CHATTISHGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

DIPLOMA PROGRAMME IN MODERN OFFICE MANAGEMENT
COURSE OF STUDY AND SCHEME OF EXAMINATION

SEMESTER - VI

S. No.	Subject Code	Board of Study	Subject	Period Per Week			Scheme of Examination					Total Marks	Credit L+(T+P) /2
							Theory			Practical			
				L	T	P	ESE	CT	TA	ESE	TA		
1	240611 (40)	M.O.M.	Entrepreneurship and Project	4	2	-	100	20	30	-	-	150	5
2	240612 (40)	M.O.M.	Company Law and Secretarial Practice	4	3	-	100	20	30	-	-	150	6
3	240613 (40)	M.O.M.	Office Equipment Safety Practice and Maintenance	4	2	-	100	20	30	-	-	150	5
4	240614 (40)	M.O.M.	Computer Hardware & Maintenance.	4	1	-	100	20	30	-	-	150	5
5	240615 (40) / 240616 (40)	M.O.M.	Advance Stenography IV (Hindi) or Advance Stenography IV (English)	3	1	-	-	20	60	-	-	80	4
6	240621 (40)	M.O.M.	Office Equipment Safety Practice and Maintenance	-	-	2	-	-	-	50	20	70	1
7	240622 (40)	M.O.M.	Computer Hardware & Maintenance Lab	-	-	3	-	-	-	50	20	70	2
8	240623 (40) / 240624 (40)	M.O.M.	Advance Stenography IV (Hindi) Lab or Advance Stenography IV (English) Lab	-	-	2	-	-	-	50	30	80	2
9	240625 (40)	M.O.M	Office Training One month	-	2	-	-	-	-	100	-	100	1
Total				19	11	7	400	100	180	250	70	1000	31

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : **VI**
B) SUBJECT TITLE : **Entrepreneurship and Project**
C) CODE : 240611 (40)
D) BRANCH / DESCIPLINE : **MODERN OFFICE MANAGMENT**

E) RATIONALE: Since long Entrepreneurship has been recognized as an essential element of economic development. At present Managerial aspects of Entrepreneurship are being emphasized. It employs innovativeness; an urge to take risk to face uncertainties intuitively i .e capacity of seeing things in which afterwards proves to be true. The subject is kept in applied course under MOM to bring to surface certain characterizes such as perception of economic opportunity, organizational skill, Managerial skill, managerial competence and motivation to achieve results.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240611 (40)	4	2	-	100	20	30	-	-	150	5

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	ENTERPUNERSHIP	17	20
02	02	ENTERPUNER	21	20
03	03	FUNCTIONAL ASPECTS	18	20
04	04	ENTERPUNERIAL PROCESSES	20	20
05	05	PROJECT REPORT	20	20
		TOTAL	**96**	**100**

H) DETAILED COURSE CONTENTS :

Chapter- 1 ENTERPUNERSHIP
- Meaning

- Definition
- Nature & Characteristic of entrepreneurship
- Importance of entrepreneurship
- Role of the Entrepreneurship economic development.

Chapter-2   ENTERPUNER
- Meaning
- Definition Characteristics & Qualities of a successful entrepreneur
- Types of entrepreneur
- Functions of entrepreneur
- Role or Importance of entrepreneur.

Chapter-3 FUNCTIONAL ASPECTS:-
- Factors affecting entrepreneurship:- Economical & Non-economical
- Role of the supporting agency: - District, Industries and trade center
- Entrepreneurship development centers state financial cooperation or C.G State Industries development Cooperation.

Chapter-4   ENTERPUNERIAL PROCESSES:-
- Basic Steps required for selection/establishing a new enterprise
- Fields Problems and their remedies.

Chapter-5   PROJECT REPORT:-

- Meaning / Objective of project report Subject / Matter (Contents) Format & Specimens of project reports.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:
- Regular assignment should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Visits to industries and organization should be arranged so as to make students aware of real life situation
- Arrange expert lectures on same of the specialized topics.
- Topics and related practical should be conducted simultaneously.
- Discuss amount the students the feasibility of starting a small business or consultancy services.
- Assessment of term work of conduction of minimum two progressive test during the session.

