

# CHATTISHGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

## DIPLOMA PROGRAM IN MODERN OFFICE MANAGEMENT (M.O.M) COURSE OF STUDY AND SCHEME OF EXAMINATION

### SEMESTER - IV

S. No.	Subject Code	Board of Study	Subject	Period Per Week (In Hours)			Scheme of Examination					Total Marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	240411 (40)	M.O.M.	Business Law and Organization	3	3	-	100	20	30	-	-	150	5.0
2	240412 (40)	M.O.M.	Personality Development and Grooming	4	1	-	100	20	30	-	-	150	5.0
3	240413 (40)	M.O.M.	Desk Top Publishing	4	1	-	100	20	30	-	-	150	5.0
4	240414 (40)	M.O.M.	Computer Aided Cost Account	3	3	-	100	20	30	-	-	150	5.0
5	240415 (40) / 240416 (40)	M.O.M.	Fundamental Stenography II (Hindi) or Fundamental Stenography II (English)	4	1	-	100	20	30	-	-	150	5.0
6	240417 (40)	M.O.M.	Advance Typing Hindi	2	1	-	-	-	40	-	-	40	3.0
7	240421 (40)	M.O.M.	Desk Top Publishing	-	-	2	-	-	-	50	20	70	1.0
8	240422 (40) / 240423 (40)	M.O.M.	Fundamental Stenography II (Hindi) Lab Or Fundamental Stenography II (English) Lab	-	-	2	-	-	-	50	20	70	1.0
9	240424 (40)	M.O.M.	Advance Typing-Hindi	-	-	2	-	-	-	50	20	70	1.0
Total				20	10	06	500	100	190	150	60	1000	31.0

**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 : IV  
 B) SUBJECT TITLE : BUSINESS LAW & ORGANIZATION  
 C) CODE : 240411 (40)  
 D) BRANCH / DISCIPLINE: MOM

E) **RATIONALE** : Information of Office and various aspects of Office Organization are incorporated in this course. Students are expected to acquire sufficient knowledge about the various types and kinds of office Organization and its environments.

## 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		
240411 (40)	3	3	-	100	20	30	-	-	150	5

## G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	GROWTH OF COMMERCE	20	20
02	02	BUSINESS ORGANISATION	18	20
03	03	AGENCY SYSTEM OF BUSINESS	20	20
04	04	INDIAN CONTRACT ACT	22	20
05	05	INDIAN SALES OF GOODS ACT	16	20
		<b>TOTAL</b>	<b>96</b>	<b>100</b>

## H) DETAILED COURSE CONTENTS:

### Chapter-1 GROWTH OF COMMERCE-

- ?? Origin
- ?? Meaning
- ?? Scope of Commerce
- ?? Trade and Industry
- ?? Home Trade
- ?? Retail Trade
- ?? Whole Sale Trade

- ?? Foreign Trade
- ?? Merits and Demerits.
- ?? Departmental Stores- Departments and Chain Shop
- ?? Elementary knowledge of invoice ,Debit & Credit Note.

### **Chapter-2 BUSINESS ORGANISATION**

- ?? Various Form of Business Organization:-Sole Trader, Partnership Organization, Company and Co-operative Organization.
- ?? Types of Company.
- ?? Important of various form of business organization,
- ?? Characteristics
- ?? Advantages and Disadvantages various form of business organization
- ?? Comparison between various form of business organization
- ?? Importance of Partnership Deed
- ?? Registration of Firm.

### **Chapter-3 AGENCY SYSTEM OF BUSINESS.**

- ?? Meaning of Agents,
- ?? Responsibilities,
- ?? Duties & Functions of Agents,
- ?? Types of agents,
- ?? Factor, Broker,
- ?? Auctioneer.
- ?? Del-Creditor Agents
- ?? Commission Agents
- ?? Bought Note
- ?? Sold Note
- ?? Account Sale.

### **Chapter-4 INDIAN CONTRACT ACT**

- ?? Indian Contract Act 1872- Up to essential of Valid Contract.

### **Chapter-5 INDIAN SALE OF GOODS ACT**

#### **D) SUGGESTED INSTRUCTIONAL STRATEGIES:**

- ?? Regular assignment should be given to every topic
- ?? Arranging expert lecturer on specific topic related to growth of Commerce.
- ?? Group discussion
- ?? Assignment of term work of conduction of minimum two progressive test during the session.
- ?? Arrange a seminar on different topics related with subject matter.
- ?? Visit to different business organization.

