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						
110.						Internal A	ssessment		ernal Ass (Examina	essment ition)		Marks
		Pe	eriods	/We	eks	Theory	Practical	Theory	y	Practi	cal	
						Max.Mark s	Max.Marks	Max.Marks	Hrs	Max.Mar ks	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 PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETRIAL PRACTICE SECOND SEMESTER

Sr. No.	Subject				TO T	EVALUATION SCHEME						
						Internal A	ssessment		ernal Ass			
			<u></u>			_		The same of the sa	(Examina			
		Pe	riod	s/We	eks	Theory	Practical	Theory	У	Practi	cal	
						Max.Mark	Max.Marks	Max.Marks	Hrs	Max.Mar	Hrs.	
						s				ks		
2.1	ECS-II*	3	2/ 2	2	6	20	30	50	2.5	50	3	150
2.2	INTERNET & NETWORKING	3		4	7	25	25	50	2.5	50	3	150
2.3	SHORT HAND HINDI-II	2		6	8	25	25	50	2.5	50	3	150
2.4	SHORT HAND ENGLISH-II	2		6	8	25	25	50	2.5	50	3	150
2.5	ELEMENTRY BOOK KEEPING & ACCOUNTANCY	5			5	50	-	50	2.5	-	-	100
2.6	COMPUTER TYPING (HINDI)			6	6		50	-		100	3	150
2.7	SECRETRIAL PRACTICE	4			4	50	-	50	2.5	-		100
2.8	General Proficiency#			4	4		25					25
2.9	INDUSTRIAL EXPOSURE +						25					25
	(Assessment at Inst. Level)											

19	2/	28	48	195	205	300		300	1000
	2					4	- V		

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETRIAL PRACTICE THIRD SEMESTER

Sr. No.	Subject	L	T	P	TO T		E	VALUATION SCI	НЕМЕ			Total Marks
						Internal A	ssessment	Ext	ernal Ass	essment		
									(Examina	ition)		
		Per	riods	s/We	eks	Theory	Practical	Theor	y	Practi	cal	
						Max.Mark s	Max.Marks	Max.Marks	Hrs	Max.Mar ks	Hrs.	
3.1	ECS-III	3	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	Q.,	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

^{*} 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.

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

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETRIAL PRACTICE

FOURTH SEMESTER

Sr. No.	Subject		Internal Assessment External E										
						ernal Assessment							
									(Examinat	(Examination)			
			Periods	s/Wee	ks 🥻	Theory	Practical	Theory	7	Practio	al		
						Max.Marks	Max.Marks	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	

^{*} 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.

	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

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.

[#] 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.

