



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – I

Scheme of Studies:

Session-2020

Scheme of Studies							
S.No.	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+T+(P/2)
1	Humanities	2040171(046)	Communication Skills (English)	4	-	1	5
2	MOM	2040172(040)	Commercial Calculation	2	-	1	3
3	MOM	2040173(040)	Financial Accounts-I	2	-	1	3
4	MOM	2040174(040)	Computer Fundamentals & Applications	1	-	1	2
5	MOM	2040175(040)	Computer Typing English-I	1	-	-	1
6	MOM	2040190(040)	Commercial Calculation (Lab)	-	2	-	1
7	MOM	2040191(040)	Financial Accounts-I (Lab)	-	2	-	1
8	MOM	2040192(040)	Computer Fundamentals & Applications (Lab)	-	2	-	1
9	MOM	2040193(040)	Computer Typing English-I (Lab)	-	6	-	3
10	MOM	2040194(040)	NSS,	1	2	-	-
			Library,	-	3	-	-
			Sports	-	2	-	-
Total				11	19	04	20

L- Lecture,

T- Tutorial,

P- Practical,

Lecture (L)→ CL Classroom Instruction (Includes different instructional Strategies i.e Lecture and others.)

Practical (P)→Laboratory Instruction (Includes practical performances in Laboratory workshop, field or other locations using different instructional strategies).

Tutorial (T)→ Includes sessional work (SW) (assignment, seminar, mini project etc.) Self Learning (SL)



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – I

Scheme of Examination:

Session-2020

S. No.	Board of Study	Course Code	Course Titles	Scheme of Examination (Hours/Week)					Total Marks
				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	Humanities	2040171(046)	Communication Skills (English)	70	20	30	-	-	120
2	MOM	2040172(040)	Commercial Calculation	100	20	30	-	-	150
3	MOM	2040173(040)	Financial Accounts-I	100	20	30	-	-	150
4	MOM	2040174(040)	Computer Fundamentals & Applications	100	20	30	-	-	150
5	MOM	2040175(040)	Computer Typing English-I	-	-	30	-	-	30
6	MOM	2040190(040)	Commercial Calculation (Lab)	-	-	-	60	30	90
7	MOM	2040191(040)	Financial Accounts-I (Lab)	-	-	-	60	30	90
8	MOM	2040192(040)	Computer Fundamentals & Applications (Lab)	-	-	-	60	30	90
9	MOM	2040193(040)	*Computer Typing English-I (Lab)	-	-	-	100	20	120
10	MOM	2040194(040)	NSS, Library, sports	-	-	-	-	10	10
Total				370	80	150	280	120	1000

***This lab Question papers will be same for all the examinees hence, it will be set and sent by the University Like other theory papers.**

ESE: End of semester Exam

CT: Class Test,

TA: Teachers Assessment

Legend: PRA: Process Assessment, **PDA:** product Assessment

- Note:-**
- (i) TA in Theory includes Sessional work (SW) and Attendance (ATT) with weightage of 70% and 30% to total respectively
 - (ii) TA in Practical includes performance of PRA, PDA and Viva-Voce with weightage of 50% and 40% and 10% of total respectively
 - (iii) As per CSVTU Norms Attendance is Essential in theory and practical classes to appear in Examination.



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – II

Session-2020

Scheme of Studies:

S.No.	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+T+(P/2)
1	MOM	2040271(040)	Office Procedure and Correspondence	2	-	1	3
2	MOM	2040272(040)	DBMS With My SQL/MS-Access	2	-	1	3
3	MOM	2040273(040)	Computer Aided Financial Account-II	3	-	1	4
4	MOM	2040274(040)	Statistics	2	-	1	3
5	MOM	2040275(040)	Computer Typing English-II	1	-	-	1
6	MOM	2040290(040)	Office Procedure and Correspondence (Lab)	-	2		1
7	MOM	2040291(040)	DBMS With My SQL/MS-Access (Lab)	-	2	-	1
8	MOM	2040292(040)	Computer Aided Financial Account-II (Lab)	-	2	-	1
9	MOM	2040293(040)	Statistics (Lab)	-	2	-	1
10	MOM	2040294(040)	Computer Typing English-II (Lab) (30 WPM with 10000 key depression per hour)	-	4	-	2
11	MOM	2040295(040)	NSS,	1	2	-	-
			Library,	-	2	-	-
			sports	-	2	-	-
Total				11	18	04	20

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T- Tutorial,

P- Practical,

Lecture (L)→ CL Classroom Instruction (Includes different instructional Strategies i.e. Lecture and others.)

Practical (P)→Laboratory Instruction (Includes practical performances in Laboratory workshop, field or other locations using different instructional strategies).

