

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

DIPLOMA PROGRAM IN MODERN OFFICE MANAGEMENT (MOM) COURSE OF STUDY AND SCHEME OF EXAMINATION

SEMESTER - III

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	240311 (40)	M.O.M.	Office Management	3	3	-	100	20	30	-	-	150	5.0
2	240312 (40)	M.O.M.	Principles of Cost Account	3	3	-	100	20	30	-	-	150	5.0
3	240313 (40)	M.O.M.	Data Base Management using MS-Access and Presentation Package	3	1	-	100	20	30	-	-	150	4.0
4	240314 (40)	M.O.M.	Principles and practice of Insurance	3	3	-	100	20	30	-	-	150	5.0
5	240315 (40) / 240316 (40)	M.O.M.	Fundamental Stenography I (Hindi) or Fundamental Stenography I (English)	4	1	-	100	20	30	-	-	150	5.0
6	240317 (40)	M.O.M.	Fundamentals of Hindi Typing	2	1	-	-	-	40	-	-	40	3.0
7	240321 (40)	M.O.M.	Data Base Management in MS-Access and PowerPoint	-	-	2	-	-	-	50	20	70	1.0
8	240322 (40) / 240323 (40)	M.O.M.	Fundamental Stenography I (Hindi) Lab or Fundamental Stenography I (English) Lab	-	-	2	-	-	-	50	20	70	1.0
9	240324 (40)	M.O.M.	Fundamentals of Hindi Typing	-	-	2	-	-	-	50	20	70	1.0
Total				18	12	06	500	100	190	150	60	1000	30.0

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

Students can opt either stenography (English) or stenography (Hindi)

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : III
B) SUBJECT TITLE : OFFICE MANAGEMENT
C) CODE : 240311 (40)
D) BRANCH / DISCIPLINE : MOM

E) **RATIONALE:** Effective office management places a key role in the success of any organization. The purpose of this course is to explain the elements, nature functions and basics of Office management activities to the students so that student of MOM acquires sufficient knowledge in managing the 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		
240311 (40)	03	03	-	100	20	30	-	-	150	5

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	Introduction of office	17	20
02	02	Office organization	21	20
03	03	Administration of office	20	20
04	04	Record management in office	18	20
05	05	Office system	20	20
		TOTAL	96	100

H) DETAILED COURSE CONTENTS:

Chapter -1: INTRODUCTION OF OFFICE

- ?? Introduction of office
- ?? Function of office
- ?? Important of office
- ?? Activities of office
- ?? Changes takes place in the office

Chapter -2: OFFICE ORGANISATION

- ?? Principle of office organization
- ?? Types of office organization
- ?? Staff structure

- ?? Authority and responsibility of an office organization
- ?? Delegation of authorities
- ?? Process of Delegation of authority

Chapter –3: ADMINISTRATION OF OFFICE

- ?? Administration, Arrangement and facilities
- ?? Special features of office work
- ?? Office accommodation
- ?? Factors relating to selection of office location
- ?? Lay out and its principles
- ?? Working conditions of office
- ?? Environment of office
- ?? Security of office
- ?? Safety and secrecy

Chapter-4: RECORD MANAGEMENT IN OFFICE

- ?? Record Management and office equipment filing
- ?? Essentials of good filing
- ?? Types of filing
- ?? Indexing-types
- ?? Basic principles of selection of office equipment machines
- ?? Types of office machines and their uses in modern office.

Chapter-5: OFFICE SYSTEMS

- ?? Office Systems and procedures and reports
- ?? Principles of office system
- ?? Planning of office systems and its procedures flow of work
- ?? Office charts and manuals
- ?? Office stationery and forms.

H) SUGGESTED INSTRUCTIONAL STRATEGIES:

- ?? Regular assignment should be given to every topic
- ?? Arranging expert lecturer on specific topic related to office management.
- ?? Paper presentation related to management of office
- ?? Group discussion about the Administration of Office.
- ?? Assignment of term work of conduction of minimum two progressive test during the session
- ?? Demonstration to maintain good office system.
- ?? Demonstration of Record Management System in Office.
- ?? Visit to record section of any reputed organization

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Office Organization & Managements	Arora S.P , Vani Educational Books
2	Office Management	.Chandra Mahesh,Gupta P.N,Verma & Agrawal.
3	Office Management	Chunawal & Sethia
4	Office Management	Shukla

(b) Others:

- ?? LCD
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes
- ?? Catalogue of Office safety
- ?? Models of Modern Office Layout.

