Android. Programming Languages- Machine, Assembly, High Level, 4GL: Merits and Demerits, Introduction to Assemblers, Compilers and Interpreter. Introduction to Word Processing, Spreadsheet, Presentation Graphics, Data Base Management, Communication Software, Multimedia Software. Computer coding system-ASCII, ISCII and Unicode, Number System - Binary, Octal, Decimal, Hexadecimal.

UNIT-IV: Use of communication and IT, Communication Process, Component of communication- Sender, Receiver, Transmission, Medium & Protocol, Communication types- Simplex, Half Duplex, Full Duplex. Communication Channels- Twisted, Coaxial, Fiber Optic, Modem-Working and characteristics. Types of network- client/server and peer-to-peer networks, Types of connections- Dialup, Leased Lines, ISDN, RF, Broadband, Types of Network- LAN, WAN, MAN, Internet, VPN, Components of LAN-Media, NIC, NOS, Network devices - Bridges, HUB, Routers, Repeater, Gateways.

UNIT-V: Introduction to AI, History, Definition, and Applications of AI, Types of AI, Advantages and Limitations of AI. Exploring AI-powered Devices (e.g., Smart Assistants, Image Recognition Tools). Introduction to Machine Learning and its Relationship with AI. Introduction to AI in the Internet World: Search Optimization, Chatbots, Recommendation Systems, Virtual Assistants, Modern AI Applications: Chatbots, Self-Driving Cars, Voice Assistants. Introduction to Microsoft Copilot.

Reference Books:

- Fundamentals of Computers, Paperback by Reema Thareja, Oxford University Press.
- Computer Fundamentals- 6th Edition by Pradeep K. Sinha, Priti Sinha, BPB Publications.
- Computers Today, A. Ravichandran, Khanna Book Publishing.
- Handbook of Computer Fundamentals by Nasib Singh Gill, Khanna Publishers.
- https://cbseacademic.nic.in/web_material/Curriculum25/publication/srsec/843_AI_Student_HandbookXI.pdf

SEMESTER-I

1PGDCA2 – PC Packages with AI Essentials

Detail Syllabus:

UNIT-I: Operating System (Windows11): Overview of Windows Operating System, Basic Operations-How to Start a computer, login, logoff, shutdown. Personalizing Desktop-Desktop Background, Screen Saver, Themes, Setting date & time, Task bar, Files & Folders, Create, Copy, Rename, Moving & Delete Files & Folders, Create & Using Shortcuts, Recycle Bin.

Accessories-MS Paint, Notepad, WordPad, Windows Media Player, Calculator, Control Panel Language Settings, add, Remove or Configuring New or Existing Devices, Software and fonts, Enhance the Performance of Computer- Using Disk Clean-up, Using Disk Defragmenter.

Introduction to AI and its Relevance in daily computing tasks, Overview of AI Productivity Tools (ChatGPT, Copilot, Gemini, Notion AI), Overview of AI-powered features in Windows (e.g., Copilot).

UNIT-II: Modern office activities and their software requirements, Introduction to various office Suits, like OpenOffice, Libre Office, WPS office, Google Docs & Microsoft office.

MS Word (2019): Introduction to MS Word, Features & Area of use. Working with MS Word, Menus & Commands, Ribbon, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements- Fonts, Styles, Text Attributes, Formatting Text and Documents: Auto format, Paragraph and Page Formatting, Line spacing, Margins, Borders and Shading, Tabs and Indents, Text Editing using various features, Bullets, Numbering, Working with Styles, Printing & various print options, Spell Check Working with Headers and Footers. Creating and editing and other activities in Table, Introduction to Google Docs, Smart Compose, AI Summarizer.

UNIT-III: Graphics in MS-word (2019): Importing graphics, Clipart, Insert Picture, Using Clip Art, Shapes and SmartArt in documents, Using Drawing Features, WordArt and DropCap Features, Use of Templates.

Mail Merge, Envelops & Mailing Labels, Importing and exporting to and from various formats, Macros and their use, Creating Professional Reports with AI-generated Templates, Using AI tools for grammar checking and Content Suggestions.