J) SUGGESTED LEARNING RESOURCES:

(a)   Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Business Entrepreneurship	G.S Sudha (Ramesh Book Depo Jaipur)
2	Basic Concept of Entrepreneurship	Dr.P.K Agrawal,Dr A.K Mishra SahityaB

		Publication Agra.
3	Fundamental of Entrepreneurship	Dr. G.K Varshanay,Sahitya Bhawan Agra
4	Entrepreneurship Development	Vasant Desai/Himalaya Publising.
5	A Practical Guide to Industrial Entrepreneur	Srivastava S.B/Sultanchand &Sons

(b)   Others:
- LCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

LIST OF EXPERIMENTS: -
1. Collection & Demonstration of company documents (Performa) like :-memorandum /Articles/Prospectus.
2. Demonstration of Notice/Minutes /Agenda of A.G.M of any company.
3. Preparation of Notice/Minutes/Agenda for a meeting
4. Visit to a section or chamber of secretary of any reputed company.
5. Any other as decided by the subject teacher.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) **SEMESTER** : **VI**
B) **SUBJECT TITLE** : **Company Law and Secretarial Practice**
C) **CODE** : 240612 (40)
D) **BRANCH / DESCIPLINE** : **MOM**

E) **RATIONALE :** This course is offered with objective to make the students aware about duties related with the job of a secretary in regard to business/company operations and also acquaint with the various company laws & formation processor of company

F) **TEACHING AND EXAMINATION SCHEME:**

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240612 (40)	4	3	-	100	20	30	-	-	150	6

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

H) **DISTRIBUTION OF MARKS AND HOURS :**

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION OF COMPANY	22	20
02	02	FORMATION OF COMPANY	22	20
03	03	COMPANY SECRETARY	22	20
04	04	BOARD OF DIRECTORS	22	20
05	05	MEETINGS	24	20
		TOTAL	**112**	**100**

H) **DETAILED COURSE CONTENTS :**

CHAPTER- 1 INTRODUCTION OF COMPANY:-
- Meaning
- Definition
- Characteristics
- Merits & Demerits of a Company
- Types of Company
- Difference between private & public company.

CHAPTER- 2 FORMATION OF COMPANY:-

- Promotion
- Registration & Commencements of business
- Memorandum of Association
- Articles of Association
- Prospectus, Capital structure of company.

CHAPTER- 3 COMPANY SECRETARY:-

- Meaning
- Qualification of Company Secretary
- Qualities
- Importance Status
- Appointment rights and responsibilities of company secretaries

CHAPTER- 4 BOARD OF DIRECTORS:-

- Meaning
- Qualifications & Disqualifications of director's
- Power & duties of directors
- Resolution: - Meanings & Types of dissolution difference between ordinary and special resolution

CHAPTER- 5 MEETINGS: -

- Meanings and procedure of meeting
- Notice agenda
- Quorum
- Proxy
- Minutes Amendment
- Adjournment.
- Types of meeting
- Meeting of Board of Directors
- Meeting of Shareholders
- Meeting of Creditors
- Duties of Secretaries in connection of company meeting
- Power and duties of Chairman.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Regular assignment should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use like function of secretary, formation of company, meetings etc.
- Assessment of term work of conduction of minimum two progressive test during the session.
- Arrange expert lectures on the subject.

J) SUGGESTED LEARNING RESOURCES:

(a)   Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Secretarial Practice & Office Manager	Dr.Verma , Dr.Agrawal
2	Secretarial Practice & Office Manager	Sherleker S.A
3	Company Law & Secretarial Practice	Dr.S.M Shukla,Sahitya Bhavan Publication Agra.
4	Secretarial Practice	Dr.S.M Shukla

(b)   Others:
- LCD
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

K) LIST OF PRACTICALS/TUTORIALS:
- Group discussion and seminar
- Collection & Demonstration of company documents (Performa) like :-memorandum /Articles/Prospectus.
- Demonstration of Notice/Minutes /Agenda of A.G.M of any company.
- Preparation of Notice/Minutes/Agenda for a meeting
- Visit to a section or chamber of secretary of any reputed company.
- Any other as decided by the subject teacher.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : **VI**
B) SUBJECT TITLE : **Office Equipment Safety Practice and Maintenance**
C) CODE : 240613 (40)
D) BRANCH / DESCIPLINE : **MOM**

E) RATIONALE : In modern age it is very important that personal being appointed in various office's must know the operation of various machine and equipment used in modern offices. Automation is the essential necessity of every modern office that is why course is incorporated. So that the student of MOM acquire sufficient knowledge of office equipment and machine. The Course aims at achieving professional skill and proficiency is not only operating and handling various equipment but also in decision a requirement for an office.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240613 (40)	4	2	-	100	20	30	-	-	150	5
240621 (40)	-	-	2	-	-	-	50	20	70	1

