



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

SEMESTER :THIRD
COURSE CODE:301

SCHEME: JUL. 2012
PAPER CODE: 6550

NAME OF COURSE: COST ACCOUNTS

RATIONALE

In the present global, knowledge based and e- business environment, cost accounting has witnessed remarkable changes. It has sought to take on technology and offers new solutions to cost quality problem in industry .

After undergoing the study of this subject the student will be able to develop the skill in preparing the statements as desired in the organizations and also gain sufficient knowledge of cost account work.



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NAME OF COURSE: COST ACCOUNTS

SCHEME: JUL. 2012

PAPER CODE: 6550

SCHEME OF STUDIES

s no	contents	no of periods alloted
1	Cost Accounting	15
2	Elements of Cost	15
3	Contract costing	15
4	Process cost Accounting	15
5	Reconciliation of cost & financial Accounts	15



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PAPER CODE ;6550

NAME OF COURSE: COST ACCOUNTS

CONTENTS

s.no	Name of the Topic	Hrs. of study
1	Cost Accounting:- Meaning, objectives & Importance. Difference between Cost Accounting & Financial Accounting. Classification of cost and overheads.	15
2	Elements of Cost: Cost Sheet, Statement of Cost, difference between cost sheet and statement of cost. Unit Cost, determination of selling price. Tender & Quotation.	15
3	Contract costing:- Preparation of contract account, work in progress a/c. & Balance Sheet. Profit on incomplete Contract, cost plus contract.	15
4	Process cost Accounting : - Preparation of Process cost accounts. Normal Wastage, Abnormal Wastage & Effectiveness. Joint cost & Bye products.	15
5	Reconciliation of cost & financial Accounts:- Meaning & Need, Reasons for difference. Preparation of Reconciliation statement-Problems and solutions.	15



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NAME OF COURSE: COST ACCOUNTS

LIST OF PRACTICALS

- Preparation of cost sheet in different methods.
- Preparation of tenders and quotations.
- Preparation of stores ledgers.
- Format of various statement and charts.
- Any other project work assigned by the teacher.



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REFERENCES

1. Maheshwari, S.N.- Advanced Problems and solutions in cost accounting, Sultan Chand & Co. Ltd. New Delhi.
2. Agarawal. M.L.-Cost accounting, Sahitya Bhawan Publication, Agra. (English and Hindi version)
3. Jain and Oswal-Cost accounting, Ramesh Book Depot, Jaipur.

**4- ykxr ys[kkadu&izks- [k.Msyoky] lkfgR; Hkou ifCy'kIZ ,.M
fMLV^ahC;wVIZ] vkxjk**

**5. ykxr ys[kkadu- Mk0 iadt tSu - ;wfuojfIVh cqd gkml izkbosV
fyfeVsM- t;iqj**



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DIPLOMA IN MODERN OFFICE MANAGEMENT**

SEMESTER: THIRD

COURSE CODE :302

NAME OF COURSE: FINANCIAL ACCOUNTING WITH TALLY ERP 9

SCHEME: JUL. 2012

PAPER CODE: 6551

RATIONALE

Due to fast changing face of commerce, industry and trade in our India, computerized accounting is one of the basic need. With the help of tally-9 student can do all work of accounting in computer. This paper presents in detail, the use of tally-9. Student can learn the process of accounting with respect of payroll, TDS, TES, FBT, VAT, SERVICE TAX, EXCISE, POS & JOBCOSTING etc. It is sincerely hoped that students will be able to use the software for learning all aspects of tally-9 independently and move forward for a bright future.