UNIT-IV: MS Excel (2019) basics & features, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Selecting cells, Entering and editing Text, Entering and Editing Numbers, Removing & Resizing of Columns & Rows, Entering and Editing Formulas, Referencing cells, Moving cells, Copying Cells, Sorting Data, Inserting Rows and Columns, Different Views of Worksheets.

Formatting: Cell Formatting, Changing Column widths and Row heights, auto format, changing font sizes and Attributes, Centering Text across columns, Using border buttons and Commands, Changing Colors and Shading, Hiding Rows and Columns Splitting, Merging, Working with Data & Ranges, Column Freezing.

Charts in Excel: Chart parts and Terminology, chart wizard, different Types of charts, Printing charts, deleting charts,

Using AI in Excel: Data Insights, Trend Prediction, Using AI features like “Analyze Data” and ChatGPT for formula generation.

UNIT-V: MS PowerPoint(2019): Introduction & Area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, shapes, screenshots, Smart Art and charts in presentation, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Change Backgrounds, Change Size, Using Animation and Transitions in Presentation, Printing Presentations, Notes, Handouts, Slide Master, Handout Master and Notes Master.

Overview of AI Tools for Presentation Creation (Beautiful.ai, Tome, Canva AI), Generate an AI-based presentation using online tools

Books and References

- Windows 8.1 In Depth, by Knittel, PEARSON
- Windows 8.1 Plain and Simple by Joli Ballew, Nancy Muir, PHI
- MCSA Microsoft Windows 8.1 Complete Study Guide: Exams 70-687, 70-688, Jeffrey R. Shapiro, Darril Gibson, Wiley India
- Windows 8.1 For Dummies By Andy Rathbone, Wiley India
- Office 2013 in Simple Steps, Kogent Learning Solutions Inc., Wiley India
- Microsoft Office:2013 Edition Inside Out, Bott Ed, Siechert, Carl, Prentice Hall Of India (PHI)
- Learning Microsoft Office 2013, Paperback by Ramesh Bangia, Khanna Book Publishing
- Microsoft Office 2013 : Digital Classroom, Paperback by Walter Holland, ACI Creative Team, WILEY
- Microsoft Learn Portal: *AI Features in Microsoft 365*
- https://cbseacademic.nic.in/web_material/Curriculum25/publication/srsec/843_AI_Student_HandbookXI.pdf

Practical Questions:

Q. Load Microsoft Word & type the following text and do the following tasks:

Television

How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world, there are high quality programmers that helps us to understand many fields of study, science, medicine, the arts and so on. Moreover, television benefits very old people, who can't often leave the house as well as patients in hospitals. It also offers non native speakers the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch the 'blood tube' for an average of six hours or more a day. Many children stare at a television screen for more hours each day than they do anything else including studying & sleeping. It's clear that the tube has a powerful influence on their lives and that its influence is often negative.

1. Save your work as "Television" on Desktop.
2. Set the heading : Font Times New Roman Size 18, align center & Bold,
3. Set the remaining text with font Calibri & size 12
4. Underline the heading & change all letters to uppercase
5. Run the spell checker.
6. Apply indentation to the first line of the second paragraph
7. Change the line spacing of the paragraphs to 1.5.
8. Replace the word "screen" with monitor.
9. Apply a 6pt width page border to the document
10. Change the Page orientation to Landscape

Q. Type the given text in similar format using list in the word:

1. Select the first, then hold CTRL whilst selecting the rest
 - Right click on them
 - Double click on them
 - Use the TAB button
2. How do you get capital letters using just one finger?
 - Use the SHIFT LOCK key
 - Use the TAB key
 - Use the ESCAPE key
 - Use the CTRL key
3. What is the short cut for copying data to the clipboard?
 - CTRL + C
 - CTRL + X
 - CTRL + Z
 - CTRL + V

