



UTTARAKHAND BOARD OF TECHNICAL EDUCATION
JOINT ENTRANCE EXAMINATION AND TRAINING, RESEARCH DEVELOPMENT CELL, DEHRADUN
STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME

BRANCH NAME – MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

SEMESTER – III

Subject Code	Subject	L	T	P	T O T	EVALUATION SCHEME						Total Marks	Credit Point
						Internal		External					
						Theory	Practical	Theory		Practical			
						Max Marks	Max Marks	Max Marks	Hrs.	Max Marks	Hrs.		
Period/Weeks													
153007	Shorthand (Hindi) - III	3	-	7	10	25	50	50	2.5	50	3.0	175	6
153006	Shorthand (English) - III	3	-	7	10	25	50	50	2.5	50	3.0	175	6
153002	Computer Typing (Hindi) - III	-	-	7	7	-	50	-	-	100	3.0	150	4
153001	Computer Typing (English) - III	-	-	7	7	-	50	-	-	100	3.0	150	4
153005	Secretarial Practice & Office Automation	4	-	-	4	50	-	50	2.5	-	-	100	4
153004	Office & Bussiness Correspondence (English)	5	-	-	5	50	-	50	2.5	-	-	100	4
153003	Elementary of Book Keeping & Accountancy	5	-	-	5	50	-	50	2.5	-	-	100	5
153052	Industrial Exposure (Assessment at Inst. Level)+	-	-	-	-	-	25	-	-	-	-	25	1
013054	General Proficiency	-	-	-	-	-	25	-	-	-	-	25	1
Total		20	-	28	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



**THIRD SEMESTER
MODERN OFFICE MANAGEMENT &
SECRETARIAL PRACTICE**



SHORTHAND (HINDI) – III (THEORY)**शार्टहैंड (हिन्दी) – III (सैद्धान्तिक)****Subject Code : 153007**

L	T	P
3	-	7

DETAILED CONTENTS

1. तर, दर ,टर या डर (व्यजनों को दूना करने का नियम)	04 घण्टे
2. व और य के आँकड़े का प्रयोग	04 घण्टे
3. षन, छण या शन आँकड़े का प्रयोग	04 घण्टे
4. क्व, लर, रर	01 घण्टे
5. प्रत्यय शब्द और उनके संकेत	02 घण्टे
6. उपसर्ग	02 घण्टे
7. संधि	01 घण्टे
8. क्रिया	01 घण्टे
9. संख्या वाचक संकेत	01 घण्टे
10. विराम चिन्ह	01 घण्टे
11. कुछ विशेष नियम	02 घण्टे
12. वर्णाक्षरों से काटने पर नये शब्द	02 घण्टे
13. जुट शब्द	02 घण्टे
14. वाक्यांश	02 घण्टे
15. वाक्यांश 1 से 12 तक	02 घण्टे
16. साधारण संक्षिप्त संकेत – 1, 2 व 3	02 घण्टे
17. उर्दू भाषा के कुछ प्रचलित शब्द	02 घण्टे
18. भारतीय शासन पद्धति	02 घण्टे
19. व्यवस्थापिका – सभा	02 घण्टे
20. स्वायत्त शासन विभाग	02 घण्टे
21. राज्य – शासन के पदाधिकारी	02 घण्टे
22. हिन्दी – साहित्य – सम्मेलन	02 घण्टे
23. अन्य संस्थायें	01 घण्टे
24. अन्तर्राष्ट्रीय	01 घण्टे
25. प्रवासी – भारतवासी	01 घण्टे
	48 घण्टे

Text Books :

1. हिन्दी संकेतलिपि Author : RISHI LAL AGGARAWAL , Publisher: GYA PRASADAGGARAWAL/VISHNUART.