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SEMESTER: THIRD
COURSE CODE: 302

SCHEME: JUL. 2012
PAPER CODE: 6551

NAME OF COURSE: FINANCIAL ACCOUNTING WITH TALLY ERP 9

SCHEME OF STUDIES

s.no	contents	no of periods alloted
1.	Fundamentals of Tally.ERP 9	20
2.	Creating Inventory Masters in Tally.ERP 9	20
3.	Advanced Accounting in Tally.ERP 9	20
4.	Value Added Tax (VAT	15
5.	Technological Advantages of Tally.ERP 9	15



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SCHEME: JUL. 2012
PAPER CODE: 6551

NAME OF COURSE: FINANCIAL ACCOUNTING WITH TALLY ERP

CONTENTS

s.no	contents	no of periods
1.	Fundamentals of Tally.ERP 9 <ul style="list-style-type: none">- Introduction- Installing & Activating Tally.ERP 9- Getting Functional with Tally.ERP 9- Creation, Alteration & Deletion of Company in Tally.ERP 9- Ledgers, Groups and Cost Center : Creations, Alteration & Deletion in Single and Multiple Mode Creating Accounting Masters in Tally.ERP 9 <ul style="list-style-type: none">- F11 Features- F12 Configuration- Setting Up Accounts Heads	20
2.	Creating Inventory Masters in Tally.ERP 9 <ul style="list-style-type: none">- Stock Group- Stock Categories- Godowns / Locations- Units of Measure- Stock Items- Creating Inventory Masters for National Traders Voucher Entry in Tally.ERP 9 <ul style="list-style-type: none">- Accounting Vouchers- Inventory Vouchers- Invoicing	20
3.	Advanced Accounting in Tally.ERP 9 <ul style="list-style-type: none">- Bill-wise Details- Cost Centres and Cost Categories- Voucher Class and Cost Centre Class- Bank Reconciliation- Interest Calculation	20

	<ul style="list-style-type: none"> - Budgets & Controls Advanced Inventory in Tally.ERP 9 - Order Processing - Reorder Levels - Tracking Numbers - Batch-wise Details - Additional Cost Details - Bill of Material (BOM) - Price Levels and Price Lists - Stock Valuation - Zero Valued Entries - Inventory Ageing Analysis - Different Actual and Bill Quantities 	
4.	<p>Value Added Tax (VAT)</p> <ul style="list-style-type: none"> - Configuring VAT in Tally.ERP 9 - Creating Masters - Entering Transactions - Vat Reports - VAT for Composite Dealers <p>Point of Sale (POS)</p> <ul style="list-style-type: none"> - Features of Point of Sale (POS) in Tally.ERP 9 - Configuring Point of Sale in Tally.ERP 9 - Entering POS Transactions - POS Reports 	15
5.	<p>Technological Advantages of Tally.ERP 9</p> <ul style="list-style-type: none"> - Tally Vault - Security Control - Tally Audit - Backup and Restore - Split Company Data - Export and Import of Data - ODBC Connectivity - Web Enabled, Print Preview and Online Help - Printing Reports and Cheques 	15



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PAPER CODE: 6551

NAME OF COURSE: FINANCIAL ACCOUNTING WITH TALLY ERP 9

LIST OF PRACTICALS

1. Preparation of various vouchers.
2. Vouchers entry in tally software.
3. Preparation of various books in tally software.
4. Preparation of trail balance in tally.
5. Preparation of final accounts in tally.



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PAPER CODE: 6551

NAME OF COURSE: FINANCIAL ACCOUNTING WITH TALLY ERP 9

REFERENCES

1. Manual of tally software.
2. Financial Accounting with Tally ERP 9- Dr. Aalok Yadav.
3. Tally ERP 9- Nathani. BPB Publication New Delhi.



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SEMESTER: THIRD
COURSE CODE:303

SCHEME: JUL. 2012
PAPER CODE: 6552

NAME OF COURSE: FINANCIAL MARKET

RATIONALE

To-day , With the financial sector experiencing an unprecedented boom due to a variety of factors such as liberalization, globalization, consumer spending, this subject has become more important than ever before. The paper comprises money markets, capital markets, investors protection, functionaries of stock exchange institutions and financial services. This paper help students for careers in financial markets.