Q. Create a table as shown below.

Student Name		Marks1	Marks2
First Name	Last Name		

1. Enter the detail in the table
2. Insert one row after Marks 2 and name its heading as Total
3. Calculate total of Marks1 & Marks2 and enter in Total Column
4. Bold the Student Name, Marks1, Marks2 , & Total

Q. Type the following text in Hindi using UNICODE

हँसी शरीर के स्वास्थ्य का शुभ सवांद देने वाली है। वह एक साथ ही शरीर और मन को प्रसन्न करती है। पाचन शक्ति बढ़ाती है, रक्त को चलाती है और अधिक पसीना लाती है। हँसी एक शक्तिशाली दवा है। एक डॉक्टर कहता है कि वह जीवन की मीठी मदिरा है। डॉक्टर ह्यूड कहते हैं कि आनंद से बढ़कर बहुमूल्य वस्तु मनुष्य के पास और कोई नहीं। कार लाइल एक राजकुमार था। संसार त्यागी हो गया था वह कहता है कि जो जी से हँसता है, वह कभी बुरा नहीं होता। जी से हँसो, तुम्हें अच्छा लगेगा। अपने मित्र को हँसाओ, वह अधिक प्रसन्न होगा। शत्रु को हँसाओ, तुम से कम घृणा करेगा। एक अनजान को हँसाओ, तुम पर भरोसा करेगा। उदास को हँसाओ, उसका दुःख घटेगा। एक निराश को हँसाओ, उसकी आशा बढ़ेगी। एक बूढ़े को हँसाओ, वह अपने को जवान समझने लगेगा। एक बालक को हँसाओ, उसके स्वास्थ्य में वृद्धि होगी। वह प्रसन्न और प्यारा बालक बनेगा। पर हमारे जीवन का उद्देश्य केवल हँसी ही नहीं है, हमको बहुत काम करने हैं। तदपि उन कामों में, कष्टों में और चिंताओं में एक सुंदर आंतरिक हँसी, बड़ी प्यारी वस्तु भगवान ने दी है।

Q. Send a letter to your classmates using mail merge.

Q. Write about introduction of computer and insert pictures related to it.

Q. Open Microsoft Excel and perform the following

- Input experimental data into Microsoft Excel worksheet.
- Properly format and organize data inserted.
- Perform calculations using built-in functions.
- Generate simple and effective tables and graphs
- Integrate both graphs and tables created in MS Excel into MS Word document.

Q. Make Power Point Slides to explain various input devices

Q. Make Power Point Slides to explain various output devices

Q. Make Power Point Slides to show various tourist places of Madhya Pradesh.

Q. Apply text and slide transitions

Q. Insert image & sound file in Presentation

Q. Create a project report using MS Word + AI summarizer

Q. Develop a sales report and analyze it using Excel + AI insights

Q. Prepare a multimedia presentation with AI design tools

Q. Create a student database using MS Access and connect it to Excel

Q. Use AI assistant (ChatGPT/Copilot) to automate office workflows

SEMESTER-I

1PGDCA3 (A) – Digital Publishing: PageMaker, Photoshop & InDesign

Detail Syllabus:

UNIT-I: Introduction to Desk Top Publishing (DTP), Definition, Need and Area of Application. Introduction to Offset Printing Technology, Use of DTP in Offset Printing, Use of DTP in Publications and Newspaper Printing, Formatting of a Text: Typography, Fonts, Point Size, Spacing, Breaks, Measurements etc.

Types of Printing: Lithography, Flexography, Gravure, Screen Printing, Offset Printing, Terms used in

Offset Printing: Bleed, CMYK, Transparent Printouts - Bromide & Film. Halftone, Impression, Saddle Stitch, Perfect Bind, Negative & Positives for Plate were making

UNIT-II: Introduction to Adobe Page Maker 7.0, Page Maker as a DTP Software, Difference between a Page Maker & Word Processing Software. Attribute Settings: Tools, Styles, Menus, Templates, Alignments, Grids, Guides etc. Keyboard shortcuts, Templates & its Use.

