

**Scheme of Teaching and Examination for
IV Semester DIPLOMA in MODERN OFFICE PRACTICE**

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1	Human Resource Management	32401	4	50	3	20	80	100	26	36
2	Principle of Management	32402	4	50	3	20	80	100	26	36
3	Secretarial Practice	32403	4	50	3	20	80	100	26	36
4	Management Accountancy	32404	4	50	3	20	80	100	26	36
5	Money and Banking	32405	4	50	3	20	80	100	26	36
Total :-			20					500		

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Marks Internal Exam. (A)	Marks External Exam. (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
6	Shorthand (English+ Hindi)	32406	4	50	3	10	40	50	16	21
7	Stenography (English+ Hindi)	32407	4	50	3	10	40	50	16	21
Total :-			8					100		

SESSIONAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME			
			Periods per Week	Periods in One Session	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
8	Typing	32408	4	50	20	30	50	25
9	Shorthand (English+ Hindi)	32409	6	60	40	30	50	25
10	Stenography (English+ Hindi)	32410	4	50	20	30	50	25
Total :-			14				150	
Total Periods per Week			42		Total Marks			750

HUMAN RESOURCE MANAGEMENT

Subject Code 32401	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale and Objectives

Human Resource Management is increasingly getting integrated with the strategic management at corporate level. At corporate sector Human Resource Management and development has assumed great importance. Human Resource Management has become a driving force in success of an enterprise.

The Management of human resource is a very complicated and challenging task for those who are involved with successful running of an organization. This subject gives considerable knowledge of various aspects of "Personnel Management" i.e. Administration, Training & Development Accounting etc.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	Human Resource Planning	04
2.	Recruitment and Selection Process, Recruitment Policy	06
3.	Promotion, Transfers, Separation, Absenteeism	06
4.	Employee Training and Development	06
5.	Human Resource Management and Economic Liberalization	06
6.	Human Resource Accounting	06
7.	Human Resource Audit	05
8.	Human Resource Research	05
9.	Exit Policy	06
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>	<u>Periods</u>
01	<u>Human Resource Planning</u>	04
01.01	Manpower Planning - Benefits, Process; MBO.	
02	<u>Recruitment and Selection Process, Recruitment Policy</u>	06
02.01	Forecast of Manpower Requirement	
02.02	Sources of Recruitment	
02.03	Techniques of Recruitment	
03	<u>Promotion, Transfers, Separation, Absenteeism</u>	06
03.01	Turnover, tardiness, monotony, fatigue, Causes and ways to minimize horizontal and vertical promotion.	
03.02	Purpose of Promotion, Promotion Policy.	
03.03	Purpose of Transfer, Transfer Policy.	
03.04	Separation.	
03.05	Absenteeism - Measures for Control of Absenteeism.	
04	<u>Employee Training and Development</u>	06
04.01	Three Terms: Training, Development and Education.	
04.02	Definition between Training and Development.	
04.03	Training methods and technique, On the job training, In-house training, Short term and Long term training.	
05	<u>Human Resource Management and Economic Liberalization</u>	06
05.01	Definition, Scope and Objectives of Human Resource Management, Function of Human Resources Department.	

06	<u>Human Resource Accounting</u>	06
06.01	Need for Human Resource Accounting - Present.	
06.02	Practice and Consequence.	
06.03	Objectives of HRA (Human Resources Accounting).	
07	<u>Human Resource Audit</u>	05
07.01	Objectives - Areas of Human Resource Audit.	
08	<u>Human Resource Research</u>	05
08.01	Meaning of Research.	
08.02	Characteristics of Human Resource Research.	
08.03	Objectives of Human Resource Research.	
09	<u>Exit Policy</u>	06
09.01	Voluntary Retirement Scheme: Effects of Excess Manpower, Contribution of Computer towards making H. R. Redundant, Exit Policy: Procedure for Voluntary Retirement Scheme. Merits & Demerits of VRS.	
09.02	Policy of Govt. of India regarding rehabilitation of VRS, Optees; Schemes, Grants.	