LIST OF PRACTICAL/TUTORIALS:

- ?? Preparation of charts, models to show staff layout.
- ?? Charts to show rotationally change of staff.
- ?? Preparation of models for office planning.
- ?? Preparation of various office forms.
- ?? Preparation of various Office Reports.
- ?? Preparation of Chart about Staff Structure.
- ?? Preparation of different types of files.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : III
 B) SUBJECT TITLE : PRINCIPLES OF COST ACCOUNT
 C) CODE : 240312 (40)
 D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : - Students are supposed to acquire proficiency and knowledge to find out cost per unit, as well as cost of material, knowledge of receipt issue of material store keeping including concepts, tools and techniques used in the area of costing through this subject. Preparation of cost sheet & statement of cost is also explained through this course.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods/Week (In Hrs.)			Scheme of Examination						Credit [L+(T+P)/2]
				Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
240312 (40)	03	03	-	100	20	30	-	-	150	5

I) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION TO COST ACCOUNT	18	20
02	02	MATERIAL & STORE KEEPING	20	20
03	03	LABOUR COST & CONTROL	21	20
04	04	CONCEPT OF OVERHEAD	18	20
05	05	SINGLE & OUTPUT COSTING	19	20
		TOTAL	96	100

H) DETAILED COURSE CONTENTS:

Chapter-1: Introduction to Cost Account

- ?? Definition, Objective of Cost A/C
- ?? Principles & Functions of Cost A/C
- ?? Advantage & Disadvantages of Cost A/C
- ?? Difference between Cost A/C and Financial A/C
- ?? Ideal system of Cost Accounting
- ?? Significance of Cost Accounting and Limitations
- ?? Methods and Technique of Costing

?? Elements of Cost & Its Analysis.

Chapter-2: Material & Store Keeping

- ?? Purchase of Materials
- ?? Stores organization and Control. Record of Stores
- ?? Function of Store Keeper
- ?? Location & Organization of Stores Department
- ?? Codification of Materials
- ?? Issue of Material, Return of Issued Material to the Store
- ?? Interdepartmental Transfer of Materials
- ?? Books for Recording of Material
- ?? Method of Pricing of Materials Issued
- ?? Material Control, Importance, Objective, Methods and Techniques
- ?? Treatment of Wastage.

Chapter-3: Labour Cost & Control

- ?? Introduction of Labour costs, Accounting & Control
- ?? Direct Labour & Indirect Labour
- ?? Organization for Labour Control
- ?? Wages System, Incentive Wages Plans
- ?? Work Studies, Job Evaluation & merit rating time & Motion Studies.
- ?? Labour Turn Over
- ?? Elements of Labour Costs
- ?? Treatment of Labour costs related items
- ?? Management needs
- ?? Labour performances reports

Chapter-4: Concept of Overhead

- ?? Significance of Overhead in Cost Accounts,
- ?? Factory, Administration & selling Overhead Cost
- ?? Fixed, Semi Variables & Variables Overhead Cost
- ?? Accounting & Distribution of Overheads
- ?? Collection & Codification of Overheads
- ?? Allocation and Apportionment of overheads Costs-Primary Distribution
- ?? Apportionment of service Departments Overheads to producing Department
- ?? Absorption of overhead to producing Department Overhead Costs
- ?? Selecting an Absorption Overhead Rates

Chapter-5: Single & Output Costing.

- ??Introduction to Cost Sheet -Meaning and Characteristics of Cost Sheet
- ??Object & Advantages of the maintaining Cost sheet
- ??Difference Between Cost A/C And Cost Sheet
- ??Statement of cost & Calculations of Tender Price.