Tutorial (T)→ Includes sessional work (SW) (assignment, seminar, mini project etc. Self Learning (SL)



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – II

Scheme of Examination:

Session-2020

S.No.	Board of Study	Course Code	Course Titles	Scheme of Examination (Hours/Week)					Total Marks
				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	MOM	2040271(040)	Office Procedure and Correspondence	70	20	30	-	-	120
2	MOM	2040272(040)	DBMS With My SQL/MS-Access	100	20	30	-	-	150
3	MOM	2040273(040)	Computer Aided Financial Account-II	100	20	30	-	-	150
4	MOM	2040274(040)	Statistics	100	20	30	-	-	150
5	MOM	2040275(040)	*Computer Typing English-II	-	-	30	-	-	30
6	MOM	2040290(040)	Office Procedure and Correspondence (Lab)	-	-	-	30	30	60
7	MOM	2040291(040)	DBMS With My SQL/MS-Access (Lab)	-	-	-	30	20	50
8	MOM	2040292(040)	Computer Aided Financial Account-II (Lab)	-	-	-	60	20	80
9	MOM	2040293(040)	Statistics (Lab)	-	-	-	60	20	80
10	MOM	2040294(040)	*Computer Typing English-II (Lab) (30 WPM with 10000 key depression per hour)	-	-	-	100	20	120
11	MOM	2040295(040)	NSS, Library, sports	-	-	-		10	10
Total				370	80	150	280	120	1000

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TA: Teachers Assessment

Legend: PRA: Process Assessment,

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Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – III

Scheme of Studies:

Session-2020

S.No.	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+T+(P/2)
1	MOM	2040371(040)	Principles of Cost Accounting	2	-	1	3
2	MOM	2040372(040)	Environmental Engineering & Sustainable Development	2	-	1	3
3	MOM	2040373(040)	Desk Top Publishing	2	-	1	3
4	MOM	2040374(040)	Fundamental Stenography-I (Hindi) OR	2	-	1	3
		2040375(040)	Fundamental Stenography-I (English)				
5	MOM	2040361(040)	Principles of Cost Accounting (Lab)	-	2	-	1
6	MOM	2040362(040)	Desk Top Publishing (Lab)	-	2	-	1
7	MOM	2040363(040)	Fundamental Stenography-I (Hindi) (Lab) (40 WPM) OR	-	4	-	2
		2040364(040)	Fundamental Stenography-I (English) (Lab) (40 WPM)				
8	MOM	2040365(040)	Computer Typing Hindi (Lab) (25 WPM with 10000 key depression per hour)	-	8	-	4
9	MOM	2040366(040)	Non Credit Subject :	1	-	-	-
			Health, Hygiene, Personality Development, Library	3	-	2	-
				-	2	-	-
Total				12	18	06	20

L- Lecture,

T- Tutorial,

P- Practical,

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Tutorial (T)→ Includes sessional work (SW) (assignment, seminar, mini project etc.) Self Learning (SL)



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management Semester – III

Scheme of Examination:

Session-2020

S.No.	Board of Study	Course Code	Course Titles	Scheme of Examination (Hours/Week)					Total Marks
				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	MOM	2040371(040)	Principles of Cost Accounting	100	20	30	-	-	150
2	MOM	2040372(040)	Environmental Engineering & Sustainable Development	100	20	30	-	-	150
3	MOM	2040373(040)	Desk Top Publishing	100	20	30	-	-	150
4	MOM	2040374(040)	Fundamental Stenography-I (Hindi) OR	100	20	30	-	-	150
		2040375(040)	Fundamental Stenography-I (English)						
5	MOM	2040361(040)	Principles of Cost Accounting (Lab)	-	-	-	60	30	90
6	MOM	2040362(040)	Desk Top Publishing (Lab)	-	-	-	60	30	90
7	MOM	2040363(040)	*Fundamental Stenography-I (Hindi) (Lab) (40 WPM) OR	-	-	-	60	30	90
		2040364(040)	*Fundamental Stenography-I (English) (Lab) (40 WPM)						
8	MOM	2040365(040)	*Computer Typing Hindi (Lab) (25 WPM with 10000 key depression per hour)	-	-	-	100	20	120
9	MOM	2040366(040)	Non Credit Subject: Health, Hygiene, Personality Development, Library	-	-	-	-	10	10
Total				400	80	120	280	120	1000

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ESE: End of semester exam

CT: Class Test

TA: Teachers Assessment

Legend: - PRA: Process Assessment, PDA: Product Assessment

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Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – IV

Scheme of Studies:

Session-2020

S.No.	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)			
				L	P	T	Credit L+T+(P/2)
1	MOM	2040471(040)	Entrepreneurship Development & Management	2	-	2	4
2	MOM	2040472(040)	E- Commerce	2	-	1	3
3	MOM	2040473(040)	Internet – Window Utilities & Application	2	-	1	3
4	MOM	2040474(040)	Fundamental Stenography-II (Hindi) OR	2	-	1	3
		2040475(040)	Fundamental Stenography-II (English)				
5	MOM	2040461(040)	E- Commerce (Lab)	-	2	-	1
6	MOM	2040462(040)	Internet – Window Utilities & Application (Lab)	-	2	-	1
7	MOM	2040463(040)	Fundamental Stenography-II (Hindi) (Lab) (60 WPM) OR	-	2	-	1
		2040464(040)	Fundamental Stenography-II (English) (Lab) (60 WPM)				
8	MOM	2040465(040)	Advance Computer Typing Hindi (Lab) (25 WPM with 10000 key depression per hour)	-	8	-	4
9	MOM	2040466(040)	Non Credit Subject: Personality Development, Indian Constitution, Library	3 1 -	- - 3	2 - -	- - -
Total				12	17	07	20

L- Lecture,

T- Tutorial,

P- Practical,

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Practical (P)→Laboratory Instruction (Includes practical performances in Laboratory workshop, field or other locations using different instructional strategies).

Tutorial (T)→ Includes sessional work (SW) (assignment, seminar, mini project etc.) Self Learning (SL)



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management Semester – IV

Scheme of Examination:

Session-2020

S.No.	Board of Study	Course Code	Course Titles	Scheme of Examination (Hours/Week)					Total Marks
				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	MOM	2040471(040)	Entrepreneurship Development & Management	100	20	30	-	-	150
2	MOM	2040472(040)	E- Commerce	100	20	30	-	-	150
3	MOM	2040473(040)	Internet – Window Utilities & Application	100	20	30	-	-	150
4	MOM	2040474(040)	Fundamental Stenography-II (Hindi) OR	100	20	30	-	-	150
		2040475(040)	Fundamental Stenography-II (English)						
5	MOM	2040461(040)	E- Commerce (Lab)	-	-	-	60	30	90
6	MOM	2040462(040)	Internet – Window Utilities & Application (Lab)	-	-	-	60	30	90
7	MOM	2040463(040)	*Fundamental Stenography-II (Hindi) (Lab) (60 WPM) OR	-	-	-	60	30	90
		2040464(040)	*Fundamental Stenography-II (English) (Lab) (60 WPM)						
8	MOM	2040465(040)	*Advance Computer Typing Hindi (Lab) (25 WPM with 10000 key depression per hour)	-	-	-	100	20	120
9	MOM	2040466(040)	Non Credit Subject: Personality Development, Indian Constitution, Library	-	-	-	-	10	10
Total				400	80	120	280	120	1000

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ESE: End of semester exam

CT: Class Test

TA: Teachers Assessment

Legend: - **PRA:** Process Assessment, **PDA:** Product Assessment

- Note:-**
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Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – V

Scheme of Studies:

Session-2020

S. No.	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)				
				L	P	T	**SL	Credits(C) (L+T+P/2)
1	MOM	2040571 (040)	Web Page Designing	2	-	1	1	3
2	MOM	2040572 (040)	Income Tax Law & Practice	2	-	1	1	3
3	MOM	2040573 (040)	Office Equipment Practice, Maintenance & Safety	2	-	-	1	2
4	MOM	2040574 (040)	Office Management	2	-	-	1	2
5	MOM	2040575 (040)	Advance Stenography-Hindi-III OR	1	-	1	-	2
		2040576 (040)	Advance Stenography-English-III					
6	MOM	2040561 (040)	Web Page Designing (Lab)	-	4	-	-	2
7	MOM	2040562 (040)	Income Tax Law & Practice (Lab)	-	2	-	-	1
8	MOM	2040563 (040)	Office Equipment Practice, Maintenance & Safety (Lab)	-	2	-	-	1
9	MOM	2040564 (040)	Office Management (Lab)	-	2	-	-	1
10	MOM	2040565 (040)	Advance Stenography-Hindi-III (Lab) (80 WPM) OR	-	6	-	1	3
		2040566 (040)	Advance Stenography-English-III (Lab) (80 WPM)					
11	MOM	2040567 (040)	Non Credit Subjects: Elementary Knowledge of Indian Tradition, Library	2	-	-	-	-
				-	1	-	-	-
Total				11	17	03	05	20

L - Lecture,

T - Tutorial,

P - Practical

Lecture (L) --> CI : Classroom Instruction (Includes different instructional strategies i.e. Lecture and others).

Practical (P) --> LI : Laboratory Instruction (Includes Practical performances in laboratory workshop, field or other locations using different instructional strategies).

