BRANCH NAME – MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE   **SEMESTER – IV**

Subject Code	Subject	L	T	P	TOT	Internal Theory Max Marks	Internal Practical Max Marks	External Theory Max Marks	External Theory Hrs.	External Practical Max Marks	External Practical Hrs.	Total Marks	Credit Point
		Period/Weeks											
154006	Shorthand (Hindi) - IV	-	-	6	6	-	40	-	-	50	3.0	90	3
154005	Shorthand (English) - IV	-	-	6	6	-	40	-	-	50	3.0	90	3
154001	Computer Typing (Hindi) - IV	-	-	5	5	-	50	-	-	100	3.0	150	5
154003	Personality Development	4	-	-	4	50	-	50	2.5	-	-	100	4
154004	Professional Terminology (Hindi & English)	4	-	-	4	50	-	50	2.5	-	-	100	4
154007	Tally Accounting	3	-	4	7	25	20	50	2.5	50	3.0	145	5
154002	General Aptitute	4	-	-	4	50	-	50	2.5	-	-	100	5
154008	Major Project (Practical)	-	-	4	4	-	50	-	-	50	3.0	100	3
154052	Industrial Exposure (Assessment at Inst. Level)+	-	-	-	-	-	25	-	-	-	-	25	1
014054	General Proficiency	-	-	4	4	-	25	-	-	-	-	25	1
016055	Employability Skills	4	-	-	4	25	-	50	2.5	-	-	75	1
Total		**19**	**-**	**29**	**48**	**200**	**250**	**250**	**-**	**300**	**-**	**1000**	**35**

*   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 & G.K etc.

\+   Industrial Exposure compulsory at minimum 2 Industries or Departments.

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.

Branch Code - 15

20

FOURTH SEMESTER
MODERN OFFICE MANAGEMENT &
SECRETARIAL PRACTICE

SHORTHAND (HINDI) – IV (PRACTICAL)
शार्टहैंड (हिन्दी) – IV (प्रयोगात्मक)

Subject Code : 154006

L	T	P
-	-	6

DETAILED CONTENTS

1	पोस्ट आफिस –विभाग	05 घण्टे
2	रेलवे विभाग	05 घण्टे
3	बालचर मंडल	05 घण्टे
4	ग्रह नक्षत्रादि	05 घण्टे
5	शिक्षा –विभाग	05 घण्टे
6	कृषि	05 घण्टे
7	स्वास्थ्य –विभाग	05 घण्टे
8	जेल–सेना–पुलिस	05 घण्टे
9	न्याय–विभाग	05 घण्टे
10	स्टाक–एक्सचेंज	05 घण्टे
11	बैंक और कम्पनी	05 घण्टे
12	किस्म कागजात	05 घण्टे
13	कुछ व्यवहारिक पत्र	05 घण्टे
14	नेताओं नगर व प्रान्तों के नाम	05 घण्टे
15	एक ही वर्ण से आधारित विभिन्न संकेत	05 घण्टे
16	गति बढ़ाने के नियम	05 घण्टे
17	विभिन्न समाचार पत्रों से डिक्टेशन लेकर अनुलिपि करना	16 घण्टे
18	अपठित गद्यांशों एवं पत्रों को डिक्टेशन लेकर अनुलिपि करना	16 घण्टे

112 घण्टे

परीक्षा : समय – तीन घंटा

- एक शासकीय तथा दूसरा व्यापारिक पत्र प्रत्येक 5 मिनट में 80 शब्द प्रति मिनट की गति से डिक्टेशन लेकर कम्प्यूटर पर अनुलिपि करना ।
- एक अपठित उद्धरण जिसमें 400 शब्दों से अधिक न हो, 80 शब्द प्रति मिनट की गति से 5 मिनट में डिक्टेशन लेकर कम्प्यूटर पर अनुलिपि करना ।

Text Books :

1. हिन्दी संकेतलिपि Author: RISHI LAL AGGARAWAL, Publisher: GYA PRASAD AGGARAWAL/ VISHNU ART.

SHORTHAND (ENGLISH) -IV (PRACTICAL)

Subject Code : 154005

L	T	P
-	-	6

DETAILED CONTENTS

1. Practical Assignments from various Newspapers, Magazines etc. **38 Hrs.**

2. Dictation from unseen passages and their transcription on the computer.

   38 Hrs.

3. Dictation of Official & Business Letters and their transcription on the computer. **36 Hrs.**

   112 Hrs.

Practical Exam - 03 Hrs.