J) SUGGESTED INSTRUCTIONAL STRATEGIES:

- ?? Regular assignment should be given to every topic
- ?? Arranging expert lecturer on specific topic
- ?? Assignment of term work of conduction of minimum two progressive test during the session.
- ?? Small project work should be given on various topics of common use.
- ?? Explain with example to prepare cost sheet and all other practical topics (like Single & Output costing, Production costing.).
- ?? Explain the different rule to maintain methods of pricing related to store keeping-LIFO, FIFO, HIFO etc.
- ?? Visit to any manufacturing industries and cost account department.
- ?? Demonstration of Record Keeping of Stores, Codification etc.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books

Sl.No.	Title	Author, Publisher, Edition & Year
1	Cost Account	Oswal & Mahashwari (Ramesh Book Depot, Jaipur)
2	Cost Accountancy	M.L Agrawal, Sahitya Bhawan, Agra
3	Cost Account	S.M Shukla, Navyug Sahitya Sadan, Lohamandi, Agra.
4	Cost Account	P.K Jain

(b) Others:

- ?? LCD
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes
- ?? Books for recording of material & labour

LIST OF PRACTICALS/TUTORIALS:

- ?? Preparation of Purchase Cycle.
- ?? Pricing of Materials Issued.
- ?? Find out Unit Cost.
- ?? Preparation of practical problems related to cost sheet and statement of cost.
- ?? Preparation of store ledger with imaginary figures.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : III
 B) SUBJECT TITLE : DATABASE MANAGEMENT USING M.S- ACCESS
 AND PRESENTATION PACKAGES
 C) CODE : 240313 (40)
 D) BRANCH / DESCIPLINE : MOM

E) **RATIONALE:** This subject offers perspectives on database, based on the storage of data as tables. This is followed by a theory of relations, applied to the representation of models of data, and practical implementation in the database. The development of a database system, and using SQL command for retrieving the data are covered. Design and use of database systems is also covered using M.S ACCESS.

A part from this M.S PowerPoint is also discussed in detail, which is a presentation package. This package help in developing presentation.

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		
240313 (40)	03	01	-	100	20	30	-	-	150	4
240321 (40)	-	-	02	-	-	-	50	20	70	1

G) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION TO MS-POWER POINT-I	12	20
02	02	ADVANCE FEATURES OF M.S POWER POINT	10	20
03	03	CONCEPT OF DATA BASE MANAGEMENT SYSTEM	14	20
04	04	DATABASE MANAGEMENT IN MS – ACCESS	12	20
05	05	ADVANCED FUNCTIONS IN MS –ACCESS	16	20
		TOTAL	64	100

H) DETAILED COURSE CONTENTS:

Chapter-1: INTRODUCTION TO MS-POWER POINT-I

- ?? Introduction to Power Point.
- ?? Creating a presentation
- ?? Entering text in slides
- ?? Formatting text
- ?? Adding new slides
- ?? Opening a new Presentation.
- ?? Changing Views
- ?? Templets

Chapter-2: ADVANCE FEATURES OF M.S POWER POINT

- ?? Adding Bullet Items
- ?? Changing Shape
- ?? Colour and size of Bullet
- ?? Spell checking, Hyper Linking
- ?? Working with Objects Copy, Move, Size
- ?? Creating Objects Copy, Move, Size
- ?? Fill Colour
- ?? Adding Shadows
- ?? Cropping and Un-Cropping Objects
- ?? Clips-Art Enhancing the Appearance
- ?? Changing the Colour Setting
- ?? Use of templates and wizards
- ?? Working with graphics
- ?? Master Slide
- ?? Presentation of Power point Slides by applying various effects using Custom Animation
- ?? Printing of presentation and Handout.

Chapter-3: CONCEPT OF DATA BASE MANAGEMENT SYSTEM.

- ?? Concept of data base management system
- ?? Difference between traditional file system and database
- ?? Types of database, Relational, Network & Heirarchy.
- ?? Relational Database System
- ?? All keys like Primary Key
- ?? Unique Key, Foreign Key
- ?? Loading of Access
- ?? Technical words of MS- Access
- ?? Type of Data (Text Data, Memo Data, Number Data, Time, Currency data, Counter Data, Yes/No Data, OLE Object Data Hyperlink data.)
- ?? Using of data base wizards in access
- ?? Creating table
- ?? Creating database
- ?? Inserting data, editing & deleting.
- ?? Implementation of following SQL Commands with Example:-

Chaptyer-4: DATABASE MANAGEMENT IN MS –ACCESS

?? Managing the Data in Access

?? Implementation of following SQL Commands with Example:-

1. Create
2. Insert
3. Select
4. Having
5. Order by
6. Group by in alter
7. Distinct.

Chapter-5: ADVANCED FUNCTIONS IN MS –ACCESS

?? Preparation of Data Query Form.

