

CURRICULUM
OF
DIPLOMA IN MODERN OFFICE MANAGEMENT
II SEMESTER



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA,
BHOPAL



**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
DIPLOMA IN MODERN OFFICE MANAGEMEN**

SEMESTER:SECOND

COURSE CODE:

NAME OF COURSE: OFFICE MANAGEMENT

SCHEME: JUL. 2012

PAPER CODE: 6545

Rationale

Effective and efficient office management places a vital role in the success of any business organization. The main aim of this course is to deliberate the elements, nature functions and fundamentals of office management, and office automation activities to the students so that students of MOM acquires sufficient Practical and Behavioral knowledge in managing the office.



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DIPLOMA IN MODERN OFFICE MANAGEMENT

SEMESTER: SECOND

COURSE CODE:

NAME OF COURSE: OFFICE MANAGEMENT

SCHEME: JUL. 2012

PAPER CODE: 6545

SCHEME OF STUDIES

S.No.	TOPICS	THEORY (HRS.)	PRACTICAL (HRS.)	Total (Hrs)
1.	Office Management	20	-	20
2.	Office Accommodation & layout	20	-	20
3.	Office System	05	10	15
4.	Filing & Indexing	05	10	15
5.	Office Automation	10	10	20



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DIPLOMA IN MODERN OFFICE MANAGEMENT

SEMESTER: SECOND

COURSE CODE:

NAME OF COURSE: OFFICE MANAGEMENT

No. of hrs per week :05

SCHEME: JUL. 2012

PAPER CODE: 6545

CONTENT DETAILS

UNIT.No.	Course Contents	Hrs. of Study
1.	<p><u>Office Management:</u> Meaning, Concept, Definition, functions, Importance and Office management.</p> <p><u>Office Organization:-</u> Meaning, Principles and Importance</p>	20
2.	<p><u>Office Accommodation & layout :</u> Meaning, Objectives, Importance & Types, Principles of Office Layout.</p> <p>Meaning, Importance & Principles of Office Accommodation.</p> <p><u>Office Environment :</u> Concept & necessity of creation of office environment. Factors affecting office working environment.</p>	20
3.	<p><u>Office System :</u> Meaning & Definition of office system, Salient features of a sound or effective office system, Utility of office system, Principles of a sound office system, Advantages and Importance of a sound office system, Office Routine, Norms of setting office routine work.</p>	15
4.	<p><u>Filing & Indexing :</u> Definition of filing, Objective, Utility, Need or Advantages of filing, Essential of a good filing system.</p> <p>Meaning, Importance, Types, Merit and Demerit of Indexing, Methods of Indexing.</p>	15
5.	<p><u>Office Automation :</u> Meaning, Need and Advantages, factors determining the need of office equipment, classification of office machines, basic Principles of selection of office equipment /machines, limitations of office machines. Operation and Practice on office Machine/equipments.</p>	20



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REFERENCE BOOKS

- 1- dk;kZy; izca/k & ?kks"k ,oa vxzoky] ,l- pUn ,.M dEiuh ubZ fnYyh A
- 2- dk;kZy; izca/k & vkj- lh- vxzoky] lkfgR; Hkou ifCy'klZ ,.M fMLV^{ah}C;wVj] vkxjk A
- 3- dk;kZy; izca/k& 'kqDy ,oa lgk;] lkfgR; Hkou] vkxjk A
- 4- Office Mangemnt- Dr. R.C. Bhatia, Atlantic Publication.



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LIST OF PRACTICALS

No of hours:1

1. Practice on various machines/equipments.
2. Maintenance of machines/equipments.
3. Safety measures of machines/equipment.
4. Preparation of office layout



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SEMESTER: SECOND
COURSE CODE:

SCHEME: JUL. 2012
PAPER CODE: 6546

NAME OF COURSE: ELEMENTS OF STATISTICS

Rationale

“When you can measure what you are speaking about and express it in number's, you know something about it, but when you cannot measure it, and you cannot express it in numbers. Your knowledge is of a meagre and unsatisfactory kind.

-Lard kelvin

Statistics can be described as the systematic study of data. The reasons to study statistics are to be able to effectively conduct research, to be able to read and evaluate journal articles, to further develop critical thinking and analytic skills, to act as an informed consumer, and to know when you need to hire outside statistical help.

The objective of studying the subject is to acquaint students with different statistical methods applied in Business. Statistics course is that statistical techniques are used to make decisions that affect our daily lives like-Insurance companies use statistical analysis to set rates for various Insurance.