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SEMESTER: THIRD
COURSE CODE:303

SCHEME: JUL. 2012
PAPER CODE: 6552

NAME OF COURSE: FINANCIAL MARKET

SCHEME OF STUDIES

s.no	contents	no of periods
1.	Money market	20
2.	Capital Market	20
3.	Investors Protection	15
4.	Functionaries on Stock Exchanges	20
5.	Financial Service	20



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SEMESTER: THIRD

COURSE CODE:

NAME OF COURSE: FINANCIAL MARKET

SCHEME: JUL. 2012

PAPER CODE:

CONTENTS

s.no	course content	no.of hrs
1.	<u>Money market</u> : Indian money market's composition and structure: (a) Acceptance house (b) discount houses and (C) Call money market; Recent trends in Indian Money Market.	20
2.	<u>Capital Market</u> : Security markets: (a) new Issue market, (b) Secondary market; Functions and role of stock exchange; listing procedure and legal requirement, Public issue-pricing and marketing; Stock exchanges- National Stock Exchange and over-the counter exchanges. Securities Contract and Regulations Act; main provisions	20
3.	<u>Investors Protection</u> : Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchange; SEBI; Company law Board; Press; Remedy thought courts.	15
4.	<u>Functionaries on Stock Exchanges:</u> Brokers, sub brokers, market makers, jobbers, portfolio consultants, institutional investors and NRIs.	20
5.	<u>Financial Service</u> : Merchant banking- Functions and roles; SEBI guidelines, Credit rating-concept, function and types.	20



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SCHEME: JUL. 2012
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REFERENCES

- 1- foRrh; cktkjsa dh dk;Ziz.kkyh- izks- oh-ih- vxzoky] lkfgR; Hkou ifCyds'kUI% vkxjk A
- 2- foRrh; cktkj ifjpkyu] izks- ih-ds- vxzoky ,oa misUnz dqekj] lkfgR; Hkou] vkxjk A



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SEMESTER: THIRD
COURSE CODE:304

SCHEME: JUL. 2012
PAPER CODE: 6553

NAME OF COURSE: SECRETARIAL PRACTICE

RATIONALE

No business organization worth the name can run without an efficient 'office'. Similarly, no company can fulfill the legal obligations without an efficient 'company secretary'. And no boss can shoulder the responsibilities of office without an efficient loyal right-hand, the 'private secretary'. All these have the tremendous importance in the modern world of commerce.

After undergoing the study of this subject the student will be able to develop the skill in preparing the meetings, agenda, minutes, notices, daily diary etc.



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SEMESTER: THIRD
COURSE CODE:304

SCHEME: JUL. 2012
PAPER CODE: 6553

NAME OF COURSE: SECRETARIAL PRACTICE

SCHEME OF STUDIES

s.no	Name of the topic	no. of hrs allotted
1.	Meaning of Secretary	15
2.	Private Secretary	15
3.	Secretarial correspondence	20
4.	Secretarial Stress	20
5.	Time Management	20



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DIPLOMA IN MODERN OFFICE MANAGEMENT**

SEMESTER: THIRD
COURSE CODE: 304

SCHEME: JUL. 2012
PAPER CODE: 6553

NAME OF COURSE: SECRETARIAL PRACTICE

CONTENTS

s.no	course contents	no. of hrs
1.	Secretary : Meaning, Types, Importance & Functions of Secretary, Qualities & Qualification of a Secretary.	15
2.	Private Secretary : Role & Importance, Behaviors Aspects : in office, with Boss, with Colleagues & Public, Maintaining daily diary.	15
3.	Secretarial correspondence : Introduction, Types, Procedure & Conduct, Amendments, Procedure of discussion, Point of Order, Formal Motions, Votes, Resolution Notice, Agenda, Quorum, Proxy, Typing of minutes, Letters of Thanks.	20
4.	Secretarial Stress : Introduction, Kinds, Stages of Stress, Cause, Symptoms, Ways of Reduce Stress, Coping with Stress, Steps to handle emotional upsets at work, Least stressful tasks of the secretary, Positive and Negative Stress.	20
5.	Time Management : Introduction, Guidelines, Value of Time, Office Time, Secretary Time.	20

