

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

PROGRAMME NAME: Three years Diploma in MODERN OFFICE MANAGEMENT

Name of Scheme: NON-CGPA

Implemented from Session JULY 2013

Scheme of Studies and Examinations for: **THIRD SEMESTER**(for students who has taken admission in III sem during the session June-July 2013 and do not belong to the credit based grading system)

Exam code:938

C O U R S E C O D E	COURSE TITLE	PAP - ER C O D E	THEORY COMPONENT							PRACTICAL COMPONENT							T O T A L	
			LECT U R E S	CONTIN- UOUS EVALU-ATION		END OF THE TERM/ SEMESTER EVALUATION			T O T A L M A R K S	PR A C T I C A L H r s . P e r W e e k	CONTIN U O U S E V A L U A T I O N	END OF THE TERM/ SEMESTER EVALUATION			T O T A L			
																Hrs. Per Week		TER M W O R K
				I	II	N O.	M A R K S	D U R A T I O N (Hrs)			N O.	M A R K S	D U R A T I O N (Hrs.)					
301	Cost Accounting	6550	04	30	10	10	01	100	3	150	--	--	--	--	--	--	150	
302	Financial Accounting with Tally. ERP 9	6551	04	15	10	10	01	100	3	135	04	15	01	50	3	65	200	
303	Financial Market	6552	04	15	10	10	01	100	3	135	02	15	01	50	3	65	200	
304	Secretarial practice	6553	04	15	10	10	01	100	3	135	04	15	01	50	3	65	200	
311/312	*Stenography-I Hindi/ English	6554 6555	04	15	10	10	01	100	3	135	04	15	01	50	3	65	200	
305	Professional Activities	-----	--	--	--	--	--	--	--	--	02	GRADE TO BE AWARDED						
TOTAL		-----	20	90	50	50	05	500		690	16	60	04	200		260	950	

1. Students shall have option to select Hindi or English Stenography for all the semesters at the beginning of 3rd semester. Option once selected shall not be changeable during the diploma.
2. The Question papers for Theory examination of Stenography Hindi and English will be Set and Conducted by RGPV and evaluated at RGPV.
3. The Question paper for the practical examination of eth same shall be set by the concerned faculty and shall be evaluated at the college end

Passing marks for	(a) Theory	33%
	(b) Practical	40%
	© Sessional	60%