

RAJIV GANDHI PRODUYOGIKI VISHWAVIDYALAYA, BHOPAL
CREDIT BASED GRADING SYSTEM
1ST SEMESTER

PROGRAMME NAME: MODERN OFFICE MANAGEMENT

Name of Scheme : CGPA-12

Implemented from Session JULY.2012

Scheme of Studies and Examinations for : 1 SEMESTER

COURSE CODE	COURSE TITLE	PAPER CODE	THEORY COMPONENT							PRACTICAL COMPONENT					TOTAL CREDIT	GRAND TOTAL OF MARKS		
			LECTURES	CONTINUOUS EVALUATION		END OF THE TERM/ SEMESTER EVALUATION			THEORY CREDIT	CONTINUOUS EVALUATION	END OF THE TERM SEMESTER EVALUATION			PRACTICAL CREDIT				
				Hrs. per week	TERM WORK QUIZ ASSIGNMENT	MID TERM TEST (TWO)		THEORY PAPER			LAB. WORK QUIZ ASSIGNMENT	PRACTICAL/ ORAL EXAMINATION (VIVA)						
			I			II	NO.	MARKS	DURATION (Hrs.)	NO.		MARKS	DURATION (Hrs.)					
101	Communication Skills	5161	06	10	10	10	1	70	03	04	01	-	-	-	-	-	04	100
102	Office Procedure & Correspondence	6540	04	10	10	10	1	70	03	04	02	20	1	30	03	01	05	150
103	Introduction to Computer	6541	04	10	10	10	1	70	03	04	02	20	1	30	03	02	06	150
104	Financial Accounting	6542	05	10	10	10	1	70	03	04	01	20	1	30	03	01	05	150
105	Computer Typing (English)	6544	-	-	-	-	-	-	-	-	06	40	1	60	01	04	04	100
106	General Awareness & Environments		04	10	10	10	1	70	03	02	-	-	-	-	-	-	02	100
	Professional Activities			-	-	-	-	-	-	-	02	-	-	-	-	-	-	-
	TOTAL	-	22	50	50	50		350	-	18	14	100	-	150	-	08	26	750

NOTE: The Question papers for Practical examination of Computer Typing (English) will be Set by RGPV.