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SEMESTER: SECOND
COURSE CODE: 203

SCHEME: JUL. 2012
PAPER CODE: 6546

NAME OF COURSE: ELEMENTS OF STATISTICS

SCHEME OF STUDIES

S.No.	TOPICS	THEORY (HRS.)	PRACTICAL (HRS.)	Total (Hrs)
1.	INTRODUCTION	20	-	20
2.	STATISTICAL AVERAGES	20	-	20
3.	DEVIATION	15	10	25
4.	FISHER'S IDEAL INDEX NUMBER	20	10	30
5.	DIAGRAMMATIC PRESENTATION OF DATA	15	10	25



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SEMESTER: SECOND
COURSE CODE: 203

SCHEME: JUL. 2012
PAPER CODE: 6546

NAME OF COURSE: **ELEMENTS OF STATISTICS**

CONTENT DETAILS

S.No.	Course Contents	Hrs. of Study
1.	Definition, Importance and Scope of statistics Classification of Data, Collection Methods of Data. Tabulation and Editing.	20
2.	Statistical Averages- Mean, Mode & Median.	20
3.	Deviation:- Mean Deviation, Quartile Deviation & Standard Deviation, Skewness.	25
4.	Fisher's Ideal Index number, Karl Pearson's Coefficient of Co-relation.	30
5.	Diagrammatic Presentation of Data : Preparation of Different types of Graphs & diagrams on Graph Paper- Bar Diagram, Divided Bar Diagram, Histogram and Pie Diagram	25



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NAME OF COURSE: ELEMENTS OF STATISTICS

REFERENCE BOOKS

1. Statistics-B.N. Gupta, Sahitya Bhavan Agra, (Hindi & English Edition)
2. Statistics-J.P.Gupta, S.Chand Publication, Delhi, (Hindi & English Edition)
3. Statistics-K.N.Nagr, Meenakshi Prakashan, Meerut (Hindi & English Edition)
4. Statistics-M.Shukla, Sahitya Bhavan Agra, (Hindi & English Edition)



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NAME OF COURSE: ELEMENTS OF STATISTICS

LIST OF PRACTICALS

1. Collection of Primary Data & Secondary Data. Assigned by the teacher.
2. Preparation of Tabulation and Editing.
3. Measurement of Skewness,, Practical Problem.
4. Collection of various Index Number of Rice, Wheat, Potato, Sugar, Oil etc.
5. Karl Pearson's Co-efficient of co-relation, Practical Problem.
6. Prepare of Bar Diagram, Divided Bar diagram, Histogram and Pie-Diagram, assigned by the teacher.



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SEMESTER: SECOND

SCHEME: JUL. 2012

COURSE CODE: 203

PAPER CODE: 6547

NAME OF COURSE: WORD PROCESSING & SPREAD SHEET

Rationale

One of the major advantage of computer is the use of Word Processing and Spreadsheet software. With the help of word processing one can create edit format and electronic document and get the print of that document in any number of copies. Word Processing is used basically for office work like writing letter application etc. On the other hand Spreadsheet software is used for calculation kind of work one can create chart, graphs for given instance of data it is also used in office work like salary calculation, manage small database etc. in short the word processing and spreadsheet software are the part of office kind of work so it important for Modern Office Management.



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SEMESTER: SECOND

COURSE CODE: 203

NAME OF COURSE: **WORD PROCESSING & SPREAD SHEET**

SCHEME: JUL. 2012

PAPER CODE: 6547

SCHEME OF STUDIES

S.No.	TOPICS	THEORY (HRS.)	PRACTICAL (HRS.)	Total (Hrs)
1.	Introduction MS Word 2007	06	18	24
2.	Working with Tables, using Mail Merge, Merge Mail Labels & Directories	06	18	24
3.	Introduction Microsoft Excel 2007, Using Basic Workbook Skills, Working with Columns & Rows	06	18	24
4.	Formatting Numbers & Text, Formatting cell, Simple Formulas and Functions	06	18	24
5.	Working with Multiple Worksheets, Creating & Editing Charts, Using Paste Special	06	18	24