Recommended Books

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	Personnel Management Text Cases	C. B. Mamoria and S. V. Gaikar
2.	Principles and Practice of Management	J. M. Prasad
3.	Principles of Management	P. C. Tripathy & P. N. Reddy
4.	व्यवसाय, संगठन, प्रबंधन एवं प्रशासन	योगेन्द्र वर्मा
5.	व्यावसायिक संगठन प्रबंध एवं प्रशासन	डॉ पदमाकर अष्टाना

PRINCIPLE OF MANAGEMENT

Subject Code 32402	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale & Objective:

There is a great demand for qualified secretaries. Diploma holder student can perform this work effectively & efficiently.

This subject gives knowledge that what a company secretary shall do under law and should do in discharging his functions.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	Types of Secretaries and their function	05
2.	Company Secretary	05
3.	Different type of Companies	06
4.	Issue of Share and Debenture (Secretarial Practice)	06
5.	Company Management	06
6.	Company Meeting	04
7.	Procedure of Conducting a Meeting	06
8.	Resolution	06
9.	Accounts and Audit	06
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>	<u>Periods</u>
01	<u>Types of Secretaries and their function</u>	05
02	<u>Company Secretary</u> Qualification, Appointment, Role and Function Rights, Duties and Liabilities of a company secretary. Drafting of Agenda and Minutes	05
03	<u>Different type of Companies</u>	06
03.01	Function of a Company, Types of Companies.	
03.02	Memorandum of Association, Piercing Corporate Level	
03.03	Articles of Association, Types of Ownership.	
03.04	Prospectus	
03.05	Certificate of Commencement	
03.06	Share Capital and Debenture, Types of Shares, Bonds, Stock Market, Dividend	
03.07	Secretarial Practice involved in formation of Company	
04	<u>Issue of Share and Debenture (Secretarial Practice)</u>	06
04.01	Issue of Share and Debenture(Secretarial Practice) involved there in, Share Application, Short Allotment Calls. Primary and Secondary Market.	
04.02	Forfeiture and Reissue of Shares and Debenture	
04.03	Share Certificate and Share Warrant.	
04.04	Share Transfer and Transmission	
05	<u>Company Management</u>	06
05.01	Appointment, Duties and Power of a Director	
05.02	Appointment, Duties and Power of a Managing Director	
05.03	Appointment, Duties and Power of a Manager	
05.04	Appointment, Duties and Power of a Secretary	

06	<u>Company Meeting</u>	04
06.01	Types of Company Meeting	
06.02	Secretarial Work regarding Constituent of a meeting, Convening AGM, Proceeding of Board Meeting.	
07	<u>Procedure of Conducting Meeting</u>	06
07.01	Preparation of Agenda	
07.02	Quorum	
07.03	Voting	
07.04	Roll	
07.05	Proxies	
08	<u>Resolution</u>	06
08.01	Types of Resolution, Recording of Minutes	
08.02	Confirmation, Forms of Resolution	
09	<u>Accounts and Audit</u>	06
09.01	Filing of Annual Accounts	
09.02	Filing of Audit Reports.	
09.03	Legal Requirements	

Recommended Books

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	A Text Book of Secretarial Practice	Ashok K Bagrial
2.	Secretarial Practice	M.C. Kuchhal
3.	व्यवसाय संगठन एवं प्रबंध	जगदीश प्रकाश
4.	व्यावसाय संगठन प्रबंध एवं प्रशासन	डॉ अष्टाना

SECRETARIAL PRACTICE

Subject Code 32403	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale and Objectives

This subject gives a unified picture of what Management is and how it is applicable to various forms of Organization in this country. It gives a basic knowledge about managerial function in the most useful and organized way.

A student must be sensitive to the environment of the place where he may be operating. So he must learn to make decisions and to plan, organize and control activity in the environmental perspective of his own country.

CURRICULUM

<u>SL</u>	<u>Topics</u>	<u>Periods</u>
1.	What is Management?	02
2.	Planning	05
3.	Decision Making	05
4.	Organizing	05
5.	Staffing	05
6.	Directing	05
7.	Motivation	04
8.	Communication	04
9.	Co-ordination	06
10.	Leadership	03
11.	Controlling	05
12.	Reviewing/Appraisal	01
	Total	50