## J) SUGGESTED LEARNING RESOURCES:

### ?? Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Business Organization	Jain Chhabra & Dhanpat Rai
2	Fundamental of Business Org.	Bhushan & Sultan
3	Business Law	S.M.Shukla & Sahay Sahitya Bhawan Publication, Agra
4	Commercial Law	Jain Arun Vishal Prakashan Mandir, Meerut
5	Business Organization	Jain Chhabra & Dhanpat Rai

### (b) Others:

- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? LCD Projector

## LIST OF PRACTICALS/TUTORIALS:

1. Preparation of Organization Chart.
2. Preparation of Charts showing various business houses
3. Demonstration of any Partnership Deed.
4. Preparation of specimen Partnership Deed.
5. Preparation of case study.
6. Chart showing various types of bank (Classification).
7. Chart showing classification of trading activities.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,  
BHILAI**

- A) SEMESTER : IV**  
**B) SUBJECT TITLE : PERSONALITY DEVELOPMENT & GROOMING.**  
**C) CODE : 240412 (40)**  
**D) BRANCH / DISCIPLINE: MOM**

**E) RATIONALE :** The course is introduced in this programme to improve personality and enrich the abilities of students so as to enable them to meet the challenges associated with different job levels. This course is essential for overall development of an individual apart from gaining technical knowledge in the subject.

**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		
240412 (40)	4	1	-	100	20	30	-	-	150	5.0

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

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	MOTIVATION	15	20
02	02	CREATIVITY	17	20
03	03	PERSONALITY	16	20
04	04	RECEPTION ROOM ETIQUETTE	16	20
05	05	INFORMATION COLLECTION	16	20
		<b>TOTAL</b>	<b>80</b>	<b>100</b>

**H) DETAILED COURSE CONTENTS:**

**Chapter-1 MOTIVATION**

- ?? Types of Motivation- Maslow's hierarchy of needs.
- ?? COMMUNICATION- Process of Communication, Medium of Communication.
- ?? PERSONEL PROBLEM AT WORK- Types of problem, who can help, how to Counsel.

## **Chapter-2 CREATIVITY**

- ?? Essential Traits of Creativity- Process of Creativity
- ?? Technique of Creativity (Brain storming)
- ?? DECISION MAKING- Steps in decision Making- Traits that influence decisions.
- ?? LEADERSHIP- What is Leadership- Power relationship- Leadership traits.- Functional roles.

## **Chapter-3 PERSONALITY**

- ?? Concept and meaning- Jung`s classification of Personality- Need for Desirable Personality for business success- (Factors that make up Personality.)
- ?? GROOMING – How to dress yourself – Hygiene, Hospitality and house Keeping – Relation with public and staff.

## **Chapter-4 RECEPTION ROOM ETTIQUETTE**

- ?? Qualities that a Receptionist posses.
- ?? Etiquette of telephone handling-
- ?? How to receive telephone- Convey Message- Message Memo – PBX or Other related system operation – STD & ISD Record. System and rules – Fax Operation.

## **Chapter-5 INFORMATION COLLECTION**

- ?? Consultation of Railway, Airways, Roadways - Time Table,
- ?? Reservation of Railway, Airways, Roadways
- ?? Reservation of Hotels and open passage.
- ?? Who`s who Trade directory, Telephone directory
- ?? Preparation of day programme of Boss
- ?? Preparation of Personal memoranda of Boss
- ?? Maintenance of visitors book
- ?? Confidential record keeping.

## **D) 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.
- ?? Narrate profile/history of the famous personalities in the class.
- ?? Arrange expert lectures from the well-known personalities.
- ?? Assessment of term work of conduction of minimum two progressive test during the session.
- ?? Explain meaning, characteristics and qualities of complete personality.
- ?? Knowledge of different sources of information to be given.
- ?? Explain in detail creativity & etiquettes with the help of viva-voce.

## J) SUGGESTED LEARNING RESOURCES:

### (a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	How to achieve success and happiness	Sultan Chand & Sons New Delhi
2	Secretarial Practice made simple Arrangement	Rupa & Co. By Heineman
3	How to Develop Your Personalit Potentialities	Mitter Dr. & Agrawal C.S.
4	Efficient Office Secretary	Rina Roy/Verma Bros.,New Delhi
5	Vyaktitva Vikas Evam Nikhar	Dr. Beg.M.A., Armo H.S.,Mohan Kala M.P. Hindi Granth Academy, Bhopal

### (b) Others:

- ?? LCD Projector
- ?? Video/Audio Cassettes
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Communication Network (EPABX, FAX).
- ?? Telephone Directory
- ?? Railway Directory
- ?? Airways Timetable.

