

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME 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)						
						Periods/Weeks		Theory	Practical	Theory			Practical	
						Max.Marks	Max.Marks	Max.Marks	Hrs	Max.Marks	Hrs.			
	Industrial Training	4 Weeks				-	25	50	-	25	3	50		
4.1	ECS-IV	3	2/2	2	6	25	25	-	2.5	50	3	100		
4.2	STENOGRAPHY HINDI-II			9	9		25	-	2.5	100	3	150		
4.3	STENOGRAPHY ENGLISH-II			9	9		25		2.5	100	3	200		
4.4	OFFICE MACHINERY	5			5	50	-	50	2.5	-	3	100		
4.5	ENTERPRENIURSHIP DEVELOPMENT & MANAGEMENT *	5			5	25	-	75	2.5	-	-	100		
4.6	TALLY ACCOUNTING	2		4	6	25	25	50	2.5	50	3	150		
4.7	EMPLOYABLE SKILL*			4	4		25	-	2.5	-		25		
4.8	MAJOR PROJECT			-	-		25			100		125		
	Disc/Game/SCA/NCC/NSS #			4	4		25					25		
	Industrial Exposure (Assessment at Inst. Level) +						25					25		
		15	2/2	32	48	125	225	225		425		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.