Page Layouts– Margins and Page Orientations with various page sizes,

Text Editing and Manipulation, Magazine & News Paper Page Layouts. Filters, Import and Export options, Placing of Text and Images, Auto flow and Story Editor.

Different Layout views, Control Palette, Layers & its use. Tab setting, Columns & Gutters, Use of Styles, Palettes & Colors, Import & Export of files, Document Setup & Preferences. Master Pages and its use

UNIT-III: Adobe Page Maker-Page and document setup, working with rulers, setting the unit measurement, Bullets, Column Balancing, Breaks Arrange, Fill & Stroke Options.

Text Wrapping, Orphan lines, Revert Command and its use, Using Drop Caps and various style formats, Editing of Graphics and Frames. Defining Styles

OLE & Embedding, Plugins, Mathematic Equation, Table Editor and it use. Polygon Setting & Rounded Corners

Master Pages, Headers & Footers, Frame Options, View Menu Options, Print Setup Options. Paste Multiple & Paste Special.

Managing and Printing Publications – Tiles, multiple copies etc. Various Page Layout Designing Practical's.

UNIT-IV: Introduction to Adobe Photoshop, Photoshop Documents, Various Graphic Files and Extensions- JPG, GIF, PNG, TIF, BMP, PSD, CDR, SVG etc., Photoshop Environment.

Graphic Files: Vector Image and Raster Images. Definition, Features, Vector & Raster Graphics, Bitmap Graphics and its qualities Pixels, Color Modes and Color Models: HSB, RGB, CMYK, Bitmap, Gray Scale, Duotone. Color Mode Conversion.

Image: Image Size and Resolution, Changing Image Size and Resolution, Getting Image from Input Devices, Creating New image in Photoshop.

Using File Browser, Opening and Importing Selecting Image, Adjusting Pixel, Snap command, saving and Loading Selection, Deleting Selection.

UNIT-V: Photoshop–Introduction PSD files, Screen and Work Area Interfaces: Menu Bar, Option Bar, Palette, Active Image Area, Tool Box List etc.

Opening, Saving, Closing a File, Tool: Icons, Name and usage of Each tool, Setting History Option, Basic Image Manipulations, Photoshop Layers & Palettes: Use of Layers, Creating using layer, Using layer palette,

Working with layered Image: Layer and Layer sets, Selecting Layers, Displaying Content of a Layer, Duplicating Layers, Changing Order of Layers, Renaming & Deleting Layers

Filters: Using Filter Gallery, Filter Gallery Dialogue box, Applying and Blending Filters, Choosing various Filter Effects, Masking Tools & Effects, Using Channels.

Introduction to InDesign, Interfaces, Commands & options, inserting text & images, news paper& magazine page designing in InDesign. Introduction to Microsoft AI Designer and Figma.

Reference Books:

- Adobe Photoshop 7 by Bpb PUBLISHING
- Adobe Premier Pro Class room in a book, the official training workbook, Adobe at ptgmedia.pearsoncmg.com
- InDesign CS6 in Simple Steps by Kogent Learning Solutions Inc. and Dreamtech Press

Practical Questions:

- Q. Refer the following points and Design a logo for an organization/company
- Company name is Horizon Communication Ltd. with
 - Design a Logo of a company/organization with tag line – Be connected.
 - You can use symbols which show horizon.
 - Company deals in building networks.

- Company works for customers in Bhopal only.
- Company wants to target government and private organizations both.
- Company wants a coloured logo not black and white.
- Prepare at least 3 variations of logo.

Q. Refer the following points and Design a Visiting Card based on following points:

- Design a visiting card for Dinesh Kumar Ahuja who is a managing director of Softech Pvt. Ltd.
- Company works in the field of web development.
- Visiting card should contain mobile no. 998—989-9898.
- Visiting card should contain office address E-3/333 Arera Colony, Bhopal.
- Visiting card size should 3.5 x 2 inches.
- Cards theme and colour should match the company's work profile.
- Try to prepare at least 4 variations for visiting card.

