

**RAJIV GANDHI PRODUYOGIKI VISHWAVIDYALAYA, BHOPAL**  
**CREDIT BASED GRADING SYSTEM**  
**5<sup>th</sup> SEMESTER**

**PROGRAMME NAME: MODERN OFFICE MANAGEMENT**

**Name of Scheme : CGPA-2012**

**Implemented from Session 2012**

**Scheme of Studies and Examinations for : V sem**

**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							
				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	DURATION (Hrs.)			NO.	MARKS	DURATION(Hrs.)
501	Auditing	6562	05	10	10	10	1	70	03	03	01	20	1	30	-	01	04	150	
502	Income Tax-I	6563	06	10	10	10	1	70	03	05	02	20	1	30	-	01	06	150	
503	Database Management	6564	02	10	10	10	1	70	03	02	08	20	1	30	-	04	06	150	
511/ 512	Stenography-III (Hindi) / Stenography-III (English)	6565/ 6566	02	-	-	-	-	-	-	-	08	40	1	60	1 Hrs	06	06	100	
504	Training/Tour/Visits-Report (Four Week)		-	-	-	-	-	-	-	-	-	-	1	100	-	04	04	100	
505	Professional Activities		02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		-	<b>17</b>	<b>30</b>	<b>30</b>	<b>30</b>		<b>210</b>	-	<b>10</b>	<b>19</b>	<b>100</b>	-	<b>250</b>	-	<b>16</b>	<b>26</b>	<b>650</b>	

**NOTE: The Question papers for Practical examination of Stenography Hindi and English will be Set by RGPV.**

**2- Practical examination for 505 shall have the following components -Report of Training/Tour/visit – 70 marks, & Viva Voce-30 marks.**

27 credits needed for 6 th sem