- Dictation of one Unseen Para of 400 words in 5 minutes duration @ 80 wpm and its transcription on the computer.
- Dictation of one Official Letter and One Business Letters in 5 minutes duration @ 80 wpm and their transcription on the computer.

Text Books :

1. PITMAN SHORTHAND & INSTRUCTER KEY Author: ISAAC PITMAN, Publisher: VISHU ART PRESS.

COMPUTER TYPING (HINDI) – IV (PRACTICAL)
टंकण (हिन्दी) – IV (प्रयोगात्मक)

Subject Code : 154001

L	T	P
-	-	5

DETAILED CONTENTS

1. उद्धरण का अभ्यास   **32 घण्टे**

2. बीजक एवं सारिणीबद्ध का अभ्यास   **32 घण्टे**

3. बैंक सम्बन्धी पत्रों का अभ्यास   **32 घण्टे**

                                                                    96 घण्टे

परीक्षा समय :– 3 घण्टे

1. एक उद्धरण जिसमें 300 शब्दों से अधिक न हो। गति 30 शब्द प्रति मिनट

2. एक सरकारी या व्यवसायिक पत्र जिसमे 300 शब्द से अधिक न हो।

3. एक सारिणीबद्ध विवरण ∕ बीजक जिसमें 04 कालम से अधिक न हों। अधिकतम 200 शब्द 20 शब्द प्रति मिनट की गति से।

Text Books :

1. Typewriting Made Easy For beginners by Dr. O.P. Kuthiala; Pitman Publications

2. Typewriting Speed and Accuracy by Dr. O.P. Kuthiala; Pitman Publications.

3. Typewriting Speed and Accuracy by Dr. R.C. Bhatia, Sterling Publishers, Pvt. Ltd.

4. Typewriting Theory and Practice by Dr. R.C. Bhatia; Sterling Publishers Pvt. Ltd.

5. Hindi And English Type writing by Dr. Wajid Ali and Inderjeet Kaur Publishers Moon light.

PERSONALITY DEVELOPMENT (THEORY)