?? Preparation of Report.

?? Preparation of Report in form of Chart.

?? Preparation of Query.

D) SUGGESTED INSTRUCTIONAL STRATEGIES:

?? Regular assignment should be given to every topic

?? Arranging expert lecturer on specific topic

?? Assignment of term work of conduction of minimum two progressive tests during the session.

?? After theory examination a vive-voce should be conducted for the marks as given in the Examination Scheme. 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 and oral examination.

J) SUGGESTED LEARNING RESOURCES:

(a) **Reference Books:**

Sl.No.	Title	Author, Publisher, Edition & Year
1	A to Z Office	Hemant Goyal, Ravi Pocket book.
2	A to Z Microsoft Access 2002	Hemant Goyal, Ravi Pocket book.
3	A to Z Microsoft PowerPoint 2002	Hemant Goyal, Ravi Pocket book.

(b) **Others :**

?? LCD

?? OHP Transparencies

?? Computer Aided Instructional Packages

D) BRANCH / DISCIPLINE : MOM

E) RATIONALE: This course is aimed at orientation of students to acquaint them with the market. It will pave the way towards professionalism in insurance market and help them to exempt themselves from Licentiate Examinations of Insurance Institute of India. Affiliated with London Insurance Institute. After completing the course, student can earn his livelihood in various disciplines of Insurance Industry.

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		
240314 (40)	03	03	-	100	20	30	-	-	150	5.0

K) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION TO INSURANCE	20	20
02	02	PRINCIPLES OF INSURANCE	18	20
03	03	PRACTICE OF INSURANCE	22	20
04	04	INSURANCE UNDERWRITING AND CLAIMS	20	20
05	05	LAW OF INSURANCE	16	20
		TOTAL	96	100

H) DETAILED COURSE CONTENTS:**Chapter-1: INTRODUCTION TO INSURANCE****1. Concept of risk distribution.**

2. Meaning of Risk
3. Pure Risks vs. Speculative Risks
4. control of Speculative risks
5. Control of Pure Risks
6. Risk Management
7. Techniques of Risk Management
8. Avoidance
9. Loss Prevention and Reduction
10. Retention, Insurance
11. Characteristics of an Insurable Risk

12. General Insurance and Life Insurance.

13. Instrument of Insurance.

- 14. Proposal Forms
- 15. Cover Notes
- 16. Clauses
- 17. Conditions
- 18. Certificate of Insurance as per Motor Vehicle Act-1988
- 19. Policy forms
- 20. Endorsements
- 21. Interpretation of Policies Co-Insurance
- 22. Renewal Receipt.

23. History of Insurance and Development

- 24. Origin of Insurance
- 25. Insurance in India
- 26. Insurance in world
- 27. Role of insurance in Financial institutional and their structure.

Chapter-2: PRINCIPLES OF INSURANCE

?? Financial status of Insurance Business

- ?? Indian Economy
- ?? Principle of Utmost Good Faith
- ?? Duty of Discloser
- ?? Material fact
- ?? Duration of the Duty of discloser
- ?? Breaches of utmost good faith
- ?? Warranties
- ?? Contractual duty of good faith
- ?? Reciprocal duty of Insurers.

?? Principle of Insurable Interest

- ?? Concept of Insurable Interest
- ?? Need for Insurable Interest
- ?? Insurable Interest and Indemnity
- ?? How Insurable Interest arises
- ?? When Insurable Interest must Exist, Assignment
- ?? Meaning of Assignment
- ?? Personal Contracts
- ?? Insurable Interest in Fire
- ?? Accident, Motor, Marine
- ?? Cargo and Marine Hull Policies.

?? Principle of Indemnity

- ?? The meaning of Indemnity

- ?? The object of Indemnity
- ?? The need of Indemnity
- ?? Application of the Principle in Fire
- ?? Marine
- ?? Accident and other classes of Insurance
- ?? Limitations on the amount payable
- ?? Excess and Franchise
- ?? Pro-rata Average
- ?? Methods of Indemnification
- ?? Valued Policies
- ?? First Loss Policies.