Q. Prepare Passport size photographs to print on A4 Sheet.

- Passport photograph size – 35 x 45 mm
- Select a photograph and resize it to 35 x 45 mm in passport size photograph style.
- Change the background of photo to plain background.
- Insert name and date on photograph.
- Place 20 photographs in a 4 x 5 pattern to print them on a A4 Sheet.

Q. Colorize a black and white photograph to color.

- Select any black white (old) photograph of your parents or relatives.
- Scan this photograph.
- Colorize the photograph with your imagination.
- Try to match skin tone hair color.
- Try to colorize dress and environment as real as possible.
- Finally save the new image in jpeg format.

SEMESTER-I

1PGDCA4 (B)-MS-Access Database Management

ELECTIVE-II

Detail Syllabus:

UNIT-I: Introduction to database -What is a Database, Why use a Relational Database, Overview of Database Design- Data Normalization (Determining tables, Determining Fields, Determining Relationships) Integrity Rules (Primary/Foreign Key, One-to-Many, Many-to-Many, One-to-One) Introduction to MS Access (Objects, Navigation).

UNIT-II: Tables in Database, Create a Table in MS Access- Data Types, Field Properties, Fields: names, types, properties- default values, format, caption, validation rules Data Entry, Add record delete record and edit text, Sort, find/replace, filter/ select, rearrange columns, freeze columns. Edit a Tables- copy, delete, import, modify table structure, find, replace.

UNIT-III: Working with Query, Setting up Relationships- Define relationships, add a relationship, set a rule for Referential Integrity, change the join type, delete a relationship, save relationship Queries & Filter - difference between queries and filter, filter using multiple fields AND, OR, advance filter Queries, create Query with one table, find record with select query, find duplicate record with query, find unmatched record with query, run query, save and change query.

UNIT-IV: Working with Forms, Introduction to Forms Types of Basic Forms: Columnar, Tabular, Datasheet, Main/Subforms, add headers and footers, add fields to form, add text to form use label option button, check box, combo box, list box Forms Wizard, Create Template.

UNIT-V: Working with Reports, Introduction to Reports, Types of Basic Reports: Single Column, Tabular Report Groups/Total, single table report, multi-table report preview report print report, Creating Reports and Labels, Wizard.

Reference Books:

- MS Office XP complete BPB publication ISBN 8 1-7656-564-4.
- MS Access fast & easy by FaitheWempen PHI.

Practical Questions:

Q. Create New Database name “**student**” (with relevant data type) and add following records:

Perform the following operation on above database:

- To display all records in the database
- To display records based on some conditions
- To display the structure of the database

Roll_NO	FNAME	SNAME	CITY	COURSE	FEE_DEPOSITED
100	ANIL	VRCE	BHOPAL	DCA	1000.00
101	SUNIL	RANA	DELHI	DCA	500.00
102	MEHUL	KOSHIK	BOMBAY	PGDCA	1500.00
104	MADHURI	CHANDI	PATNA	BCA	1200.00
105	PRMOD	MEHRA	NAGPUR	DCA	2000.00
106	SANDIP	DHEER	NAGPUR	PGDCA	1200.00
107	SHIVANI	VIRAR	SURAT	PGDCA	1000.00
108	KRANTI	NEHRU	DELHI	DCA	500.00
109	MINU	POWAI	BHOPAL	PGDCA	700.00
110	VINOD	SINHA	BHOPAL	BCA	800.00

- To display FNAME and city whose course name is dca
- To delete current record
- To delete records based on some condition
- To delete all the records in current database
- To replace all BOMBAY with MUMBAI
- To give details of FNAME & SNAME having fees deposited between 1400 and 3000.
- Modify the table and add one more field "INSTITUTE_NAME" and fill the data
- Sort/Index with City
- Sort/Index with FNAME & SNAME
- To count the number of records in the database
- To calculate the total fees deposited
- To input records and add them in the database
- Find the name of the student who deposited minimum fees
- To Display the sum of fees deposited by all DCA students
- To Display the sum of fees deposited in each course
- Add one more column “FINE” in table and insert 50 Rs in each record.
- Add one more column “TOTAL” in table and update the table as $TOTAL = FEE_DEPOSITED + FINE$
- Delete the column “TOTAL”
- Create two tables with attribute of your choice and perform the join operation
- Create form to Input data using various controls