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	OFFICE EQUIPMENT AND MACHINES	19	20
02	02	PRACTAICE OF MACHINE/EQUIPMENTS	19	20
03	03	PRACTICE OF MACHINE/EQUIPMENTS	19	20
04	04	CARE & UPKEEPING OF MACHINES	20	20
05	05	FAULT DETECTION & REMEDIES	19	20
		TOTAL	**96**	**100**

H) DETAILED COURSE CONTENTS:

CHAPTER- 1 OFFICE EQUIPMENT AND MACHINES:

- Meaning
- Definition of office equipment and Machines
- Importance of office Machines/Equipment
- Needs of office Automation
- Classification of office Machines
- Guiding principles for selection of office machines and equipments
- Advantages and disadvantages and equipment.

CHAPTER- 2 PRACTAICE OF MACHINE/EQUIPMENTS:

- Machine for office use
- Functions of machines
- Mechanical features of Machines/Equipments
- Advantages and disadvantages and Practice on Typewriter (Manual Electronic)
- Duplicator (Manual/ Electronic
- Calculator
- Cash Register
- Photocopier
- Postal Franking
- Laminating Machine
- Electronic Stencil Cutter.

CHAPTER- 3 PRACTICES OF MACHINE/EQUIPMENTS:

- Functions of Machines
- Mechanical Features of Machines/Equipments
- Advantages and Disadvantages and Practice of Computer
- Fax, Telex, EPABX, E-Mail, Pager
- Embossing Machine (Plastic Cards)
- Addressograph
- Letter Weighing Machine
- Paper Cutting Machine
- Comb binding Machine
- Binding Machine (Thermal Process)
- Staple Machine (Jumbo Size)
- Paper Shredder
- Mail opener and other office Machine / Equipment.

CHAPTER- 4 CARE & UPKEEPING OF MACHINES

- Installation of machines
- Guidelines or using manual/instructions
- Precautionary measures for using various office machines
- Tools required for maintenance and safety
- Safety from moisture
- Safety from heat or temperature
- Safety from fire
- Use of file extinguisher etc
- Training for users or operators needs before use of machines
- Oiling/Cleaning and regular case taking of office machines.

CHAPTER- 5 FAULT DETECTION & REMEDIES:

- Detection of faults in various office machines
- Types of faults
- Nature of faults
- Periodical Maintenances
- Changing the fast moving parts/Stops after expiry of life period.
- MAINTENANCE PROCESS:
  - Meaning
  - Importance of maintenance of office Machines and equipments
  - Need for maintenance,
  - Types of maintenance
  - Routine maintenance
  - Periodical maintenance
  - Training on job for routine and regular type of maintenance of office machines.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Demonstration of Manual Typewriter
- Demonstration of Electronic Typewriter.
- Demonstration of Duplicator
- Demonstration of Power Operated Duplicating machine.
- Demonstration of Cash Register.
- Demonstration of Photocopier Machine.
- Demonstration of Postal Franking Machine
- Demonstration of Lamination & Binding machine.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Office work & Automation	Levin H.S
2	Office management	Narayan & Rao
3	Office management	Chabra T.N.S.Chandra New Delhi
4	Office Automation system	Mac millan
5	Office equipment and practice	V.K Verma

(b) Others:

- LCD Projector
- Different types of Office machine like Typewriter, Duplicator etc.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes
- Postal franking machine
- FAX
- EPABX Trainer kit

Subject: Office Equipment Safety Practice and Maintenance Lab

<div align="right">

Code: 240621 (40)
Hours: 32

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(H) LIST OF PRACTICALS/TUTORIALS

- Practice on various office machine/equipment.
- Maintenance of various office machine/equipment.
    - Hands on practice on various equipments visit to selected offices to observe different office equipments.
    - Demonstration of safety measures.
    - Demonstration of maintenance processes of various office equipments.
    - Group discussion and seminar

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER : **VI**
B) SUBJECT TITLE : **Computer Hardware & Maintenance**
C) CODE : **240614 (40)**
D) BRANCH / DESCIPLINE : **MOM**
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E) RATIONALE: The aim of this course is to provide practical knowledge of Computer Hardware and its Components. The course will develop students to accept challenges, which they are required to face during their initial career span. Also they will understand the concepts of subject, which they have studied to theory. The student will have an opportunity to apply his knowledge in presentable and practical form through this course. The students will apply their knowledge in practical life and Maintenance of the system.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240614 (40)	4	1	-	100	20	30	-	-	150	5
240622 (40)	-	-	3	-	-	-	50	20	70	2