?? Principle of Subrogation and Contribution

- ?? Meaning
- ?? Subrogation and Indemnity
- ?? Need of Subrogation and Contribution
- ?? Policy conditions of Fire
- ?? Marine
- ?? Accident and Other classes of Insurance
- ?? Limitations of Subrogation and Contribution
- ?? Rights of Subrogation and Contribution
- ?? Meaning of Contribution
- ?? Need for the Principle
- ?? Contribution Under Common Law
- ?? Contribution Under Policy Conditions
- ?? Application of Contribution under Fire, Marine and Accident Policies.

?? Principle of Proximate Cause

- ?? Need for the Doctrine
- ?? Meaning
- ?? Practical Application
- ?? Modifications and value of the Doctrine.

Chapter-3:PRACTICE OF INSURANCE

- ?? Insurance Regulations
- ?? Insurance Market
- ?? Insurance Document
- ?? Covers of Fire
- ?? Marine and Accident Insurance.

Chapter-4:INSURANCE UNDERWRITING AND CLAIMS

- ?? Meaning of Insurance Underwriting and Claims.
- ?? The spread and volume of Business
- ?? Selection of Business,
- ?? The fixing of Retentions

- ?? Reinsurance
- ?? Need for Reinsurance
- ?? Object of Reinsurance
- ?? Methods of Reinsurance
- ?? Claims.

?? SYSTEM OF UNDERWRITING

- ?? Acceptance of New Business
- ?? Limits
- ?? Subject to controlling office approval
- ?? Acceptance of extra hazards risks
- ?? Acceptance of risk subject to underwriting safeguards
- ?? Provisional acceptance
- ?? Issue of policies
- ?? Renewal Procedure.

?? System of Claims-

- ?? Notice of Loss
- ?? Loss minimization
- ?? Procedural
- ?? Claim forms
- ?? Investigation and Assessment,
- ?? Surveyors and Loss assessors.
- ?? Claims Documents
- ?? Arbitration
- ?? Limitation
- ?? Settlement
- ?? Discharge Vouchers.

Chapter-5: LAW OF INSURANCE

- ?? Introductory to Acts –Insurance Act-1938,
- ?? IRDA regulations,
- ?? Motor Vehicle Act,
- ?? Consumer Protection Act.

D) SUGGESTED INSTRUCTIONAL STRATEGIES:

- ?? Regular assignment should be given to every topic
- ?? Arranging expert lecturer on specific topic.
- ?? Assignment of term work of conduction of minimum two progressive tests during the session.
- ?? Small project work should be given on various topics of common use.
- ?? Arrange a visit to Life Insurance Company and other insurances company to show layout and other arrangements of the company.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Elements of Insurance	R.L.Nokhla, Ramesh Book Depot.Jaipur
2	Principle of Insurance	Insurance Institute of India, Mumbai Universal Insurance Building, Sir Phirojshah Mehta Road, Mumbai.
3	Practice of Insurance	Insurance Institute of India, Mumbai Universal Insurance Building, Sir Phirojshah Mehta Road, Mumbai.

(b) Others :

- ?? LCD
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes.
- ?? Different Forms related to Insurance.
- ?? Books related to Laws of Insurance.

LIST OF PRACTICALS/TUTORIALS:

- ?? Group discussion and seminar.
- ?? Preparation of insurance organization charts.
- ?? Demonstration of life insurance policies/ Proposals premium receipts/ claim forms etc.
- ?? Preparation of insurance organization charts.
- ?? Calculation of premium for individual in different life insurance policies.
- ?? Filling of Proposal forms, personals statements and health reports, Policies forms.
- ?? Nomination and assignments forms drafting.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : III
 B) SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY I (HINDI)
 (Speed @ 40 w.p.m)
 C) CODE : 240315 (40)
 D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : This course extends theoretical understanding of Stenography and expected to acquire the proficiency of 40 w.p.m at the end of the semester.

