

RAJIV GANDHI PRODUYOGIKI VISHWAVIDYALAYA, BHOPAL

PROGRAMME NAME: MODERN OFFICE MANAGEMENT [M08]

SEMESTER -IV

Name of Scheme : CGPA-2012

Implemented from Session July 2012

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	TERM WORK QUIZ ASSIGNMENT	MID TERM TEST (TWO)		THEORY PAPER				LAB. WORK QUIZ ASSIGNMENT	PRACTICAL/ ORAL EXAMINATION (VIVA)						
						I	II	NO.					MARKS/w eightage	DURATION (Hrs.)				NO.	MARKS
401	Front Office Management	6556	05	10	10	10	1	70	03	04	02	20	1	30	-	01	05	150	
402	Indirect Tax	6557	04	10	10	10	1	70	03	04	02	20	1	30	-	01	05	150	
403	Desk Top Publication & Presentation	6558	02	10	10	10	1	70	03	04	06	20	1	30	-	02	06	150	
404	Marketing Management and Salesmanship	6559	05	10	10	10	1	70	03	04							04	100	
411/412	Stenography-II(Hindi)/ Stenography-II (English)	6560/6561	02	10	10	10	1	70	03	02	06	20	1	30	1 Hrs	04	06	150	
	Professional Activities			-	-	-	-	-	-	-	02	-	-	-	-	-	-	-	
		-	18	50	50	50		350	-	18	18	80	-	120	-	08	26	700	

1. The Question papers for Theory examination of Stenography Hindi and English will be Set and Conducted by RGPV and evaluated at RGPV.
2. The Question paper for the practical examination shall be set by the concerned faculty and shall be evaluated at the college end
3. Minimum pass grade in theory & practical is D grade(31 marks)