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NAME OF COURSE: **WORD PROCESSING & SPREAD SHEET**

SCHEME: JUL. 2012

PAPER CODE: 6547

CONTENT DETAILS

Unit.no.	Course Contents	Hrs. of Study
1.	Introduction MS Word 2007: Basic Document Skills, Text Editing, Save, Save as. Page Set up, Header & Footer, Character & Paragraph Formatting, Document Formatting, , Document Views, Spelling & Grammar, Borders & Shading. Find & Replace. Advanced Option : Outline View, Styles, Section Breaks, Macros, Drawing Objects, Templates, Formulas, Bookmarks, Protecting a Document, Footnotes & Endnotes. Auto Text, Auto Correct.	24
2.	Working with Tables: Create & Navigate a Table, Enter Text into a Table, Insert a Blank Line, Use Table Styles, Hide & Show Gridlines, Use the Draw Table Feature, Convert Existing Text into a Table, Insert Quick Tables. Editing a Table, Sorting Table Data. Using Mail Merge, Merge Mail Labels & Directories : Start Mail Merge Wizard, Create Main Document, & Recipient List, Save Recipient List, Enter Records into a Recipient List, Sort Merged Records, Printing and Mailing of Merged Document	24
3.	Introduction Microsoft Excel 2007: Office Button, Excel Options, Worksheets, Ribbon, Quick Access Toolbar, Mini Toolbar. Using Basic Workbook Skills: Select a Cell using the Keyboard & Mouse, Find, Replace and Go To Command, Shortcut Command, Create a New Workbook, Enter Text & Numbers into Cells, Save, Close & Open Workbook, Use a Template, Edit Cell Entries, Check Spelling, Rename a Workbook. Working with Columns & Rows : Select	24

Unit.no.	Course Contents	Hrs. of Study
	Columns & Rows, Change Column Width & Row Height, Adjust Columns Automatically, Hide & Unhide, Insert , Delete Columns & Rows, Page Setup , Headers & Footers	
4.	<p>Formatting Numbers & Text: Currency, Percent & Comma Style, Change Decimal Places, Change Text Appearance, Rotate, Wrap & Shrink Text in a Cell.</p> <p>Formatting Cells : Use Merge & Centre Button, Change Vertical Alignment, Split Cells, Use Borders Button, Use Fill Colour Button, Cut or Copied Cells, Delete selected cell.</p> <p>Simple Formulas and Functions : Formulas, AutoSum Button & AutoSum List, Formula Auto Complete, Insert & Edit Functions in Formulas, Auto Calculate Feature, Range Borders to Modify Formulas, Check Formula Errors. Function Arguments, Financial Functions, Logical Functions, Date Functions, Format Dates, Revise Formulas.</p>	24
5.	<p>Working with Multiple Worksheets : Navigate between Worksheets, Select Multiple Worksheets, Color Worksheet Tabs, Insert & Delete Worksheets, Print Selected Worksheets Copy & Move Worksheets, Group Worksheets, Move & Copy Data between Worksheets, Creating 3-D Formulas & Functions. Magnification, Full Screen View, Splitting the Window, Freezing Panes.</p> <p>Creating & Editing Charts : Use, Create, Move & Resize Charts, Identify Chart Elements, Change Chart Type, Change Plot Direction, Remove/Add a Legend, Move the Legend, Chart Non-adjacent Ranges, Change Chart Range, Change Data Source, Printing a Chart, Add Chart Titles, Format Chart Elements, Add a Data Table, Delete a Chart.</p> <p>Using Paste Special : Work with Paste Special, Copy Formulas between Worksheets, Perform Mathematical Operations.</p>	24



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NAME OF COURSE: **WORD PROCESSING & SPREAD SHEET**

SCHEME: JUL. 2012

PAPER CODE: 6547

REFERENCE BOOKS

1. MS Word 2007 made simple, Jain S., BPB Publication New Delhi
2. MS Escel 2007 made simple, Jain S., BPB Publication New Delhi
3. MS Excel Function and Formula, Held B. BPB Publication New Delhi
4. ,e- ,l- vkfQl 2007] gseUr xks;y] BPB Publication New Delhi.
5. ,e- ,l- oMZ 2007] gseUr xks;y] BPB Publication New Delhi.
6. ,e- ,l- ,Dlsy 2007] gseUr xks;y] BPB Publication New Delhi.



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COURSE CODE: 203

SCHEME: JUL. 2012
PAPER CODE: 6547

NAME OF COURSE: WORD PROCESSING & SPREAD SHEET

LIST OF PRACTICALS

1. practice on computer for word processing.
2. preparation of documents i.e. letters, pages etc. in M.S word and practice to take print out .
3. Copy of a file from Hard Disk to DVD/CD, pen Drive and vise versa using Windows Commands and Burn CD's.



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SEMESTER: SECOND

COURSE CODE: 203

NAME OF COURSE: BUSINESS STUDIES

SCHEME: JUL. 2012

PAPER CODE:6548

Rationale

Business studies creates opportunities for students do understand the integral role of business in society and the economy, gain knowledge and understanding of good business practice and of business as a productive activity, acquire greater financial capability.