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		
240315 (40)	4	1	-	100	20	30	-	-	150	5
240322 (40)	-	-	2	-	-	-	50	20	70	1

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	, frgkfl d i "Bhllle] vk' klyfi dk mnns ; , oaegRoA	16	20
02	02	v{kjka dk iz kx	16	20
03	03	gpl dk iz kx	14	20
04	04	or dk iz kx	16	20
05	05	fMDV's ku %beyk% dk vli; kl	18	20
		Total	80	100

H) DETAILED COURSE CONTENTS :

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- ?? VNU fdl'ku glrfyfi l s fd; k tk l drk gA
- ?? fMDV\$ku ds le; l fgr dy le; , d ?k. Vk fn; k tk, xkA
- ?? iR; d 2 xyfr; ka ij , d uEj dkV tk, xkA
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D) INSTRUCTIONAL STRATEGIES:

1. Demonstration of Shorthand rules.
2. Regular assignments should be given on every topic of the syllabus.
3. Small project work should be given to group of students on some topics of common use.
4. Arrange expert lectures on the subject.
5. Assessment of term work of conduction of minimum two progressive tests during the session.
6. Speed tests @40 w.p.m. In group and mutual checking of the speed
7. 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 students on the basis of practical examination

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	fgl nh l dr fyfi ^& _f'k iz kkyh & vkfo" dkj d	_f'kyky vxoky? Jh fo". kq vkBZ i d ? bykgkcn
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(b) Others :

- ?? OHP Transparencies
- ?? Video/Audio Cassettes
- ?? Typewriter Machine
- ?? Computer System
- ?? Ticta Phone

LIST OF PRACTICALS/TUTORIALS:

Demonstration of shorthand rules/strokes etc by the teacher.

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : III
 B) SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY I (ENGLISH)
 (Speed @ 40 w.p.m)
 C) CODE : 240316 (40)
 D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : This course extends theoretical understanding of Stenography and expected to acquire the proficiency of 40 w.p.m at the end of the semester.

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		
240316 (40)	4	1	-	100	20	30	-	-	150	5
240323 (40)	-	-	2	-	-	-	50	20	70	1

G) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	The Consonants, Vowels & Writing of Outlines	18	20
02	02	Grammalogues, The Consonants R/H, Diphthongs.	14	20
03	03	Circle, Strokes, Loops	15	20
04	04	HOOKS (R& F/V)	17	20
05	05	Practice of all units	16	20
		Total	80	100

H) DETAILED COURSE CONTENTS:

Chapter-1: Introduction of Stenography,

- ?? Meaning, Importance & Object of Stenography.
- ?? **THE CONSONANTS**
 - ?? Definition of Consonants.
 - ?? Classes of consonants.
 - ?? Joining of strokes.
- ?? **THE VOWELS**
 - ?? Definition of Vowels
 - ?? Types of Vowels

- ?? Vowels Places
- ?? Stroke position of vowel indication.
- ?? **WRITING OF OUTLINES**
- ?? Three positions with practical & demonstration.

Chapter-2: Grammalogues, The Consonants R/H, Diphthongs.

- ?? **GRAMMALOUGES**
- ?? Introduction & their drilling.
- ?? **THE CONSONANTS R/H**
- ?? Two form of the consonants.
- ?? **DIPHTHONGS**

Chapter-3 Circle, Strokes, Loops

- ?? **CIRCLE S/Z**
- ?? Learning to write the left and right motions.
- ?? **STROKES S/Z**
- ?? Rules for use of stroke forms.
- ?? **LOOPS**
- ?? The two loops ST & STR –use of the two loops & their difference.

Chapter-4 Hooks

- ?? **HOOKS (R& F/V)**
- ?? Use of initial hooks to straight strokes and curves.
- ?? Use of right left hooks medially.
- ?? Alternative forms of Fr., Vr etc, Intervening vowels.
- ?? Their forms & uses.
- ?? Circles or loop proceeding initial hooks-Initially & medially.
- ?? N and F/V hook.

Chapter –5 Practice of all units.

EXAM SCHEME:

?? **THEORY:**

1. Each unit caring 20 marks.
2. One question transcriptions from stenography to English.
3. One question: - Make outlines from English

?? **PRACTICAL:**

1. Dictation from ‘Pitman Shorthand Instructor & key Book’ out of 54 exercises only, 5 minutes Dictation of 200words @ 40 w.p.m. Speed and its transcription.
2. Transcription should be handwritten.
3. Time for transcription for dictation should be 1 hour including the time of dictation.
4. Maximum Marks for exam is 50 and the passing mark will be 50% or 25 marks.
5. One mark should be deducted by 2 mistakes.

D) INSTRUCTIONAL STRATEGIES:

- ?? Demonstration of Shorthand rules.

