



***RAJIV GANDHI PRODUYOGIKI VISHWAVIDYALAYA, BHOPAL**
CREDIT BASED GRADING SYSTEM

PROGRAMME NAME: MODERN OFFICE MANAGEMENT

Name of Scheme : CGPA-2012

Scheme of Studies and Examinations for : II semester

Implemented from Session

Exam Code:

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	PRACTICAL Hrs. Per week	CONTINUOUS EVALUATION	END OF THE TERM SEMESTER EVALUATION			PRACTICAL CREDIT			
																		Hrs. per week
			I	II	NO.	MARKS/ WEIGHT	AGE	DURATION	ION (Hrs.)	NO.	MARKS	DURATION (Hrs.)						
201	Office Management	6545	04	10	10	10	1	70	03	04	02	20	1	30	03	01	05	150
202	Element of Statistics	6546	06	10	10	10	1	70	03	04	02	20	1	30	03	01	05	150
203	Word Processing & Spread Sheet	6547	02	10	10	10	1	70	03	02	06	20	1	30	03	03	05	150
204	Business Studies	6548	04	10	10	10	1	70	03	04	02	20	1	30	03	01	05	150
205	Computer Typing (Hindi)	6549	-	-	-	-	-	-	-	-	06	40	1	60	01	04	04	100
	Professional Activities										02							
		-	16	40	40	40		280	-	14	20	120	-	180	-	10	24	700

Theory Credits	:14
Practical Credits	: 10
Total Credits	: 24

Theory Marks	: 280
Practical Marks	: 180
Quiz, Mid Term, Lab. Work	:240
TOTAL	700

Minimum Pass Grade in Theory & Practical 'D'

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