Subject Code : 154003

L	T	P
4	-	-

DETAILED CONTENTS

1. UNDERSTANDING PERSONALITY　　　　　　**10 Hrs**

　1.1 Meaning of Personality

　1.2 Various stages of Personality Development

　1.3 Composition of Personality

　1.4 Techniques for Improvement of Personality

2. ATTITUDE AT WORK PLACE　　　　　　**12 Hrs**

　2.1 Proving to the expectation of Seniors, Subordinates, Co-workers

　2.2 Team Building

　2.3 Negotiation skills

　2.4 Meaning and Importance of Groups

　2.5 Types of Groups

　2.6 Inter and Intra group conflicts and resolving conflicts

3. PROFESSIONAL RELATIONS　　　　　　**12 Hrs**

　3.1 Meaning and Importance of Human Relations

　3.2 Tools and Techniques for improving Human & Professional Relations

　3.3 Motivation, Grievances Descriptive

4. STRESS MANAGEMENT　　　　　　**10 Hrs**

　4.1 Meaning and Types of Stress

　4.2 Causes of Stress

　4.3 Removing Stress

5. TIME MANAGEMENT AND QUALITY MANAGEMENT　　**10 Hrs**

　5.1 Meaning & Importance of Time Management

　5.2 Meaning, Objective & Techniques of TQM

6. INTERVIEW   **10 Hrs**

   6.1 Meaning, Types and Importance

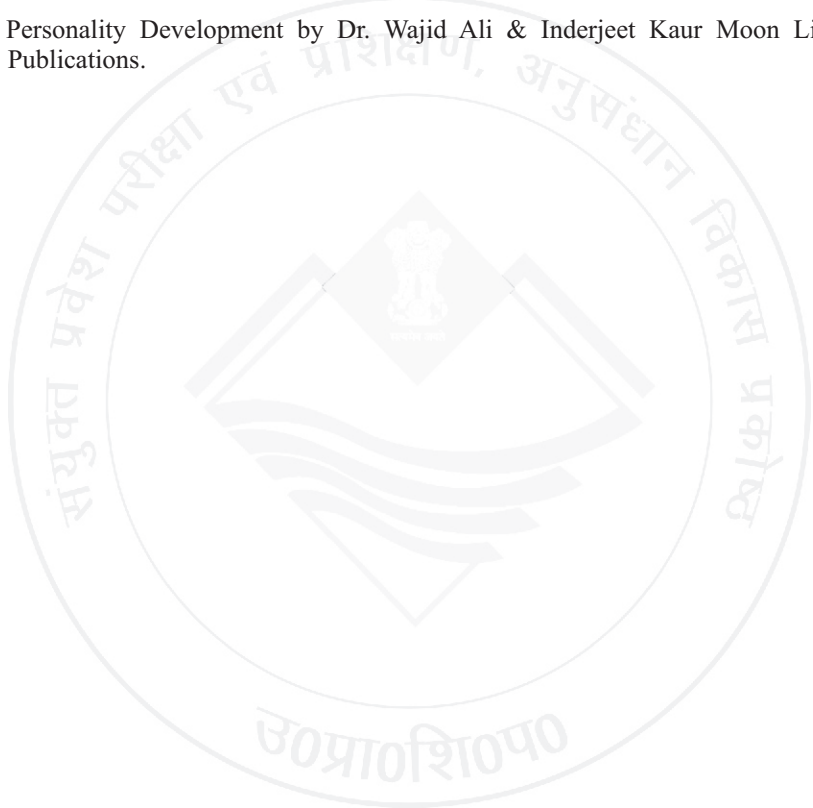   6.2 How to face the Interview, Dress Sense, and Manners & Etiquettes

   6.3 How to write Curriculum Vitae (C V)

                                                                    64 Hrs

Text Books:

1. Personality Development by Hurlockontane;, Tata McGraw Hills Publications .

2. Personality Development by Dr. Wajid Ali & Inderjeet Kaur Moon Light Publications.

PROFESSIONAL TERMINOLOGY (HINDI & ENGLISH) (THEORY)

Subject Code : 154004

L	T	P
4	-	-

DETAILED CONTENTS

1 संज्ञा :– केन्द्रीय एवं प्रादेशिक सरकारों तथा विभिन्न कार्यालयों से सम्बन्धित पद संज्ञा का हिन्दी एवं अंग्रेजी रूपान्तरण **05 Hrs**

2 कार्यालय नामावली **05 Hrs**

3 विभिन्न कार्यालयों के नामों का हिन्दी एवं अंग्रेजी रूपान्तर। **06 Hrs**

4 सामान्य प्रशासनिक शब्दावली का हिन्दी एवं अंग्रेजी रूपान्तर। **06 Hrs**

5 पारिभाषिक उप वाक्यों का हिन्दी एवं अंग्रेजी रूपान्तर। **06 Hrs**

6 संक्षेपण :– संक्षिप्त लेखन तथा इसका कार्य, आदर्श रूप संक्षिप्त लेखन के लिए आवश्यक निर्देश, संक्षिप्त लेखन की उचित विधि एंव लिखित अभ्यास कार्य। **06 Hrs**

7 Translation from Hindi to English **06 Hrs**

8 Translation from English to Hindi **06 Hrs**

9 Grammar and Usage: Punctuation, One word substitutes, Idioms, Phrases, Pair of words **06 Hrs**

10 Short forms of Officials and Government Vocabulary (Hindi and English) **06 Hrs**

11 Writing a paragraph of 100-150 words. (Hindi and English) **06 Hrs**

64 Hrs

Text Books :

1. शैक्षिक तथा व्यावसायिक निर्देशन एवं परामर्श by Dr DR. S.C. OBRAI, International Publishing House – Meerut Publications.
2. संप्रेषण तकनीकि हिन्दी by T.S. CHAUHAN, NAV DISTRIBUTORS MEERUT Publications.
3. English Conversation by Dr. Taylor, Tata McGraw Hills Publications.
4. Effective Communication by Mohan Krishna Tata McGraw Hills Publications.