Subject Code : 153007

L	T	P
3	-	7

DETAILED CONTENTS

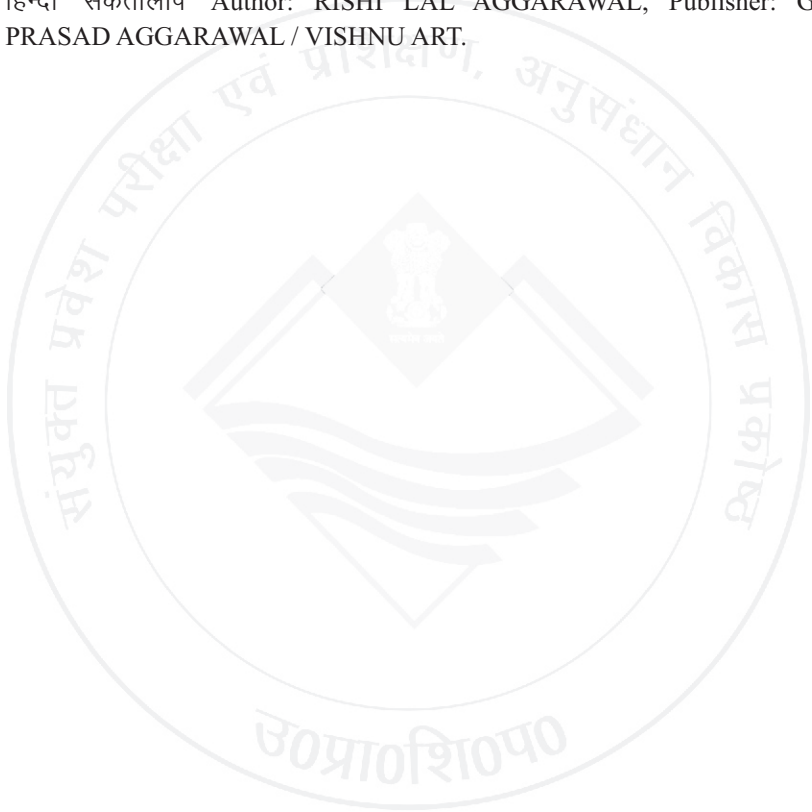
1. तर, दर, टर या डर (ब्यजनों को दूना करने का नियम)	08 घण्टे
2. व और य के आँकड़े का प्रयोग	08 घण्टे
3. षन, छण या शन आँकड़े का प्रयोग	06 घण्टे
4. क्व, लर, रर	04 घण्टे
5. प्रत्यय शब्द और उनके संकेत	04 घण्टे
6. उपसर्ग	03 घण्टे
7. संधि	03 घण्टे
8. क्रिया	02 घण्टे
9. संख्या वाचक संकेत	02 घण्टे
10. विराम चिन्ह	02 घण्टे
11. कुछ विशेष नियम	05 घण्टे
12. वर्णाक्षरों से काटने पर नये शब्द	05 घण्टे
13. जुट शब्द	05 घण्टे
14. वाक्यांश	05 घण्टे
15. वाक्यांश 1 से 12 तक	04 घण्टे
16. साधारण संक्षिप्त संकेत – 1, 2 व 3	04 घण्टे
17. उर्दू भाषा के कुछ प्रचलित शब्द	04 घण्टे
18. भारतीय शासन पद्धति	04 घण्टे
19. व्यवस्थापिका – सभा	03 घण्टे
20. स्वायत्त शासन विभाग	03 घण्टे
21. राज्य-शासन के पदाधिकारी	03 घण्टे
22. हिन्दी – साहित्य – सम्मेलन	03 घण्टे
23. अन्य संस्थायें	02 घण्टे
24. अन्तर्राष्ट्रीय	02 घण्टे
25. प्रवासी – भारतवासी	02 घण्टे
	96 घण्टे

परीक्षा : समय – दो घंटा

1. आशुलिपि का एक पठित गद्यांश 05 मिनट में 300 शब्दों से अधिक नहीं होगा। 60 शब्द प्रति मिनट की गति से डिक्टेशन लेकर कम्प्यूटर पर अनुलिपि करना।
2. एक पठित सरकारी पत्र /व्यापारिक पत्र जिसमें 250 शब्द से अधिक न हों, 05 मिनट में, 50 शब्द प्रति मिनट की दर से डिक्टेशन लेकर कम्प्यूटर अनुलिपि करना।