## LIST OF PRACTICALS/TUTORIALS:

- ?? Moslow's hierarchy of need-Communication Model etc.
- ?? Technique of Creativity-Traits that influence decision – leadership traits.
- ?? Factors that make up personality – grooming.
- ?? Information about Rail/Road & Air travel-Hotel Reservation-Directories
- ?? Consultation days program and itinerary preparation- Visitor book maintenance –
- ?? House keeping.
- ?? Telephone Etiquette – Message Memo-STD & ISD Practice and Record
- ?? Keeping Telephone and Fax rules, regulations and facilities EPBX and Intercom Operation.

## CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : IV**  
**B) SUBJECT TITLE : DESK TOP PUBLISHING**  
**C) CODE : 240413 (40)**  
**D) BRANCH / DISCIPLINE: MOM**

**E) RATIONALE :** Now a day every office and Printing Press using Computers. One of the major works in an office is correspondence. Also for self-employment DTP is the one of the major area. DTP through Page Maker can provide expert level of proficiency in this area.

**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		
240413 (40)	4	1	-	100	20	30	-	-	150	5
240421 (40)	-	-	2	-	-	-	50	20	70	1

**J) SUGGESTED DISTRIBUTION OF MARKS AND HOURS :**

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION TO DTP	14	20
02	02	INTRODUCTION TO PAGEMAKER	18	20
03	03	ADVANCE FUNCTION OF PAGEMAKER	15	20
04	04	INTRODUCTION TO COREL DRAW	17	20
05	05	INTRODUCTION TO PHOTOSHOP	16	20
		<b>TOTAL</b>	<b>80</b>	<b>100</b>



## **H) DETAILED COURSE CONTENTS :**

### **Chapter-1 INTRODUCTION TO DTP**

- ?? Introduction of DTP
- ?? Need of DTP
- ?? Minimum required system configuration need for Installation of DTP
- ?? Types of Software used in DTP
- ?? Importance of DTP in various sectors like (Publication, Newspaper, Books, Magazines etc.)

### **Chapter-2 INTRODUCTION TO PAGE MAKER**

- ?? Basic of Page-Maker
- ?? Page maker Icon and help
- ?? Tool Box
- ?? Styles
- ?? Menus.
- ?? Different screen Views
- ?? Making a Page
- ?? Setting a Page size
- ?? Importing Text/Pictures
- ?? Margin Setting
- ?? Page numbers set-up
- ?? Page set-up review
- ?? Viewing master Page
- ?? Use of rules and guides, Columns.

### **Chapter-3 ADVANCE FUNCTION OF PAGEMAKER**

- ?? Preparation and Placing Text
- ?? Word-processing to page make-up
- ?? Text troubles
- ?? Graphics in text formatting
- ?? Text flow
- ?? Text tools
- ?? Spell Check
- ?? Find and replace
- ?? Import and Export facilities etc
- ?? Insert page
- ?? Remove Page
- ?? Paragraph specification
- ?? Indents/Tabs
- ?? Hyphenation Commands
- ?? Different Page Layout,

- ?? **Printing & Page Layout:-**
- ?? Introduction to DTP Printing
- ?? Offset Printing
- ?? Different Page Layout

#### **Chapter-4 INTRODUCTION TO COREL DRAW**

- ?? Introduction
- ?? Installation guide
- ?? Starting Corel DRAW
- ?? Dialog boxes
- ?? Utility Drawing & Text Tools
- ?? Menu Options
- ?? Outline and fill tools
- ?? Working with CorelDraw
- ?? Setup Multi-Page Document.

#### **Chapter-5 INTRODUCTION TO PHOTOSHOP**

- ?? Introduction
- ?? Hardware needs for Photoshop
- ?? Equipment necessary for Photoshop:- (Input Devices, Image Editing Devices, Output Devices) for using Photoshop
  - ?? Image & Colour
  - ?? Colour Adjustments
  - ?? Use of Photoshop
  - ?? Main Elements of colour DTP.

#### **I) INSTRUCTIONAL STRATEGIES:**

- ?? Demonstration of Various steps of PageMaker, Corel draw and Photoshop.
- ?? Regular assignments should be given on every topics 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.
- ?? 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:

?? **Reference Books:**

Sl.No.	Title	Author, Publisher, Edition & Year
1	D.T.P Course	Vishnu Priya Singh,Minakshi Singh, (Asian Publication)
2	Office 97 Interactive Course	Greg Perry Tec media Publication