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SEMESTER: THIRD
COURSE CODE:304

SCHEME: JUL. 2012
PAPER CODE: 6553

NAME OF COURSE: SECRETARIAL PRACTICE

**Practicals
/Project Work/ Assignment**

1. Entries in the Daily Diary
2. Notice of Meeting
3. Specimen of Agenda
4. Language of Minutes
5. Specimen of form for filing special resolution with the registrar.
6. Form of Proxy.



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SEMESTER: THIRD
COURSE CODE:304
NAME OF COURSE: SECRETARIAL PRACTICE

SCHEME: JUL. 2012
PAPER CODE:6553

REFERENCES

1. Shukla, M.C. Gulshan, S.S. – Secretarial Practice.
2. S. Chand & Co. Ltd., New Delhi
3. Kuchhal, M.C. : Secretarial Practice Vikas Publishing House pvt. Ltd., New Delhi.
4. B.N. Tondon Manual of Secretarial Practice.
5. E. Krishna Murthy & M. Nagasubramanian Improve Your Secretarial Skills, S.Chand & Company, New Delhi.
1. **xqlrk] MkW- izHkkdj ,oa dkSf'kd] eqds'k&lfpoh; i)fr ,l-pan ,aM daiuh fy- ubZ fnYyh**



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

SEMESTER: THIRD

COURSE CODE: 311

NAME OF COURSE: STENOGRAPHY-I (HINDI)

SCHEME: JUL. 2012

PAPER CODE: 6554

RATIONALE

This course extends theoretical as well as practical understanding of Stenography and expected to acquire the proficiency of stenography @40 w.p.m at the end of the semester.

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SEMESTER: THIRD
COURSE CODE: 311
NAME OF COURSE: STENOGRAPHY-I (HINDI)

SCHEME: JUL 2012
PAPER CODE: 6554

SCHEME OF STUDIES

S.NO	UNIT	DISCRIPTION	No. of Hrs. Alloted
1	UNIT-1	vk'kqfyfi dk ifjp; ,oa vk'kqfyfi ds O;atu	25
2	UNIT-2	Loj dk fu;e	10
3	UNIT-3	vkadM+ksa ,oa o`Rr dk fu;e	10
4	UNIT-4	'kCn fpUg ,oa loZuke ladsr fyfi ls fgUnh esa vuqokn	20
5	UNIT-5	fgUnh ls ladsr fyfi esa vuqokn@ fMDVs'ku	25
TOTAL			90

EXAMINATION SCHEME

F;ksjh ijh{kk ds iz'u&i= fo'ofok|ky; }kjk rS;kj djok;s tk;saxsA iz'u i= rS;kj djrs le; /;ku nsus ;ksX; ckrsa %&

THEORY PAPER :-

TOTAL MARKS - 70

TIME: 3 HOURS

v- izR;sd bdkbZ ls 14 vad dk iz'u vfuok;Z gS A

- c- bdkbZ 4 esa ladsr fyfi ls fgUnh esa vuqokn djus ds fy, 100 'kCnksa dk ,d x|ka'k vfuok;Z gksxk ftlesa vH;kl dzekad 1 ls 30 rd d vH;kl 'kkfey gksaxs A
- l- bdkbZ 5 esa fgUnh ls ladsrfyfi esa vuqokn djus ds fy, 100 'kCnksa dk ,d x|ka'k vfuok;Z gksxk ftlesa vH;kl dzekad 1 ls 30 rd ds vH;kl 'kkfey gksxsa A
- n- mRrh.kZ gksus ds fy, U;wure 31 vad ,oa ^Mh^ xszM vfuok;Z gS A