SEMESTER-I

Optional-1-Hindi Typing Skill

टाइपिंग परीक्षा के लिए निर्देश

- PGDCA के पहले और दूसरे सेमेस्टर में, हिंदी और अंग्रेजी टाइपिंग को पूरी तरह से वैकल्पिक विषय के रूप में शामिल किया गया है।
- 15 मिनट का टाइपिंग टेस्ट MPOnline के परीक्षा केंद्रों पर आयोजित किया जाएगा।
- जो छात्र टाइपिंग परीक्षा का विकल्प चुनते हैं, उन्हें परीक्षा फॉर्म भरते समय—PGDCA के लिए निर्धारित परीक्षा शुल्क के अतिरिक्त—प्रति टाइपिंग परीक्षा ₹250 + 18% GST का शुल्क देना होगा।
- छात्रों के लिए हिंदी और अंग्रेजी टाइपिंग परीक्षाएं MPOnline के माध्यम से, वर्तमान में निम्नलिखित परीक्षा केंद्रों पर आयोजित की जाएंगी।

State	City	Exam center address
Madhya Pradesh	Bhopal	iON Digital Zone iDZ Prestige 1 Shree Jairam Education Society
Madhya Pradesh	Bhopal	iON Digital Zone iDZ Prestige 2 Shree Jairam Education Society
Madhya Pradesh	Bhopal	iON Digital Zone iDZ RGPM Sankhedi
Madhya Pradesh	Gwalior	iON Digital Zone iDZ Chitoura Road
Madhya Pradesh	Indore	iON Digital Zone iDZ Sri Aurobindo
Madhya Pradesh	Indore	iON Digital Zone iDZ SAGE
Madhya Pradesh	Jabalpur	iON Digital Zone iDZ Gram Raigawan Near Patan Bypass
Madhya Pradesh	Sagar	SSHC Jain Institute of Management and Research
Madhya Pradesh	Sagar	Adina Institute of Science and Technology
Madhya Pradesh	Satna	iON Digital Zone iDZ Karhi Road Amoudha
Madhya Pradesh	Ujjain	iON Digital Zone iDZ Gram Gangedi Near Mahaveer Tapobhumi

- अंग्रेजी और हिंदी टाइपिंग के लिए न्यूनतम उत्तीर्ण अंक 50% हैं, जिसमें टाइपिंग की गति इस प्रकार होगी।

Hindi Typing	20 NWPM
English Typing	30 NWPM

- उम्मीदवार की टाइपिंग गति का मूल्यांकन 'नेट वर्ड्स प्रति मिनट' (NWPM) में किया जाएगा। अंक नीचे दी गई तालिका के अनुसार निर्धारित किए जाएंगे।

English	
Typing Speed	Scaled Score
30 – 40 NWPM	50.00 %
41 – 50 NWPM	60.00 %
51 – 60 NWPM	70.00 %
61 – 70 NWPM	80.00 %
71 – 80 NWPM	90.00 %
> 80 NWPM	100.00 %

Hindi – Unicode	
Typing Speed	Scaled Score
20 – 25 NWPM	50.00 %
26 – 30 NWPM	60.00 %
31 – 35 NWPM	70.00 %
36 – 40 NWPM	80.00 %
41 – 50 NWPM	90.00 %
> 50 NWPM	100.00 %

7. यदि कोई उम्मीदवार 50% या उससे अधिक अंक/स्कोर प्राप्त करता है, तो उसे 'योग्य' घोषित किया जाएगा।
8. अध्ययन संस्थान (Study Institute) छात्रों को हिंदी और अंग्रेजी टाइपिंग के लिए तैयार करेगा। अध्ययन संस्थान सेमेस्टर के दौरान टाइपिंग टेस्ट के लिए अभ्यास सत्र आयोजित करेगा।