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

G) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE -I	15	20
02	02	INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE –II	17	20
03	03	INPUT, OUTPUT SYSTEM	16	20
04	04	ASSEMBLING OF COMPUTER SYSTEM	18	20
05	05	UPGRADATION OF OUR SYSTEM	14	20
		TOTAL	80	100

H) DETAILED COURSE CONTENTS:

CHAPTER 1:INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE -I
- System Component
- Mother Board

Main parts of Mother Board, Working system of mother Board, Power Supply and Connectors of motherboard.

- Micro Processors
  Introduction of Micro Processors
  Intel Processor specification, Slots and Socket of Micro Processors.
  General Problems and Solution of Micro Processors
- Techniques of Hard Disk
  Introduction of Hard Disk, Cabling & Connection of Hard Disk,
  Part ion of Hard Disk
  Troubleshooting of Hard Disk
  Format of Hard Disk

CHAPTER 2: INTRODUCTION & DEVELOPMENT OF COMPUTER HARDWARE –II

- CD & DVD Drives.
  Main part of C.D, Meaning of DVD
General Problems and Solution of CD & DVD Drives
- Video Card
- Sound Card
- Speaker
- Mike
- Modem (Internal &External Modem)
- RAM
  Types of RAM, Changing of RAM
- Mouse
  Maintenance of Mouse

CHAPTER 3: INPUT , OUTPUT SYSTEM

- Uses of different ports in INPUT & OUTPUT SYSTEM like:-
  Serial Port, Parallel Port, USB Port etc.
- Introduction to Monitor Technology.
- Some Importance Technical Words
  ACPI, AGP, APM, ATA, Beep Code, BIOS and its set up, Device Manager, Resolution, HUB, Flash Memory.

CHAPTER 4: ASSEMBLING OF COMPUTER SYSTEM

- Different hardware uses for assembling a System.
- Techniques of assembling a computer system.
- Booting Processor
- Problem and solution arises on assembling of system.

CHAPTER 5: UPGRADATION OF OUR SYSTEM

- Changing of Central Processing Unit.
- Increasing of RAM
- Changing a Sound Card
- Change Hard disk
- Installation of Networking.
- Meaning of Virus and its treatments.
- Introduction to Tablet PC

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Demonstration of Computer Hardware Trainer Kit.
- Explain the different Computer Tools Kit.
- Demonstration of Internal & External Modem.
- Demonstration of different Cards used in our System.
- Regular assignments should be given on every topics of the syllabus.
- Arrange expert lectures on the subject matter.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	BPB Computer Hardware Course	BPB Editorial Board, BPB Publication
2	Computer Hardware & maintenance.	Hemant Goyal, Ravi Pocket Book

(b) Others:
- LCD Projector
- Computer Tools Kit.
- Computer Hardware Trainer Kit
- Computer Aided Instructional Packages

SUBJECT: Computer Hardware & Maintenance Lab

CODE: 240622 (40)
Hours: 48

(I) LIST OF PRACTICALS/TUTORIALS
- Practice on hardware trainer kit.
- Up gradation of your System.
- Installation of Internet on your system.
- Detail about Computer based Project:-
    The focus of the project is not to write lot of codes, but to have complete working system developed, using proper system planning and analysis. The student should select some real life problems for the project and maintain proper documentation such as requirements specification, design, test plan, overall plan etc. The student must submit a written copy of the project along with a soft copy. The faculty and student should work according to following schedule.

- The student must submit outline and action plan for the project5 execution (time schedule) and the same approved by the concerned faculty.
- The project group should no include more than 5 students.
- The project development must be carried out according to the following steps and write up should have the same sequence:-
    1. Project Objectives.
    2. Selections of tools (Hardware and Software).
    3. Analysis and project (input requirement analysis, DFD, Data Dictionary Databases, Flowchart, Structured Language, Algorithm, Program Modules, Master and Transaction File)
    4. Coding, Testing of project (Including Source Code listing).
    5. Designing a Small user manual.
    6. System requirement for Designed Software.
       Future Scope, Suggestion.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) SEMESTER   :   VI
B) SUBJECT TITLE   :   **Advance Stenography-IV (Hindi)**
                            (Speed @ 100 w.p.m.)
C) CODE   :   240615 (40)
D) BRANCH / DESCIPLINE :   **MOM**