CONTENTS

<u>Sl.</u>	<u>Topics</u>	<u>Periods</u>
01	<u>What is Management?</u> Meaning, Nature, Function, Social Responsibility of Management.	02
02	<u>Planning</u> Definition, Nature, Types, Steps.	05
03	<u>Decision Making</u> Types of Decision, Steps in Decision, Factors influencing decision-making process.	05
04	<u>Organizing</u> Meaning and Principles, Theory of Organizing, Steps in Organizing, Organizing Structures, Delegation and its meaning, Elements of Delegation, Principles of Effective Delegation, Centralization vs. Decentralization of authority.	05
05	<u>Staffing</u> Nature and Purpose, Recruitment, Selection.	05
06	<u>Directing</u> Meaning and Elements of Directing, Nature, Function, Unity of Command vs. Overlapping Directions.	05
07	<u>Motivation</u> Meaning and Importance, Factors of Motivation.	04

08	<u>Communication</u> Meaning, Types of Communication, Barriers of Communication, Effective Communication.	04
09	<u>Co-ordination</u> Meaning, Importance, Ways to facilitate co-ordination, Sense of Mutuality, Co-operation, Steps towards co-ordination, Types of Co-ordination, Principles of Co-ordination.	06
10	<u>Leadership</u> Meaning and Characteristics of Leadership, Types of Leader, Traits, Theory of Leadership.	03
11	<u>Controlling</u> Definition, Process Controlling, Span of Control, Principles of Controlling.	05
12	<u>Reviewing/Appraisal</u> Assessing the Performance, Organizational behaviour, Interaction with Peers, Juniors and Superiors, Conduct, Discipline, Communication Skill, Initiative, Drive, Moral, etc.	01

Recommended Books

SL	Title/Publisher	Author
1.	Management & Industrial Relation in India	R. S. Dawas
2.	Essentials of Management	Koortz & O' Donnel
3.	Principles of Management	P. C. Tripathy & P. N. Reddy
4.	व्यवसाय संगठन एवं प्रबंध	जगदीश प्रकाश
5.	प्रबंध के सिद्धांत	डॉ अष्टाना

MANAGEMENT ACCOUNTANCY

Subject Code 32404	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks		
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale & Objective:

Management Accounting is the essential tech. of management with rising costs and striking of profit margin, the need to plan and control is gaining vital importance.

Management Accounting has immense potentially to meet the growing complex, informative needs of planners, decision-makers and controllers of modern commercial and Industrial enterprises.

CURRICULUM

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01.	<u>Management Accounting</u> Concept, Importance and Scope, Double Entry System. Books of Accounts, Journal, Ledger, Trial balance and Work-sheet, System of Book Keeping, Single Entry System, Principles of Accounting.	(05)
02.	<u>Depreciation Accounting, Inventory Accounting and Valuation, Profit & Loss Account.</u>	(05)
03.	<u>Statement of financial Position. Its nature and importance. Analysis of financial statement, Cash flow statement funds flow statement.</u>	(05)
04.	<u>Consignment Joint Venture Account Current, Average, Due Date</u>	(05)
05.	<u>Receipt & Payment Accounts, Income and Expenditure, Account & Balance Sheet.</u>	(05)
06.	<u>Partnerships Accounts I General Account Problems Relating to admission Retirement and Death of a Partner</u>	(05)
07.	<u>Partnershiping Accounts II</u> - General - Settlement of Accounts - Entries in Books - Sale to a Company - Insolvency of Partner	(05)
08.	<u>Insolvency Accounts</u>	(05)
09.	<u>Hire Purchase Installment Royalties</u>	(05)
10.	<u>Budget & Budgetary Control Nature and types of budgets Preparation of budgets Human aspect of budgetary Control</u>	(05)
Total		(50)

Books Recommended:

1	Introduction to Accountancy	-	T. S. Grewal
2	Advance Accountancy	-	M. C. Garewal
3	Advanced Accounts Vol I & Vol II	-	M. P. Gupta & B. M. Agarwal
4	Principles of Management Accounting	-	Dr. S. N. Maheshwari

MONEY AND BANKING

Subject Code 32405	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	-	-	Internal Exam.	:	20

Rationale & Objective:

The students should be aware with the Banking system, types of accounts; a Bank maintains types of Banks, types of cheques, procedure for procurement of loans etc.

In modern day practices a secretary has to deal with many duties which control the market, like inflation deflation index number etc. For a successful secretary he or she should have knowledge of money, factors affecting inflation index number and continuing of surplus.