- ?? Regular assignments should be given on every topic of the syllabus.
- ?? Assessment of term work of conduction of minimum two progressive test during the session.
- ?? Speed tests @40 w.p.m Assignment in group for mutual checking of speed.
- ?? 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 students on the basis of practical examination

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Pitman Shorthand Instruction and Key	Pitman, Pitman Publication
2	Modern phrase book	Pitman School Publication.
3	700 Common words reading and dictation exercises	Pitman new Era.
4	National Shorthand School (Book)	Vishakapatnam

(b) Others:

- ?? Video/Audio Cassettes
- ?? Computer Aided Instructional Packages
- ?? Typewriter Machine
- ?? Computer System
- ?? Ticta Phone

LIST OF PRACTICALS/TUTORIALS:

- ?? Demonstration of shorthand rules/strokes etc by the teacher.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER : III**
B) SUBJECT TITLE : FUNDAMENTALS OF HINDI TYPING
C) CODE : 240317 (40)
D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : The students must have the necessary skills to operate the keyboard of Hindi typing. The objective is to enable the students to acquire a speed of 15 w.p.m. on a manual typewriter.

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		
240317 (40)	2	1	-	-	-	40	-	-	40	3
240324 (40)	-	-	2	-	-	-	50	20	70	1

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	MANUSCRIPT TYPING	18	15
02	02	TECHNIQUE OF STATEMENTS AND TABLE TYPING	08	10
03	03	TECHNIQUE OF STENCIL CUTTING	10	15
04	04	USE OF CARBON PAPER AND ERASING ELEMENTS ON RUNNING LETTER	12	10
		TOTAL	48	50

H) DETAILED COURSE CONTENTS:

Chapter.1 Manuscript typing (Not more than 100 words)

- ?? Use of proof reading signs for correction, Insertion, alteration and deletion
- ?? Proper paragraphing
- ?? Punctuations etc.
- ?? Building speed with full accuracy

Chapter.2 Techniques of statement & table typing (Maximum column should be 4 or 5)

- ?? Table tab fixing
- ?? Horizontal table typing
- ?? Vertical table typing
- ?? Practice with accuracy

Chapter.3 Technique of stencil cutting (Not more than 100 words)

- ?? How to insert stencil on typewriter
- ?? Use of stencil cutting pen
- ?? Use of correction fluid on stencil
- ?? Practice with accuracy

Chapter.4 Use of carbon paper and erasing elements (Not more than 100 words)

- ?? Insertion of Carbon paper
- ?? Removal of carbon paper
- ?? Use of erasing fluid and rubber
- ?? Typing of different kinds of letters
- ?? Practice with accuracy

Rules for paper setting:-

- ?? Maximum Marks for exam is 50 carrying 4 questions.
- ?? Question No.1:-Manuscript typing should not be more than 100 words
- ?? Question No.2:-Tabulation should not be more than 4 or 5 columns
- ?? Question No.3:-Techniques of stencil cutting should not be more than 100 words
- ?? Question No.4:-Letters typing and use of carbon paper should not be more than 100 words

D) INSTRUCTIONAL STRATEGIES:

1. Teacher should be demonstration of sitting position.
2. Demonstration of typing rules/keyboard function etc. should be done by teacher
3. Teacher should also demonstrate the position of fingers and their functioning while typing.
4. Regular assignments should be given on every topic of the syllabus.
5. Small project work should be given to group of students on some topics of common use.
6. Assessment of term work of conduction of minimum two progressive test during the session.
7. 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 students on the basis of practical examination

1. Rules for examination

- ?? Total time for examination will be 1 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	Upkar's High speed Hindi Typewriting	Omkarnath Verma , Upkar prakashan Agra
2	High Speed Typewriting Hindi	Omkarnath Verma, Upkar prakashan , Agra
3	Hindi Typewriting	Gopal dutt Bist, Short hand house C-4,66 Janakpuri,New Delhi
4	Any available Hindi Typewriting Exercise book	-----

(b) Others :

- ?? Typewriter Machine
- ?? Typing Paper
- ?? Carbon Paper
- ?? Stencil Sheet
- ?? Hindi typing exercise book
- ?? Lab manuals available

LIST OF PRACTICALS/TUTORIALS:

- ?? Speed practice from "Hindi Typing Exercise" book.
- ?? Manuscript Typing from "Hindi Typing Exercise" book.
- ?? Different kinds of Tables and statement typing from "Hindi Typing Exercise" book.