

**STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE
FIRST 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.			
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		50	2.5			100		
1.7	COMPUTER TYPING THOERY (ENGLISH & HINDI)	6			6	50		100	2.5			150		
Disc/Game/SCA/NCC/NSS #				4	4		25					25		
Industrial Exposure (Assessment at Inst. Level) +							25					25		
		20	2/2	27	48	180	190	350		380		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.