

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

**PROGRAMME NAME: MODERN OFFICE MANAGEMENT**

**Name of Scheme : cgpa-2012**

**Implemented from Session july 2012**

**Scheme of Studies and Examinations for : vi th sem**

**Exam Code:**

COURSE CODE	COURSE TITLE	PAPER CODE	THEORY COMPONENT							PRACTICAL COMPONENT					TOTAL CREDIT	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.)					
601	Entrepreneurship Development	6567	04	10	10	10	1	70	03	04	02	20	1	30	-	01	05	150
602	Income Tax-II	6568	04	10	10	10	1	70	03	04	02	20	1	30	-	01	05	150
603	PC Troubleshooting Maintenance	6569	02	10	10	10	1	70	03	02	04	20	1	30	-	02	04	150
604	E-commerce & MIS	6570	02	10	10	10	1	70	03	02	04	20	1	30	-	03	05	150
611/12	Stenography-IV(Hindi)/ English)	6571/6572	02								08	40	1	60	1 Hrs	06	06	100
605	Professional Activities			-	-	-	-	-	-	-	02	-	-	-	-	-	-	-
		-	14	40	40	40		280	-	12	22	120	-	180	-	13	25	700

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

**2. Practical Examination for 601 shall have the following components : Report in Entrepreneurship 21 Marks & viva voce 09 Marks.**