

**SSTUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETRIAL PRACTICE
FIRST SEMESTER**

Sr. No.	Subject	L	T	P	TO T	EVALUATION SCHEME						Total Marks
						Internal Assessment		External Assessment (Examination)				
						Periods/Weeks		Theory Max.Marks	Practical Max.Marks	Theory Max.Marks Hrs		
1.1	ECS-I *	3	2/2	2	6	20	30	50	2.5	50	3	150
1.2	BIT *	2		3	5	10	10	50	2.5	30	3	100
1.3	SHORTHAND HINDI-I	3		6	9	25	25	50	2.5	50	3	150
1.4	SHORT HAND ENGLISH-I	3		6	9	25	25	50	2.5	50	3	150
1.5	COMPUTER TYPING (ENGLISH)			6	6	-	50		2.5	100	3	150
1.6	PRINCIPLES OF OFFICE & MANAGEMENT	3			3	50		75	2.5			125
1.7	COMPUTER TYPING THOERY (ENGLISH & HINDI)	6			6	50		75	2.5			125
1.8	General Proficiency#			4	4		25					25
1.9	INDUSTRIAL EXPOSURE + (Assessment at Inst. Level)						25					25
		20	2/2	27	48	180	190	350		280		1000

* Common with other Engineering diploma programs

General Proficiency will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.

+ Industrial Exposure compulsory at minimum 2 Industries or Department.

Note: 1- Each period will be 50 minutes. 2- Each session will be of 16 weeks. 3- Effective teaching will be at least 12.5 weeks.

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE
SECOND SEMESTER

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	19	2/ 2	28	48	195	205	300		300		1000
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* Common with other Engineering diploma programmes

General Proficiency will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.

+ Industrial Exposure compulsory at minimum 2 Industries or Department.

Note: 1- Each period will be 50 minutes. 2- Each session will be of 16 weeks. 3- Effective teaching will be at least 12.5 weeks.

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE THIRD SEMESTER

Sr. No.	Subject	L	T	P	TO T	EVALUATION SCHEME						Total Marks
						Internal Assessment		External Assessment (Examination)				
								Theory		Practical		
						Max.Marks	Max.Marks	Max.Marks	Hrs	Max.Mar ks	Hrs.	
3.1	ECS-III	3	2/ 2	2	6	25	25	50	2.5	50	3	150
3.2	STENOGRAPHY HINDI-I	3		6	9	25	25	50	2.5	100	3	200
3.3	STENOGRAPHY ENGLISH-I	3		6	9	25	25	50	2.5	100	3	200
3.4	PUBLIC ADMINISTRATION	4			4	50		50	2.5		3	100
3.5	OFFICE ACCOUNTING PRACTICE	5			5	50	-	50	2.5	-	-	100
3.6	DESK TOP PUBLISHING	-		5	5	-	50		2.5	50	3	100

3.7	PROFESSIONAL COMMUNICATION (HINDI & ENGLISH)	6			6	50	-	50	2.5	-		100
3.8	General Proficiency#			4	4			25				25
3.9	INDUSTRIAL EXPOSURE + (Assessment at Inst. Level)							25				25
		24	2/2	23	48	225	125	350		300		1000

* Common with other Engineering diploma programs

General Proficiency will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.

+ Industrial Exposure compulsory at minimum 2 Industries or Department.

Note: 1- Each period will be 50 minutes. 2- Each session will be of 16 weeks. 3- Effective teaching will be at least 12.5 weeks.

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

FOURTH SEMESTER

Sr. No.	Subject	L	T	P	TO T	EVALUATION SCHEME						Total Marks
						Internal Assessment		External Assessment (Examination)				
						Theory Max.Marks	Practical Max.Marks	Theory		Practical		
								Max.Marks	Hrs	Max.Marks	Hrs.	
4.1	ECS-IV	3	2/2	2	6	25	25	-	2.5	50	3	150
4.2	STENOGRAPHY HINDI-II			9	9	25	25	-	2.5	100	3	150
4.3	STENOGRAPHY ENGLISH-II			9	9	25	25	50	2.5	100	3	150
4.4	OFFICE MACHINERY	5			5	50	-	50	2.5	-	3	150
4.5	ENTERPRENIURSHIP DEVELOPMENT &	5			5	25	-	75	2.5	-	-	100

	MANAGEMENT *											
4.6	TALLY ACCOUNTING	2		4	6	25	25	50	2.5	50	3	150
4.7	EMPLOYABLE SKILL*			4	4		25	-		-		25
4.8	MAJOR PROJECT			-	-		25			100		
4.8	General Proficiency#			4	4		25					25
4.9	INDUSTRIAL EXPOSURE + (Assessment at Inst. Level)						25					25
		15	2/2	32	48	175	200	225		400		1000

* Common with other Engineering diploma programmes

General Proficiency will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.

+ Industrial Exposure compulsory at minimum 2 Industries or Department.

Note: 1- Each period will be 50 minutes. 2- Each session will be of 16 weeks. 3- Effective teaching will be at least 12.5 weeks.
extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.

SUGGESTION