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SEMESTER: THIRD

COURSE CODE: 311

NAME OF COURSE: STENOGRAPHY-I (HINDI)

SCHEME: JUL. 2012

PAPER CODE: 6554

CONTENTS

s.no	course contents	no. of hrs
1	vk'kqfyfi dk bfrgkl] vFkZ ,oa ifjHkk"kk] vk'kqfyfi ds mn~ns';] vk'kqfyfi esa iz;qDr O;atu dh mRifRr] O;atuekyk dk vH;kl A	21
2	Loj dk iz;ksx] fZ}/ofud Loj] f=/ofud Loj ,oa vuqLoj dk iz;ksx] r oxZ ds nk;sa&ck;sa js[kkvksa dk iz;ksx] l] e vkSj u ds iz;ksx A	16
3	l] 'k ,oa t ds o`Rr dk fu;e] r dk vkadM+k] u dk vkadM+k] j dk vkadM+k ,oa y dk vkadM+k A	16
4	'kCn fpUg ,oa loZuke dk iz;ksx ,oa vH;kl] vk'kqfyfi ls fgUnh esa fyl;karj _f'k iz.kkyh ds vH;kl iz.kkyh dzekad	16

	1 Is 30 rd dk A	
5	fgUnh Is vk'kqfyfi esa fyl;karj] _f"k iz.kkyh ds vH;kl dzekad 1 Is 30 rd] rFkk vH;kl dzekad 1 Is 30 rd ds vH;klksa dk fMDVs'ku A	21



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NAME OF COURSE: STENOGRAPHY-I (HINDI)

SCHEME: JUL. 2012
PAPER CODE: 6554

PRACTICALS

- 1- 200'kCnksa dk xajk'k dk fMXVs'ku 40 'k-iz-fe- dh xfr Is _f"k iz.kkyh iqLrd vH;kl dzekWad&01 Is 30 rd fn;k tkos A
- 2- xajk'k dk vuqokn dsoy dEl;wVj fllVe ij gh fd;k tkos A
- 3- vuqokn dk le; 30fefuV fMXVs'ku lfgr gksxk A
- 4- ,d xYrh ij ,d vad dkVk tkosxk A xfYr;ksa esa 'kCn dk dVuk] v'kq) 'kCnksa dk fy[kuk] ekftZu ykbZu Lis'k vkfn dh xYrh ekuh tkosxh A



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DIPLOMA IN MODERN OFFICE MANAGEMENT**

SEMESTER: THIRD
COURSE CODE: 311

SCHEME: JUL. 2012
PAPER CODE:6554

NAME OF COURSE: STENOGRAPHY-I (HINDI)

INSTRUCTIONAL STRATEGIES:

1. Regular assignment should be given on every topic of the syllabus.
2. Small project work should be given to group of student on some topics of common use.
3. Arrange expert lecturer by the expert teachers.
4. Assessment will be done during the session.
5. Speed tests @40 w.p.m. Assignments can be given in group for mutual checking of the speed.
6. During practical examination, there will be a two-man committee, out of which one will be Internal examiner(Subject teacher)and other will be External examiner (Outside teacher/Govt. Employee/Industry Person). Both will jointly assess the students on the basis of their performance in practical examination.



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SEMESTER: THIRD
COURSE CODE: 311

SCHEME: JUL. 2012
PAPER CODE: 6554

NAME OF COURSE: STENOGRAPHY-I (HINDI)

REFERENCES

- 1- fgUnh ladsr fyfi] _f"kyky vxzoky] Jh fo".kq vkVZ izsl] bykgkckn
A



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

SEMESTER: THIRD
COURSE CODE:312

SCHEME: JUL. 2012
PAPER CODE: 6555

NAME OF COURSE: STENOGRAPHY- I(ENGLISH)

RATIONALE

This course extends theoretical as well as practical understanding of Stenography and expected to acquire the proficiency of stenography @40 w.p.m at the end of the semester.