TALLY ACCOUNTING (THEORY)

Subject Code : 154007

L	T	P
3	-	4

DETAILED CONTENTS

RATIONALE:

This subject enables the students to understand the basic concept of accounting. It also allows to appreciate the feature and enable them to use the accounting package "Tally"

Unit –1   **10 Hrs.**

Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory, Tally Configuration, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

Unit –2   **10 Hrs.**

1. Create, Alter & Display
   a. Groups and Ledgers
   b. All accounting voucher types
2. Accounting Voucher transactions, Account Invoice transactions, Excis Invoice, Export Invoice, Transactions using Bill-wise details.
3. Journal Transactions, payment voucher, Godown summary
4. Creating pay-roll masters , Processing pay-roll in tally, Accounting for employer P.F. and G.P.F. contributions 3. Tally E-text Filling 6Hrs

Unit –3   **10 Hrs.**

1. Reports like Balance Sheet, Profit & Loss account, Ratio analysis Trial Balance.
2. Accounts books like cash/bank book, All Ledgers Group summary & vouchers, Sales, purchase & journal registers.
3. Cost centre & category summary, Cost centre breakup ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book List of Accounts, Reversing journals, optional vouchers, postdated vouchers.

Unit –4   **09 Hrs.**

1. Create, Alter & Display Stock Groups and Stock Items,

2. All inventory voucher types and transactions Inventory details in accounting vouchers.

3. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journal.

Unit –5   **09 Hrs.**

1 Cheque Printing, Common printing options, Different printing formats, Multi Account printing, Dynamic- Report specific options.

2. Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit.

3. Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.

                                                                            48 Hrs.

Text Books :

1. IMPLEMENTING TALLY 9 BY Vishnu Priya Singh; COMPUTECH PUBLICATIONS Ltd,

2. TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION Paperback – 2018 by Ashok K. Nadhani

TALLY ACCOUNTING (PRACTICAL)

L	T	P
3	-	4

Subject Code : 154007

DETAILED CONTENTS

RATIONALE:

This subject enables the students to understand the basic concept of accounting. It also allows to appreciate the feature and enable them to use the accounting package "Tally"

Unit –1   14 Hrs.

Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory, Tally Configuration, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

Unit –2   14 Hrs.

1. Create, Alter & Display
   a. Groups and Ledgers
   b. All accounting voucher types
2. Accounting Voucher transactions, Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details.
3. Journal Transactions, payment voucher, Godown summary
4. Creating pay-roll masters, Processing pay-roll in tally, Accounting for employer P.F. and G.P.F. contributions 3. Tally E-text Filling 6Hrs

Unit –3   12 Hrs.

1. Reports like balance sheet, Profit & Loss account, Ratio analysis Trial Balance.
2. Accounts books like cash/bank book, All Ledgers Group summary & vouchers, Sales, purchase & journal registers.
3. Cost centre & category summary, Cost centre breakup ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book List of Accounts, Reversing journals.

Unit – 4   **12 Hrs.**

1. Create, Alter & Display Stock Groups and Stock Items,

2. All inventory voucher types and transactions Inventory details in accounting vouchers.

3. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journal .

Unit –5   **12 Hrs.**

1. Cheque Printing, Common printing options, Different printing formats, MultiAccount printing, Dynamic- Report specific options.

2. Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit.

3. Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.

                                                                                       64 Hrs.

LIST OF PRACTICALS

1. Preparation of trial balance using tally.

2. Profit and loss accounts using tally.

3. Balance sheet preparation using tally.

GENERAL APTITUTE (THEORY)
सामान्य ज्ञान (सैद्धान्तिक)

Subject Code : 154002

L	T	P
4	-	-

DETAILED CONTENTS

देश—   **15 Hrs**

1. राष्ट्रपति के नाम एंव कार्य अवधि (प्रथम से वर्तमान तक)
2. प्रधानमंत्री के नाम एंव कार्य अवधि (प्रथम से वर्तमान तक)
3. राज्यों के नाम एवं उनकी राजधानी
4. मुख्यमंत्रियो एवं राज्यपाल के नाम (केवल वर्तमान)
5. प्रत्येक राज्य की आय का मुख्य स्त्रोत
6. खेल जगत की हस्तियां जो राष्ट्रीय पुरस्कार से सम्मानित हैं (केवल वर्तमान)