Group - A

S.No. Topics

Periods

- Evaluation of money
- Meaning of Exchange & Barter System
- Advantage and disadvantage of Barter System
- Introduction & evaluation of Money
- Definition of Money
- Nature of Money
- Characteristics of Money
- Function & importance of Money
- Different types of Money
- Importance of Money in present time
- Advantage & disadvantage of money
- Evaluation of good money
- Meaning of Inflation
- Causes of inflation and steps taken to control inflation
- Meaning of deflation
- Causes affects of Deflation and steps taken to control deflation
- Comparatives study of Inflation & Deflation
- Meaning of Index number
- Types of Index number
- Use & their limitation

Group - B

S.No. Topics

Periods

- Definition and classification of Banking
Definition of Bank
Kind of Bank
Commercial Bank
- Definition of Commercial Bank
Function of Commercial Bank
Sources of banking funds

- Accounts of customer and their deposits
 - Meaning of current accounts
 - Precaution to be taken while opening a current account
- Joint Account
- Trust Account
- Different types of deposits
- Loans and advances
- Cash Credits
- Overdrafts
- Descanting of Bills
- Letters of Credit
- Loans on Quartets
- Death or insolvency of a security
- Precaution to be taken by the Banks
- Modes of securing Advances
- Pledge
- Mortgage
- Advances against Collateral Security
 - Personal & impersonal security
 - Third Party Security
 - Stock Exchange Security
- Advance against Goods
- Kinds of letter of Credit
- Parties to letter of Credit
- Cheques
 - Requisites of a Cheque
 - Difference between cheques and Bills of exchange
 - Dating of Cheques
- Crossing of a cheque, surcharge, general and special
- Persons authorised to cross cheques
- Endorsement of a cheque

Books Recommended:

9. Money Banking & International Trade,	S. Chand	Padamdeo Narayan Sharma
10. Banking Theory & System,	S. Chand	K. K. Prabhakar
11. Practical Banking,	S. Chand	M. Radhashran
12. Banking Law & Practices,	S. Chand	T. T. Sethi

SHORTHAND ENGLISH

Subject Code 32406	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	-	-	02	Internal Exam.	:	05

CONTENTS

<u>SNo.</u>	<u>Topics</u>	<u>Periods</u>
01	Practice of consonants, use of vowels	
02	Exercises from Text Book	
03	Practice from exercises (Class Work: Dictation and Reading) (Home Work: Reading and Copying work daily throughout the year)	
04	Practice from exercises, Dictation and Reading Book	
05	Transcription from Shorthand into Longhand	
06	Dictation from unseen easy exercises	
07	Transcription on Typewriter	
08	Dictation from seen and unseen passages including correspondences	
09	Daily Transcription on Typewriter	
10	Five to Seven minutes speed tests	

(Attainment to develop ability to take notes in neat and accurate style at a speed of 40 to 60 W.P.M.)

SHORTHAND HINDI

Subject Code 32406	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	-	-	02	Internal Exam.	:	05

CONTENTS

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01	व्यंजन पर अभ्यास एवं स्वर का व्यवहार	
02	पाठ्य-पुस्तक से अभ्यास	
03	पाठ्यक्रम से अभ्यास - श्रुति लेख - पठन	
04	पाठ्य पुस्तक, श्रुति लेख एवं पुस्तक पठन से अभ्यास	
05	आशुलिपि से वृहत् लिपि में रूपान्तर	
06	किसी अनदेखी गद्यांश से श्रुति लेख	
07	आशुलिपि से टंकण का अभ्यास	
08	पाँच से दस मिनट गति के लिए अभ्यास	

STENOGRAPHY ENGLISH

Subject Code 32407	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	-	-	02	Internal Exam.	:	05

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Dictation from seen and unseen passages, news reports, letters and correspondence.	
02	Transcription on typewriters, correction and evaluation.	
03	Daily exercises through dictation, transcription, correction and evaluation.	
04	Advanced speed building & accuracy practices & tests.	

Attainment: To develop speed and ability to take easy dictation at a speed of 80 W.P.M. and type out neatly and accurately.

STENOGRAPHY HINDI

Subject Code 32407	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	-	-	02	Internal Exam.	:	05

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Dictation from seen and unseen passages, news reports, letters and correspondence.	
02	Transcription on typewriters, correction and evaluation.	
03	Daily exercises through dictation, transcription, correction and evaluation.	
04	Advanced speed building & accuracy practices & tests.	