S.NO.	CHAPTER	HOURS
1.	The Consonants, vowels, and writing of outlines	21
2.	Grammalogues, The Consonants R/H, Diphthongs.	16
3.	Circle, Strokes, Loops	16



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SEMESTER: THIRD

COURSE CODE: 312

NAME OF COURSE: STENOGRAPHY- I(ENGLISH)

SCHEME: JUL. 2012

PAPER CODE: 6555

SCHEME OF STUDIES

4.	Hooks(R& F/V)	16
5.	Practice of all units	21
	TOTAL	90

EXAMINATION SCHEME

1. Each unit carries 10 marks.
2. One question- transcriptions from stenography to English.
3. One question - Make outlines from English
4. Maximum marks 100 and minimum passing marks is D grade (31)



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SEMESTER: THIRD
COURSE CODE: 312

SCHEME: JUL. 2012
PAPER CODE:6555

NAME OF COURSE: STENOGRAPHY- I(ENGLISH)

CONTENTS

s.no	course contents	no. of hrs
1.	Introduction of Stenography: Meaning, Importance & Object of Stenography; Definition of Consonants, Classes of	21

	consonants, Joining of strokes.; Definition of Vowels, Types of Vowels, Places of Vowels, position of vowel. Practice of outlines.	
2.	Grammalogues, The Consonants R/H, Diphthongs: Grammalogues; The Consonants R/H; Diphthongs.	16
3.	Circle, Strokes, Loops: Rules of Circle S/Z; Rules of Strokes S/Z; Loops-ST&STR and their difference.	16
4.	Hooks (R& F/V): Use of initial hooks to straight strokes and curves; Use of right left hooks medially; Alternative forms of F/V etc; Intervening vowels; Their forms & uses; Circles or loop proceeding initial hooks-Initially & medially.	16
5.	Practice of all units.	21



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SCHEME: JUL. 2012
PAPER CODE: 6555

NAME OF COURSE: STENOGRAPHY- I(ENGLISH)

PRACTICAL:

1. 200 words dictation @ 40 W.P.M. in 5 min. from pitman shorthand instructor book up to 58

Exercise i.e. up to Chapter XV.

2. Transcription should be computer only.

3. Time for transcription for dictation should be 30 min. including the time of dictation.

4. One mark should be deducted for one mistake which include

- leaving word
- wrong word
- margin
- paper spacing etc. will also be treated as one mistake.



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SEMESTER: THIRD

COURSE CODE: 312

NAME OF COURSE: STENOGRAPHY-I (ENGLISH)

SCHEME: JUL 2012

PAPER CODE: 6555

INSTRUCTIONAL STRATEGIES:

1 Regular assignment should be given on every topic of the syllabus.

2. Small project work should be given to group of student on some topics of common use.
3. Arrange expert lecturer by the expert teachers.
4. Assessment will be done during the session.
5. Speed tests @40 w.p.m. Assignment can be given in group for mutual checking of the speed.
6. During practical examination there will be a -man committee out of which one will be Internal examiner (Subject Teacher) and other will be External examiner (Outside teacher/Govt. Employee/Industry Person). Both will jointly assess the students on the basis of their performance in practical examination.



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COURSE CODE: 312

NAME OF COURSE: STENOGRAPHY- I(ENGLISH)

SCHEME: JUL. 2012

PAPER CODE: 6555

Reference Books:

1 Pitman Shorthand Instructor and Key Pitman, Pitman Publication



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SEMESTER: THIRD
COURSE CODE:306

SCHEME: JUL. 2012

NAME OF COURSE: PROFESSIONAL ACTIVITIES

LIBRARY STUDY

A student is required to refer to various Journals, News Papers and Periodicals in the Library Periods for preparation of her Seminar Topics. They will update their knowledge in current affairs by utilizing Library Periods. They may take the help of department faculties for the said purpose.