The study of business is about how individuals and, groups of people organize, plan and act to create and develop goods and services to satisfy customers.

In business studies, students develop their understanding of business theory and practices in a range of relevant contents, through experiential as well as theoretical approaches to learning.



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SEMESTER: SECOND

COURSE CODE: 203

NAME OF COURSE: **BUSINESS STUDIES**

SCHEME: JUL. 2012

PAPER CODE: 6548

SCHEME OF STUDIES

S.No.	TOPICS	THEORY (HRS.)	PRACTICAL (HRS.)	Total (Hrs)
1.	HUMAN ACTIVITIES	12	12	24
2.	BUSINESS	12	12	24
3.	BUSINESS ORGANISATION	12	12	24
4.	INTRODUCTION TO INSURANCE	12	12	24
5.	BANKING	12	12	24



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SEMESTER: SECOND

COURSE CODE: 203

NAME OF COURSE: BUSINESS STUDIES

SCHEME: JUL. 2012

PAPER CODE: 6548

CONTENT DETAILS

S.No.	Course Contents	Hrs. of Study
1.	HUMAN ACTIVITIES: Meaning & Definitions, Types of Human Activities, Meaning, Definitions & Salient Features of Economic Activities, Business : Meaning, Definitions, Characteristics, Types & its Objectives, Profession : Meaning, Definitions, Characteristics, Types & its Objectives, Service : Meaning Definition, Characteristics, Types & its Objectives, Difference Between Business, Profession & Service.	24
2.	BUSINESS : Industry : Meaning, Characteristics & Types; Commerce : Meaning, Characteristics & Types; Trade : Meaning, Characteristics & Types, Auxiliary; Activities of Commerce : Meaning, Characteristics & Types; Transport : Meaning & Types, Banking & Finance, Insurance, Storage, Advertisement, Communication.	24
3.	BUSINESS ORGANISATION : Meaning & Types of Business Organisation; Sole Trade : Meaning, Characteristics; Partnership: Meaning, Characteristics & Types; Company : Meaning, Characteristics & Types; Hindu Undivided Family : Meaning, Characteristics; Co-Operative Society : Meaning Characteristics & Types, Difference Between Various Types of Business Organisations, Basic factors for selection of various types of Business Organisation, Characteristics of a Successful Businessman, Shopping Mall, E-Business & other latest trend.	24
4.	Introduction to Insurance : Origin and Development of Insurance, Meaning, Definitions, Need, Importance & its Functions, Meaning of Risks, Risks Coverage's, Classification of Insurance. General Insurance: Meaning & Definitions of General Insurance, (a) Marine Insurance, (b) Fire Insurance, (c)	24

S.No.	Course Contents	Hrs. of Study
	Miscellaneous insurance (Motor, personal accident, Money in transit, burglary and theft insurance). Classification of General Insurance, Methods : Marine Insurance, Fire Insurance and Misc. Insurance. Claims : Procedure for Marine Insurance, Fire Insurance & Misc. Insurance.	
5.	<p>Banking : Concepts, Definitions and Characteristics of Bank. Functions & Importance of Banks. E-Banking, I-Banking and ATM Services. Different types of Bank Accounts. Opening, Closing and Operations of various types of Bank Accounts.</p> <p>Negotiable Instruments : Cheques, Bills of Exchange, Promissory Notes & Hundis etc., Endorsement and crossing, Dishonour, Noting and Certification of Negotiable Instruments, Bank Clearing House.</p>	24



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NAME OF COURSE: BUSINESS STUDIES

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REFERENCE BOOKS

No.	Title	Author/Publisher
1.	Law and Practice of Banking	Dr. Varshney G.K./ Sahitya Bhawan, Agra
2.	Money & Banking	Seth M.L.
3.	Beema ke Tatva	Balchandra Shrivastava
4.	Principles of Life Insurance	III, Bombay
5.	Principles of General Insurance	III Bombay
6.	Practice of Life Insurance	III Bombay
7.	Practice of General Insurance	III, Bombay
8.	Security analysis and portfolio Management	Punithavathy Pandian, Vikas Publishing house Pvt. Ltd.
9.	Financial Markets; A Beginners Module	National stock exchange of India Ltd.



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NAME OF COURSE: **BUSINESS STUDIES**

SCHEME: JUL. 2012

PAPER CODE:6548

LIST OF PRACTICALS

1. Filling up Proposal forms of Life Insurance.
2. Filling up Proposal forms of General Insurance.
3. Visit to Observe working procedure in Insurance Organization.
4. Arrange expert lectures from Insurance Industry Personnel.
5. Preparation of various Life, General insurance Policy documents, cover note and certificate.
6. Preparation of Endorsement and renewals.
7. Filling up IPO forms and various depository forms.
8. Visit to Observe working procedure in Share Trading in Secondary Market.
9. Arrange expert lectures from Security Market Personnel.