Tutorial (T) --> Includes Sessional work (SW) assignment seminar, mini project etc. self Learning (SL)

****SL** --> Self Learning period will be engaged by the Teacher, Total hrs. per week = 36, L+P+T=31 hrs. remaining hrs =05, SL=05/5=1 Hrs



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – V

Scheme of Examinations:

Session-2020

S. No.	Board of Study	Course Code	Course Titles	Scheme of Examination (Hours/Week)					Total Marks
				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	MOM	2040571 (040)	Web Page Designing	100	20	30	-	-	150
2	MOM	2040572 (040)	Income Tax Law & Practice	100	20	30	-	-	150
3	MOM	2040573 (040)	Office Equipment Practice, Maintenance & Safety	100	20	30	-	-	150
4	MOM	2040574 (040)	Office Management	100	20	30	-	-	150
5	MOM	2040575 (040)	Advance Stenography-Hindi-III OR	-	-	30	-	-	30
		2040576 (040)	Advance Stenography-English-III						
6	MOM	2040561 (040)	Web Page Designing (Lab)	-	-	-	40	20	60
7	MOM	2040562 (040)	Income Tax Law & Practice (Lab)	-	-	-	40	20	60
8	MOM	2040563 (040)	Office Equipment Practice, Maintenance & Safety (Lab)	-	-	-	40	20	60
9	MOM	2040564 (040)	Office Management (Lab)	-	-	-	40	20	60
10	MOM	2040565 (040)	*Advance Stenography-Hindi-III (Lab) (80 WPM) OR	-	-	-	100	20	120
		2040566 (040)	*Advance Stenography-English-III (Lab) (80 WPM)						
11	MOM	2040567 (040)	Non Credit Subjects: Elementary Knowledge of Indian Tradition, Library	-	-	-	-	10	10
Total				400	80	150	260	110	1000

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CT: Class Test

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Legend: - **PRA:** Process Assessment, **PDA:** Product Assessment

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Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – VI

Scheme of Studies:

Session-2020

S. No	Board of Study	Course Code	Course Titles	Scheme of Studies (Hours/Week)				
				L	P	T	**SL	Credits(C) (L+T+P/2)
1	MOM	2040671(040)	Business Studies	2	-	1	1	3
2	MOM	2040672(040)	Project Job Work on Computer	1	-	1	1	2
3	MOM	2040673(040)	Marketing Management	2	-	1	-	3
4	MOM	2040674(040)	Advance Stenography-Hindi-IV OR	1	-	1	1	2
		2040675(040)	Advance Stenography-English-IV					
5	MOM	2040676(040)	Office Training & Project	1	-	-	1	1
6	MOM	2040661(040)	Business Studies (Lab)	-	2	-	-	1
7	MOM	2040662(040)	Project Job Work on Computer (Lab)	-	6	-	-	3
8	MOM	2040663(040)	Marketing Management (Lab)	-	2	-	-	1
9	MOM	2040664(040)	Advance Stenography-Hindi-IV (Lab) (100 WPM) OR	-	6	-	-	3
		2040665(040)	Advance Stenography-English-IV (Lab) (100 WPM)					
10	MOM	2040666(040)	Office Training & Project (Lab)	-	2	-	-	1
11	MOM	2040667(040)	Non Credit Subjects: Elementary Knowledge of Indian Tradition, Library	2	-	-	-	-
				-	1	-	-	-
Total				09	19	04	04	20

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****SL** --> Self Learning period will be engaged by the Teacher , Total hrs. per week = 36, L+P+T=31 hrs, remaining hrs =05, SL=05/5=1



Chhattisgarh Swami Vivekanand Technical University, Bhilai

Diploma in Modern Office Management

Semester – VI

Scheme of Examinations:

Session-2020

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				Theory			Practical		
				ESE	CT	TA	ESE	TA	
1	MOM	2040671(040)	Business Studies	100	20	30	-	-	150
2	MOM	2040672(040)	Project Job Work on Computer	-	-	40	-	-	40
3	MOM	2040673(040)	Marketing Management	100	20	30	-	-	150
4	MOM	2040674(040)	Advance Stenography-Hindi-IV OR	-	-	30	-	-	30
		2040675(040)	Advance Stenography-English-IV						
5	MOM	2040676(040)	Office Training & Project	-	-	30	-	-	30
6	MOM	2040661(040)	Business Studies (Lab)	-	-	-	40	40	80
7	MOM	2040662(040)	Project Job Work on Computer (Lab)	-	-	-	100	50	150
8	MOM	2040663(040)	Marketing Management (Lab)	-	-	-	40	40	80
9	MOM	2040664(040)	*Advance Stenography-Hindi-IV (Lab) (100 WPM) OR	-	-	-	100	40	140
		2040665(040)	*Advance Stenography-English-IV (Lab) (100 WPM)						
10	MOM	2040666(040)	Office Training & Project (Lab)	-	-	-	100	40	140
11	MOM	2040667(040)	Non Credit Subjects: Elementary Knowledge of Indian Tradition, Library	-	-	-	-	10	10
Total				200	40	160	380	220	1000

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TA: Teachers Assessment

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