E) RATIONALE   : This Course is offered to the MOM students as to impart further inputs in the stenography area to enable him to achieve a higher targeted speed of 80 w.p.m. , so as to enhance the employability still more in the job market. To make the students understand how to make sentences easy without wasting too much of the time with the help of Grammalogues, phrases and strokes and transcribing it on the typewriter or paper for accuracy test of 100 w.p.m. Speed and students will be able to take with the help of magazines, books, new paper, journals etc. to improve their accuracy.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240615 (40)	3	1	-	-	20	60	-	-	80	4
240623 (40)	-	-	2	-	-	-	50	30	80	2

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

G) DISTRIBUTION OF MARKS AND HOURS:
----------------------------------Not applicable-----------------------

H) DETAILED COURSE CONTENTS:

विशेष नियम –

पोस्ट आफिस विभाग, रेल्वे विभाग, शिक्षा विभाग, स्वास्थ्य विभाग, कृषि विभाग, न्याय विभाग, बैंक एवं कंपनी से संबंधित और अन्य विभागों से संबंधित शब्दों का निर्माण।

परीक्षा के नियम –

700 शब्दों का डिक्टेशन 100 शब्द प्रति मिनट की गति से दिया जाएगा।

- पांच मिनट का अपठित गद्यांश 500 शब्द का होगा।
- दो मिनट का व्यापारिक/कार्यालयीन पत्रों से 200 शब्द का होगा।
- ट्रांसक्रिप्शन टाइपराइटर पर किया जाएगा।

- ट्रांसकिप्शन के लिये कुल समय दो घण्टे दिया जाएगा। प्रत्येक दो गलती पर एक नम्बर काटा जाएगा। 50 नंबर के प्रश्न पत्रा से उत्तीर्ण होने हेतु 50 प्रतिशत अर्थात 25 अंक प्राप्त करना आवश्यक होगा।

I) SUGGESTED INSTRUCTIONAL STRATEGIES:
- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- There will be a two-man committee, out of which one will be Internal (Subject teacher) and another will be External (Outside teacher/Industry Personnel). Both will jointly assess the student on the basis of practical examination

J) SUGGESTED LEARNING RESOURCES:

(a)   Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	विशिष्ट डिक्टेशन	डॉ गोपाल दत्त बिष्ट
2	हिन्दी आशुलिपि संकलन	एम0 एस0 मेवाड
3	हिन्दी आशुलिपि श्रुतलेख	ओ0 पी0 शुक्ला

(b)   Others:
- Magazines, news papers, TV news, Journals, dictionaries etc. to be used for Shorthand practice.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

SUBJECT: Advance Stenography-IV (Hindi) (Speed @ 100 w.p.m.) Lab

CODE: 240623 (40)

Hours: 32

(H) LIST OF PRACTICALS/TUTORIALS:
- Passage A: The passage must be a business report/a legal report/ matter or political report/ speech of 5 minutes duration @ 100 w.p.m. For experiment.
- Passage B: Must be a long hand matter to be produced into shorthand accreting and theoretical (500 words) for accuracy test**.**

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) **SEMESTER**   :   **VI**
B) **SUBJECT TITLE**   :   **Advance Stenography -IV (English)**
                              (Speed @ 100 w.p.m.)
C) **CODE**   :   240616 (40)
D) **BRANCH / DESCIPLINE** : **MOM**

E) RATIONALE : This Course is offered to the MOM students as to impart further inputs in the stenography area to enable him to achieve a higher targeted speed of 80 w.p.m. , so as to enhance the employability still more in the job market. To make the students understand how to make sentences easy without wasting too much of the time with the help of Grammalogues, phrases and strokes and transcribing it on the typewriter or paper for accuracy test of 100 w.p.m. Speed and students will be able to take with the help of magazines, books, new paper, journals etc. to improve their accuracy.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240616 (40)	3	1	-	-	20	60	-	-	80	4
240624 (40)	-	-	2	-	-	-	50	30	80	2

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,

G) DISTRIBUTION OF MARKS AND HOURS
-----------------------Not applicable-----------------------

H) DETAILED COURSE CONTENTS:
Chapter 1   Revision
- Advanced Phrasegraphy- Dept.Pharses, Banking Phrases, Insurance Phrases, Union Phrases, Territories, Agriculture, Health, Education, Company, and Administration etc.
- Technical Phrases, Legal Phrases, General Phrases.