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DIPLOMA IN MODERN OFFICE MANAGEMENT**

SEMESTER: SECOND

COURSE CODE: 203

NAME OF COURSE: **COMPUTER TYPING (HINDI)**

SCHEME: JUL. 2012

PAPER CODE:

RATIONALE

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**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
DIPLOMA IN MODERN OFFICE MANAGEMENT**

SEMESTER: SECOND
COURSE CODE: 203
NAME OF COURSE: COMPUTER TYPING (HINDI)

SCHEME: JUL. 2012
PAPER CODE:

SCHEME OF STUDY AND COURSE CONTENTS

S.N.	UNIT	TOPIC	ALLOTTED HOURS	ALLOTTED MARKS
1	UNIT-1	dEI;wVj ds dh cksMZ dh tkudkj ,oa izsfDVI	15	-
2	UNIT-2	i= Vk;fiax dh izsfDVI ¼i= 150 'kCn ls vf/kd u gks½	15	15
3	UNIT-3	Vscy dh izsfDVI ¼Vscy esa dkye 6 ,oa jks 6 ls vf/kd u gks½	15	20
4	UNIT-4	eSU;qfLØIV dh izsfDVI ¼150 'kCn ls vf/kd u gks½	15	15
5	UNIT-5	LihM Vk;fiax ¼eSVj 300 'kCnksa ls vf/kd dk u gks½	30	50
TOTAL			90	100

**** Vk;fiax ,e-1- oMZ 2007 ;k vk/kqfud olZu ij fd;k tkuk vfuok;Z gksxk ****

SCHEME OF EXAMINATION :-

ijh {kk ds nkSjku iz'ui= nks [k.Mksa esa foHkkftr gksxk& [k.M&v ,oa [k.M&c

TOTAL MARKS- 100

PASSING MARKS- 40 TIME : ONE HOURS

[k.M&v ¼dsoy ,d iz'u gksxk½ le;& 10 feuV

LihM VsLV ds fy, ,d 300 'kCnksa dk eSVj gksxk ftls 30 'kCn izfr feuV dh xfr ls 10 feuV esa Vkbi djuk gksxk **50 Marks**

[k.M&c ¼rhu iz'u gksxsa½ le;& 50 feuV

1. dk;kZy;hu i=] tks fd 150 'kCn ls vf/kd ugha gksxk **15 Marks**
2. Vscy] ftlesa 6 dkye ,oa 6 jks gksxsa **20 Marks**

3. eSU;qfLØIV] tks fd 150 'kCn ls vf/kd ugha gksxk
Marks

15

PRACTICAL WORK-

- 1- dqy pkj iz'u 100 vad ds gksxsa ftlesa LihM eSVj 'kkfey gksxk A
- 2- fo|kfFkZ;ksa dks dEI;wVj ds dh cksMZ dk Kku dj;k tkuk gksxk A
- 3- fo|kfFkZ;ksa dks eSU;qfLØIV ds fpUgks dk Kku dj;k tkuk gksxk A
- 4- dEI;wVj esa Vscy dk fuekZ.k ,oa MkVk fQfMax dh tkudkj nsuh gksxh A
- 5- dEI;wVj ls fizaV dh izfØ;k dk Kku dj;k gksxk A

SCHEME OF VALLUATION-

izR;sd ,d xyrh ij ,d vad dkVk tk;sxk A xyfr;ksa esa 'kCnksa dk xyr fy[kk tkuk] ek=kvksa dh xyfr;ka] okD; NksM+k tkuk] vf/kd okD; fy[kuk] fn;s x;s eSVj ds vfrfjDr Vkbi djuk] iwjk eSVj Vkbi u fd;k tkuk ,oa Vk;fiax dh xyfr;ka Hkh 'kkfey gksxh A

INSTRUCTIONAL STRATEGIES:

- The teacher should do demonstration of typing methodology.
- Speed typing of letter/other documents etc.
- Regular assignments should be given on every topic.
- Assessment of term work of conduction of minimum two progressive tests during the session.

LIST OF PRACTICAL/TUTORIALS :

- Demonstration of typing methodology.
- Preparation of letter /other documents typing etc.
- Speed typing of passage.
- Speed typing of Commercial or business letters.
- Speed typing of Official and Demo-Official letters.