प्रदेश— उत्तराखण्ड   **25 Hrs**

1. परिचय

- उत्तराखण्ड राज्य का गठन
- राजकीय भाषा, खेल, फूल, पशु, पक्षी, वृक्ष
- राजकीय पोशाक, आहार, उत्सव एंव मेले
- राज्य की मुख्य तिथियां
- राज्य के प्रमुख पर्यटक स्थल, ऐतिहासिक एवं धार्मिक स्थल
- राज्य की मशहूर हस्तियां
- राज्य की प्रमुख आपदाएं

2. राजनैतिक विवरण   **14 Hrs**

- राज्य गठन से पूर्व एवं पश्चात कुल विधानसभा सीटें
- पहली विधानसभा का गठन
- राज्य के राज्यपाल, विधान सभा अध्यक्ष आदि के नाम (प्रथम से वर्तमान तक)
- राज्य सभा एवं लोक सभा की सीटें

3. प्रशासनिक विवरण   **10 Hrs**

राज्य के कुल ज़िले, मण्डल आदि

                                                                 64 Hrs

Text Books :

1. General Knowledge Current Year by Dr. Manohar pandey Arihant Publications .

2. Know Your State – Uttarakhand by Dinesh Singh Negi, Priyanka Ahuja Arihant Publications

MAJOR PROJECT (PRACTICAL)

Subject Code : 154008

L	T	P
-	-	4

- To send students to various reputed Govt./Semi- /Govt./Corporations/ Industries andother commercial establishments.

- To impart training in various fields of Personnel Deptt., Secretarial work, Accounts and General office works in actual practice.

- The training should be imparted only in those offices where the modern office devices are being used.

- Periods for Major Project have been provided for organising course oriented, group discussion, mock presentation, uses of audio video system, seminars, one to one debate, etc.

- 50 Sessional marks allotted for Major Project will be awarded to students based on performance on above exercises.

- The duration of training will be of 4 weeks during summer vacations and 2 weeks during winter vacations.

Note :- Major Project training will be conducted after IInd semester and IIIrd semester examination and Practical will be conducted in IVth Semester.

80 Hrs

EMPLOYABILITY SKILLS

Subject Code : 016055

L	T	P
4	-	-

RATIONALE

Diploma holders are required to not only possess subject related knowledge but also soft skills to get good jobs and to rise steadily at their workplace. This subject is included to develop employability skills amongst the students.

DETAILED CONTENTS

Unit I: (06 periods)
- Technical Education & Industrial scenario.
- Competency required of an engineer.

Unit II: (06 periods)
- Professional Engineer desirable values and ethics and their development.
- Relation between engineering profession, society and environment

Unit III: (12 periods)
Effective Communication
- Reading & Active Listening Skills
- Speaking
- Writing
- Presentation Technique/Seminar
- Group discussion

Unit IV: (12 periods)
Managing project
- Leadership
- Motivation
- Time management
- Resource management
- Interpersonal relationship

Unit V: (10 periods)
Preparing for Employment
- Searching for job/job hunting

- Resume & CV Writing
- Interview technique in personal interview telephonic interview, panel
- Interview, group interview, video conferencing

Unit VI: (08 periods)

Self Management

- Self awareness
- Stress Management
- Conflict resolution

Unit VII: (06 periods)

- Creativity, Innovation and Intellectual property right
- Concept and need in present time for an engineer

Unit VIII: (04 periods)

Rules & Ethics

- Basic rules, laws and norms to be adhered by engineers during their working

LIST OF PRACTICAS

- Steps how to effectively write different types of Letters.
- Steps to make a Presentation in Power Point.
- Steps to make a Resume more effective.
- Steps to conduct Telephonic/On-line Interview (Through skype/Google Hangout).
- Study of Different Techniques of Stress Management.
- Study of Rules & Ethical practices to be followed at Workplace.

RECOMMENDED BOOKS

- Employability skills by Kapil Dev, Vishnu P. Singh Asian Pub. New Delhi
- Employability skills for Diploma students by Dr. S.K. Singh, Vayu Education, New Delhi

SUGGESTED DISTRIBUTION OF MARKS

Unit No.	Time Allotted (Periods)	Marks Allotted(%)
1	06	10
2	06	10
3	12	18
4	12	18
5	10	16
6	08	12
7	06	10
8	04	6
Total	**64**	**100**