Attainment: To develop speed and ability to take easy dictation at a speed of 80 W.P.M. and type out neatly and accurately.

TYPING ENGLISH

Subject Code 32408	Sessional			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
	-	-	02	Internal Exam.	:	10

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Satisfy the curiosity of the student by making near the typewriter by inserting and removing and observing the action of keys when depressed	
02	Mastery of the Key Board, home key row, upper key bottom row.	
03	Practice of words and simple sentences.	
04	Mastery of the top row (Figures and symbols printing keys).	
05	Use of shift keys and other non printing key.	
06	Straight forward copying from exercises (Attainment: speed rate of 20 W.P.M.).	
07	Typing passages for accuracy tests and speed exercise to be repeated for attaining proper proficiency.	
08	Ribbon changing, cleaning and oiling the typewriter.	
09	Works division drills.	
10	Typewriting for speed exercises, building control speed tests for 5 to 10 minutes to at speed rate of 30 W.P.M.	

TYPING HINDI

Subject Code 32408	Sessional			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
	-	-	02	Internal Exam.	:	10

CONTENTS

<u>Økæd</u>	<u>fo"ki; ph</u>	<u>?kæ/h</u>
01	टंकण मशीन की मशीन पर जानकारी	
02	की-बोर्ड पर अभ्यास	
03	शब्द एवं सरल वाक्य पर अभ्यास	
04	टॉप टी की-बोर्ड पर पूर्ण नियंत्रण अभ्यास	
05	शिफ्ट की एवं अन्य नन प्रीटिंग की पर अभ्यास	
06	विषय वस्तु से सीधे टंकण करने का अभ्यास एवं 20 शब्द प्रति मिनट की गति प्राप्त करने की चेष्टा	
07	टंकण अभ्यास	
08	गद्यांश टंकण का अभ्यास	
09	रिबन बदलने, टंकण मशीन का रख-रखाव	
10	टंकण कार्य अभ्यास	
11	टंकण अभ्यास एवं 30 शब्द प्रति मिनट की गति, पाँच से दस मिनट के टंकण के उपरान्त प्राप्त करने का अभ्यास	

SHORTHAND ENGLISH

Subject Code 32409	Sessional			No of Period in one session : 30		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
	-	-	03	Internal Exam.	:	10

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Practice of consonants, use of vowels	
02	Exercises from Text Book	
03	Practice from exercises (Class Work: Dictation and Reading) (Home Work: Reading and Copying work daily throughout the year)	
04	Practice from exercises, Dictation and Reading Book	
05	Transcription from Shorthand into Longhand	
06	Dictation from unseen easy exercises	
07	Transcription on Typewriter	
08	Dictation from seen and unseen passages including correspondences	
09	Daily Transcription on Typewriter	
10	Five to Seven minutes speed tests	

(Attainment to develop ability to take notes in neat and accurate style at a speed of 40 to 60 W.P.M.)

SHORTHAND HINDI

Subject Code 32409	Sessional			No of Period in one session : 30		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
	-	-	03	Internal Exam.	:	10

CONTENTS

<u>Øekad</u>	<u>fo"ki; l iph</u>	<u>?kã/h</u>
01	व्यंजन पर अभ्यास एवं स्वर का व्यवहार	
02	पाठ्य-पुस्तक से अभ्यास	
03	पाठ्यक्रम से अभ्यास - श्रुति लेख - पठन	
04	पाठ्य पुस्तक, श्रुति लेख एवं पुस्तक पठन से अभ्यास	
05	आशुलिपि से वृहत् लिपि में रूपान्तर	
06	किसी अनदेखी गद्यांश से श्रुति लेख	
07	आशुलिपि से टंकण का अभ्यास	
08	पाँच से दस मिनट गति के लिए अभ्यास	

STENOGRAPHY ENGLISH

Subject Code 32410	Sessional			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
	-	-	02	Internal Exam.	:	10

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Dictation from seen and unseen passages, news reports, letters and correspondence.	
02	Transcription on typewriters, correction and evaluation.	
03	Daily exercises through dictation, transcription, correction and evaluation.	
04	Advanced speed building & accuracy practices & tests.	

STENOGRAPHY HINDI

Subject Code 32410	Sessional			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
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Attainment: To develop speed and ability to take easy dictation at a speed of 80 W.P.M. and type out neatly and accurately.