

**STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE
SECOND 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.			
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	ELEMENTARY BOOK KEEPING & ACCOUNTANCY	5			5	50	-	50	2.5	-	-	100		
2.6	COMPUTER TYPING (HINDI)			6	6	-	50	-	2.5	100	3	150		
2.7	SECRETARIAL PRACTICE	4			4	50	-	50	2.5	-		100		
2.8	Industrial Training	Industrial Training of 30 days done after 2 nd Semester would be evaluated in 4 th semester through Report and Viva-voice.												
	Disc/Game/SCA/NCC/NSS #			4	4		25					25		
	Industrial Exposure (Assessment at Inst. Level) +						25					25		
		19	2/ 2	28	48	195	205	300		300		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.