Text Books :

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



SHORTHAND (ENGLISH) –III (THEORY)

Subject Code : 153006

L	T	P
3	-	7

DETAILED CONTENTS

1. Halving Principle	10 Hrs
2. Doubling principle	10 Hrs
3. Diphonic or two vowel sounds	08 Hrs
4. Medial semi-circle	08 Hrs
5. Prefixes	10 Hrs
6. Suffixes	10 Hrs
7. Vowel implied	08 Hrs
8. Figures and important contractions	08 Hrs
9. Special contractions	10 Hrs
10. Note taking techniques and transcription on computer	06 Hrs
11. Advanced Phraseography	10 Hrs
12. Intersection	06 Hrs
13. Special phrases such as business, political, legal, banking, insurance, shipping, railways etc.	08 Hrs
	112 Hrs

Text Books :

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

SHORTHAND (ENGLISH) – III (PRACTICAL)

Subject Code : 153006

L	T	P
3	-	7

DETAILED CONTENTS

1. Halving Principle	08 Hrs
2. Doubling principle	08 Hrs
3. Diphonic or two vowel sounds	07 Hrs
4. Medial semi-circle	07 Hrs
5. Prefixes	08 Hrs
6. Suffixes	08 Hrs
7. Vowel implied	07 Hrs
8. Figures and important contractions	07 Hrs
9. Special contractions	08 Hrs
10. Note taking techniques and transcription on typewriter/computer	06 Hrs
11. Advanced Phraseography	08 Hrs
12. Intersection	06 Hrs
13. Special phrases such as business, political, legal, banking, insurance, shipping, railways etc.	08 Hrs
	96 Hrs.

Practical Examination - 2 Hrs

- Dictation from seen passages of 300 words @ 60 w.p.m. of 5 minutes duration and its transcription on the computer.
- Dictation from seen official letter/business letter of 300 words @ 60 w.p.m. of 5 minutes duration and transcription on the computer.

Text Books :

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

COMPUTER TYPING (HINDI) – III (PRACTICAL)

टंकण (हिन्दी) – III (प्रयोगात्मक)

Subject Code : 153002

L	T	P
-	-	7

DETAILED CONTENTS

1. व्यापारिक पत्रों को टाइप करना।	32 Hrs
2. सरकारी पत्रों को टाइप करना।	32 Hrs
3. उद्धरण टाइप करना।	32 Hrs
	96 Hrs

परीक्षा समय :- 2 घण्टे

- एक उद्धरण जिसमें 200 शब्द से अधिक न हों, 10 मिनट में, 20 शब्द प्रति मिनट की गति से टाइप करना।
- एक शासकीय पत्र/व्यापारिक पत्र/आवेदन पत्र जिसमें 200 शब्द से अधिक न हों, 15 मिनट में, 20 शब्द प्रति मिनट की गति से टाइप करना।

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.

COMPUTER TYPING (ENGLISH) - III (PRACTICAL)

Subject Code : 153001

L	T	P
-	-	7

DETAILED CONTENTS

1. Business Letters	23 Hrs
2. Official Letters	25 Hrs
3. Bank related Correspondence	23 Hrs
4. Different types of Applications	25 Hrs
	96 Hrs

PRACTICAL EXAMINATION : 2 Hrs

- 1) One Passage containing not more than 250 words at the speed of 25 w.p.m. in 10 Minutes.
- 2) One Business Letter / Official Letter containing not more than 250 words at the speed of 25 w.p.m. in 15 Minutes.

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.

