

STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

FOURTH 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.			
4.1	ECS-IV	3	2/2	2	6	25	25	50	2.5	50	3	150		
4.2	STENOGRAPHY HINDI-II			9	9	-	50	-	-	100	3	150		
4.3	STENOGRAPHY ENGLISH-II			9	9	-	50	-	-	100	3	150		
4.4	OFFICE MACHINERY	5			5	50	-	50	2.5	-	-	100		
4.5	ENTERPRENIURSHIP DEVELOPMENT & MANAGEMENT *	5			5	25	-	75	2.5	-	-	100		
4.6	TALLY ACCOUNTING	2		4	6	25	25	50	2.5	50	3	150		
4.7	EMPLOYABLE SKILL*	-	-	4	4	-	25	-	-	-	-	25		
4.8	MAJOR PROJECT	-	-	-	-	-	25	-	-	100	3	125		
4.8	General Proficiency#	-	-	4	4	-	25	-	-	-	-	25		
4.9	INDUSTRIAL EXPOSURE (Assessment at Inst. Level)	-	-	-	-	-	25	-	-	-	-	25		
		15	2/2	32	48	125	250	225		400		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. extension lectures, NCC, NSS and cultural activities, elementary mathematics, GS & G.K etc.