Chapter 2
- Note taking Techniques & Transcription on Typewriters
- Rectification of Mistakes
- Drafting letters, rules & regulation

Chapter 3
- Dictation from news papers and Journals
- Dictation from magazines and books intended for speed building
- Repeat the above

Chapter 4
- Dictation from T. V. news & transcription on Typewriter
- Dictation @ 100 W.P.M. from different magazines and books for speed building

Chapter 5   Repeat
- Phraseography Advanced
- Dictations
- Reading book
- Transcription on Typewriter
- Exercise in transcription of longhand matter into Correct Shorthand
- Speed test @ 100 w.p.m. related to Insurance, Banking, Legal or Political

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- There will be a two-man committee, out of which one will be Internal (Subject teacher) and another will be External (Outside teacher/Industry Personnel). Both will jointly assess the student on the basis of practical examination.
- Rules of Examination:-
  - Total 700 words dictation of 100 w.p.m speed.
    - Dictation of 500 words passage with the speed of 100 w.p.m of 5 minutes.
    - Dictation of 200 words business/official letter with the speed of 100 w.p.m of 2 minutes.
  - Transcription should be in Typewriting machine.
  - Total time of transcription will be 2 hrs.
  - 1 marks should be deducted by 2 mistakes
  - Maximum Marks for exam is 50 and the passing mark will be 50% or 25 marks

J) SUGGESTED LEARNING RESOURCES:

(a)   Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Sir Isaac Pitman (Book)	Isaac Pitman & Sons Ltd., Pitman House, London
2	Pitman 5 minute speeds Tests (Book)	Isaac Pitman & Sons Ltd., Pitman House, London
3	Small magazines 5 minute speed test	Isaac Pitman & Sons Ltd., Pitman House, London

4	Pitman Dictionary (Phrases & Grammalogues)	Isaac Pitman & Sons Ltd., Pitman House, London

(b)   Others:
- Magazines, news papers, TV news, Journals, dictionaries etc. to be used for Shorthand practice.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes

SUBJECT TITLE: Advance Stenography -IV (English) (Speed @ 100 w.p.m.) Lab
CODE: 240624(40)
Hours: 32

(H) LIST OF PRACTICALS/TUTORIALS:
- Passage A: The passage must be a business report/a legal report/ matter or political report/ speech of 5 minutes duration @ 100 w.p.m. For experiment.
- Passage B: Must be a long hand matter to be produced into shorthand accreting and theoretical (500 words) for accuracy test.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

A) **SEMESTER** : **VI**
B) **COURSE TITLE** : **OFFICE TRAINING**
C) **CODE** : 240625 (40)
D) **BRANCH/DISCIPLINE** : **MODERN OFFICE MANAGEMENT**
E) **RATIONALE** :

The purpose of office training is to offer wide range of practical exposures to latest practices, equipments and techniques used in the field. This training programme will help the student in acquiring hands on experiences of various practices and events required to perform in different job situations.   Through the office training the students are given an opportunity to develop psychomotor skills and problem solving ability. The students will have to go for official training in the areas related to:

1. Public Sector
2. Government Sector
3. Semi-Government Sector
4. Central Government
5. Private or Industrial Sector
6. Different Enterprises.

The duration of office training will be of four weeks and organized after the end of VI semester examination. The Office Training has basically the following three components: -

1. Orientation Programme

2. Official Training in different office.

3. Report Writing and Evaluation

Note:
During the orientation programme complete guidelines will be provided to the students regarding planning, implementation and evaluation of industrial training.

During the training student will have to maintain a daily dairy to record his observations and experiences at field and on the basis of daily dairy student has to prepare and submit Official Training Report.

For evaluation each student has to prepare and present a seminar paper related to experience gained during the office training. Each student will be evaluated on the basis of daily diary, training report, seminar presentation and viva voce.

F)   TEACHING AND EXMINATION SCHEME:

Course Code	Periods/Week (In Hours)			Scheme of Examination					Total Marks	Credit L+(T+P)/2
240625 (40)	**L**	**T**	**P**	**Theory**			**Practical**		Total Marks	
				ESE	CT	TA	ESE	TA		
	-	2	-	-	-	-	100	-	100	1

L: Lecture hour, **T:** Tutorial hours, **P:** Practical hours, **ESE:** End of Semester Exam, **CT:** Class Test, **TA:** Teacher's Assessment,