SECRETARIAL PRACTICE & OFFICE AUTOMATION (THEORY)

Subject Code : 153005

L	T	P
4	-	-

DETAILED CONTENTS

- 1. SECRETARIAL/OFFICIAL FUNCTIONS OF PA/PS** **12 Hrs**
Secretarial/ Official functions of Personal Assistant/Personal Secretary, Personal and Professional qualities of Personal Assistant/ Personal Secretary and Telephone conduct, Types of secretaries.
- 2. SOURCES OF INFORMATION** **15 Hrs**
2.1 Telephone Directories.
2.2 Railway Time Table.
2.3 Year Book.
2.4 Government Reports.
2.5 Encyclopaedia.
2.6 Travel information, Rail, Air and Sea.
- 3. PUBLIC RELATIONS OF PA/PS** **12Hrs**
Receptionist duties, message book, recording messages, Visitors Diary.
- 4. OFFICE MACHINES & EQUIPMENTS** **15Hrs**
*Need and Importance
*Function and operation of the following office machines and appliances:-
A. Electronic calculator,
B. Scanner, Zerox machine.
C. Billing machine, Time recorder, Cash register.
D. Desktop Computer and Laptop, PC.
E. Functioning of FAX machine
F. Sending and receiving E-mail.
- 5. Development of M.I.S. (Management Information System)** **10Hrs**
A. Meaning, Objectives, Need & Importance.
B. Principles of Management Information System.

Text Books :

1. Secretarial Practice by Y.P. Sharma, S. Chand & Company Publications .
2. Manual of Secretarial Practice by B.N. Tandon, S. Chand & Company Publications.
3. Secretarial Practice by Dr. Wazid Ali And Inderjeet Kaur, Nav Distributor, Merrut.



OFFICE & BUSINESS CORRESPONDENCE (ENGLISH) (THEORY)

Subject Code : 153004

L	T	P
5	-	-

DETAILED CONTENTS

- 1. CORRESPONDENCE :** **10 Hrs**
Meaning and importance, Process, Uses.
- 2. ESSENTIAL OF A GOOD BUSINESS LETTER :** **10 Hrs**
Parts of a letter, Formats of a business letter.
- 3. OFFICIAL CORRESPONDENCE :** **10 Hrs**
Introduction, Noting on files, Official letters, Demi Official letters, Office orders, Memorandum, Notification, Endorsements, Inter department communication.
- 4. BUSINESS LETTERS:** **16 Hrs**
- CIRCULAR LETTERS : Change of address, Opening of new branches, Introduction of a partner, Retirement of partner.
 - ENQUIRY LETTERS: Meaning and importance of enquiries (business), Quotations, Special terms used in business letters.
 - ORDERS LETTERS :Placing of an order, Follow up letters, Acceptance and refusal of an order, cancellation of an order.
 - SALES LETTERS :Introduction of a new product, Promotion of an existing products, Publicity of business, Special offers/discounts, etc.
 - CLAIMS, COMPLAINTS AND ADJUSTMENT :Complaint of late delivery, Complaint of partial delivery, Delivery of defective goods of inferior quality, etc.
 - REMITTANCE AND COLLECTION LETTER :Remittance covering the final settlement of account, Partial remittance, Total series of collection letters.
- 5. BANK CORRESPONDENCE :** **08 Hrs**
Inquiring regarding opening of account, Regarding payment, Asking the bank to stop payment, Advice of consignment, Overdraft facilities, Loss of cheque book, Standing instructions to bank, Dishonour of cheques, reasons, letter from customers, Bank forms and bank terms.

