

**STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE  
THIRD 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.			
3.1	ECS-III	3	2/ 2	2	6	25	25	50	2.5	50	3	150		
3.2	STENOGRAPHY HINDI-I	3		6	9	25	25	50	2.5	100	3	200		
3.3	STENOGRAPHY ENGLISH-I	3		6	9	25	25	50	2.5	100	3	200		
3.4	PUBLIC ADMINISTRATION	4			4	50		50	2.5		3	100		
3.5	OFFICE ACCOUNTING PRACTICE	5			5	50	-	50	2.5	-	-	100		
3.6	DESK TOP PUBLISHING	-		5	5	-	50		2.5	50	3	100		
3.7	PROFESSIONAL COMMUNICATION (HINDI & ENGLISH)	6			6	50	-	50	2.5	-		100		
Disc/Game/SCA/NCC/NSS #				4	4		25					25		
Industrial Exposure (Assessment at Inst. Level) +							25					25		
		24	2/ 2	23	48	225	175	300		300		1000		

# 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.