6. DRAFTING :**05 Hrs**

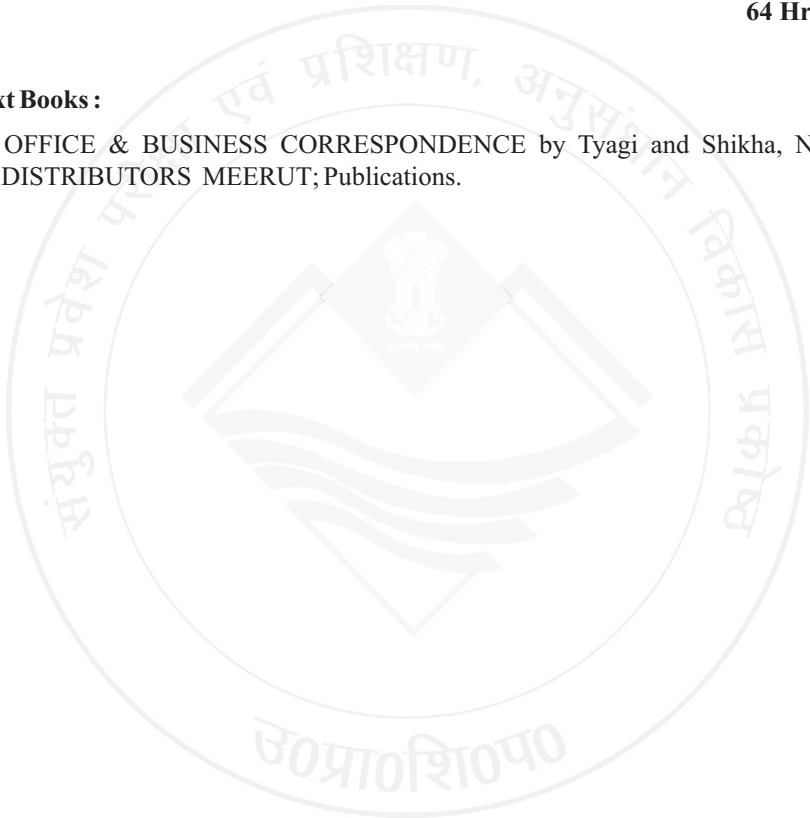
- Report Writing, Memos, Notes and Notices, E-Mail, Press Release, Agenda and Minutes of Meetings.

7. CERTIFICATES WRITING:**05 Hrs**

- Character Certificate, Provisional Certificate, Job Experience Certificate, Medical Certificate.

64 Hrs**Text Books :**

1. OFFICE & BUSINESS CORRESPONDENCE by Tyagi and Shikha, NAV DISTRIBUTORS MEERUT; Publications.



ELEMENTARY OF BOOK KEEPING & ACCOUNTANCY (THEORY)

Subject Code : 153003

L	T	P
5	-	-

DETAILED CONTENTS

- 1. Introduction** **05 Hrs**
- Definition of Book-Keeping and Accountancy: Need and importance of Book Keeping and Accountancy. Double entry system of Book Keeping
 - Types of Accounts Rules for debit and credit
2. Journal including compound entries and special Transactions: Omissions, Commissions and Rectifications **05 Hrs**
3. Cash Book: Single Column, Double Column and Three Column Cash Book (Including Petty Cash Book and Office Cash Book) **08 Hrs**
4. Ledger **08 Hrs**
5. Bank Reconciliation Statement **08 Hrs**
- 5.1 Meaning and Need
 - 5.2 Preparation of bank reconciliation statement
- 6. Trial Balance** **08 Hrs**
- 7. Final Accounts:** **08 Hrs**
- 8. Handling Cash Transactions** **08 Hrs**
- Methods of making payment: cash, draft, money orders, PO, telegraphic transfer, standing instruction, ATM, credit card. Banking transaction: Different types of bank accounts, types of cheques, endorsement, crossing and dishonour of cheques
- 9. Preparation and Rules of: (Only Practical exercises)** **06 Hrs**
- GPF Pass Book, Bank Pass Book, Pay Bills, T.A. Bills, Arrear Bills, Contingent Bills, Income Tax.

Text Books :

1. BOOK KEEPING & ACCOUNTANCY by WAJID ALI & Z.PRAVEEN, NAV DISTRIBUTORS MEERUT; Publications.
2. ACCOUNTANCY CLASS XI by DR. S.K. SINGH, S.B.P.D. PUBLICATION; Publications.