(b) **Others :**

- ?? LCD
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes

**SUBJECT TITLE: DESK TOP PUBLISING LAB**

**Practical Code: 240421 (40)**

**Hours: 32**

### LIST OF PRACTICALS/TUTORIALS:

1. Practice on Computer for DTP.
2. Demonstration of various publication items i.e. News Papers, Books, Magazines, Visiting cards, Marriage cards, Letter pads etc.
3. Take Printout on papers/Transparent Media.
4. Copy of a file from Hard disk to floppy disk and vice versa using windows.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,  
BHILAI**

- A) SEMESTER : IV  
 B) SUBJECT TITLE : COMPUTER AIDED COST ACCOUNT  
 C) CODE : 240414 (40)  
 D) BRANCH / DISCIPLINE: MOM

E) RATIONALE : “The Ordinary trading account is a locked store house of a most valuable information , to which the cost system is the key”

**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		
240414 (40)	3	3	-	100	20	30	-	-	150	5.0

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

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	CONTRACT COSTING	20	20
02	02	PROCESS COSTING	18	20
03	03	JOINT PRODUCT & BY-PRODUCT ACCOUNTING	21	20
04	04	RECONCILIATION OF COST AND FINANCIAL ACCOUNTANTS	17	20
05	05	INVENTORY CONTROL ON TALLY	20	20
		<b>TOTAL</b>	<b>96</b>	<b>100</b>

**H) DETAILED COURSE CONTENTS :**

**Chapter 1 CONTRACT COSTING**

- ?? Contract Costing
- ?? Recording costs on contract
- ?? Value and profit of contract work in progress
- ?? Profit on Incomplete contracts
- ?? Cost plus contract.

## **Chapter 2 PROCESS COSTING**

- ?? Nature of Process Costing
- ?? Process Costing and Job Costing,
- ?? Costing Procedures under process costing,
- ?? Preparation of process cost Accounts,
- ?? Normal wastage, Abnormal wastage and effectiveness.

## **Chapter 3 JOINT PRODUCT & BY-PRODUCT ACCOUNTING**

- ?? Joint product and By-product accounting for Joint Product cost
- ?? Accounting for By-Product
- ?? Question and Problems
- ?? Calculation of reserve for unrealized profit.

## **Chapter 4 RECONCILIATION OF COST AND FINANCIAL ACCOUNTANTS:-**

- ?? Reconciliation of Cost and Financial Accountants
- ?? Need for Reconciliation
- ?? Reasons for differences in profit
- ?? Reconciliation Procedure
- ?? Questions and Problems.

## **Chapter 5 INVENTORY CONTROL ON TALLY**

- ?? Inventory Information
- ?? Stock groups
- ?? Stock Categories
- ?? Stock Items
- ?? Go downs Voucher Type
- ?? Units of Measure.
- ?? Inventory reports: -
  - ?? Stock Summary
  - ?? Stock item Summary and Stock Group Summary
  - ?? Stock Transfers and Physical Stock Registers
  - ?? Godowns and Categories Summary
  - ?? Stock Query,
  - ?? Purchase and Sale Bills Pending Reports.
  - ?? Printing a Inventory Reports.

## **I) SUGGESTED INSTRUCTIONAL STRATEGIES:**

- ?? Regular assignment should be given to every topic
- ?? Arranging expert lecturer on specific topic related to Inventory control on TALLY
- ?? Group discussion on CONTRACT COSTING
- ?? Assignment of term work of conduction of minimum two progressive tests during the session.
- ?? Arrange a seminar on different topics related with subject matter.
- ?? Group discussion and seminar
- ?? Visit to any manufacturing Industry & Cost account department.
- ?? Demonstration of cost sheet/statement/operating cost sheet etc.
- ?? Visit to any Contractors office and process industry.
- ?? Demonstration of Contract account and process accounts

## **J) SUGGESTED LEARNING RESOURCES:**

### **(a) Reference Books:**

<b>Sl.No.</b>	<b>Title</b>	<b>Author, Publisher, Edition &amp; Year</b>
1	Cost Accounting	Dr. M.L. Agrawal Sahitya Bhawan Agra
2	Cost Accountancy	Dr.S.M. Shukla Sahitya Bhawan Agra
3	Problem & Solutions In Cost Accounting	S.N. Maheshwari Sultan
4	Cost Accounting	Benerjee B World Press

### **(b) Others:**

- ?? LCD
- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes

## **LIST OF PRACTICALS/TUTORIALS:**

- ?? Preparation of practical problems of cost sheet/statement/operating cost sheet etc.
- ?? Preparation of records for Inventory control system.
- ?? Preparation of process cost accounts.
- ?? Preparation of Reconciliation of cost and finical accounts.

# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

- A) SEMESTER : IV  
 B) SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY HINDI-II  
 (Speed @ 60 w.p.m)  
 C) CODE : 240415 (40)  
 D) BRANCH / DISCIPLINE: MOM

E) RATIONALE : It is felt that with the repeated practice of the course contents, which are quite varied in nature, will be of great assistance in preparing the student for speed examination by various examining bodies as well. With the help of these contents, student will be in a position to take dictation @ 60 w.p.m. Speed, which is desirable.

## 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		
240415 (40)	4	1	-	100	20	30	-	-	150	5
240422 (40)	-	-	2	-	-	-	50	20	70	1

## K) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	vfire gqđ dk iz ksx	17	20
02	02	v) đlj.k dk fl ) kr	15	20
03	03	f}xqku dk fl ) kr	18	20
04	04	fo'kš'k fu; e	14	20
05	05	xfr l s fMDVš'ku ½beyk½ dk vH; kl A	16	20
		<b>Total</b>	<b>80</b>	<b>100</b>

**H) DETAILED COURSE CONTENTS :**

**bdkb&1**

vfire gq& 'ku , oa "k.k dk iz ksx ] Lr ] LV ] "V dk pki ] Ei ; k Ec dk iz ksx o ]  
Do ] [o] Xo dk iz ksx

**bdkb&2**

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**bdkb&3**

f}xqku dk fl ) kar & C; at u js[kkvka dks nqauk djuk]f}xqku fu"ksk , oa js[kkvka ds LFkku]  
okD; ka kka ea f}xqku fl ) kar.A

**bdkb&4**

dN fo'ksk fu; e & iR; {k 'kCn vksj muds l dsr] mi l xz 'kCn vksj muds l dsr] i nuke  
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**bdkb&5**

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?? , d izu fgluh esfn; s x; s okD; ka dks vk'kfyfi ea : i karj djuk gksk tks 20 vad dk  
gksk

?? , d izu vk'kfyfi ea fn; s x; s okD; ka dks fgluh ea : i karj djuk gksk  
tks 20 vad dk gksk

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tk; sk

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??VRUI fdl'ku gLrfyfi l sfd; k tk l drk gA

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??iR; d 2 xyfr; ka ij , d uEcj dkVk tk, xkA

??50 uEcj ds izui=k es l s mRrh.kz gkus gsrq 50 ifr'kr vFkkZr 25 vad iklr djuk  
vko'; d gkskA

??300 'kCn dh fMDV\$ku 60 'kCn ifr feuV dh xfr l s 5 feuV dk fMDV\$ku fn; k  
tk, xkA



### I) INSTRUCTIONAL STRATEGIES:

1. Regular assignment should be given on every topic of the syllabus.
2. Small project work should be given to group of student on some topics of common use.
3. Arrange expert lecturer by the expert teachers.
4. Assessment of term work of conduction of minimum two progressive test during the session
5. Speed tests @60 w.p.m.Assign can be given in group for mutual checking of the speed
6. 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
7. **Rules**
  - ?? Dictation of 300 words with the speed of 60 w.p.m Duration: -5 minutes.
  - ?? Transcription should be in Handwritings.
  - ?? Total time of transcription 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	fglnh l dr fyfi ^& _f"k iz kkyh &vkfo"dkj dr	_f"kyky vxdky
2	fok'k"V vk'kfyfi if'k{k d	Mkwxki ky nRr fc"V

#### (b) Others :

- ?? OHP Transparencies
- ?? Computer Aided Instructional Packages
- ?? Video/Audio Cassettes

**SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY HINDI-II LAB**

**Practical Code: 240422 (40)**

**Hours: 32**

**LIST OF PRACTICALS/TUTORIALS:**

Passage A: The passage from text @ 60 w.p.m. to given to students regularly.

Passage B: The passage from text revision A, B and C fro repeated practices.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,  
BHILAI**

- A) SEMESTER : IV**  
**B) SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY ENGLISH-II**  
 (Speed @ 60 w.p.m)  
**C) CODE : 240416 (40)**  
**D) BRANCH / DISCIPLINE: MOM**

**E) RATIONALE :** It is felt that with the repeated practice of the course contents, which are quite varied in nature, will be of great assistance in preparing the student for speed examination by various examining bodies as well. With the help of these contents, student will be in a position to take dictation @ 60 w.p.m. Speed, which is desirable.

**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		
240416 (40)	4	1	-	100	20	30	-	-	150	5
240423 (40)	-	-	2	-	-	-	50	20	70	1

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

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	<b>REVISION OF CONSONANTS VOWELS, INTERVENING; VOWELS, GRAMMALOGUES AND PUNCTUATION.</b>	17	20
02	02	<b>ESSENTIAL VOWELS</b>	15	20
03	03	<b>PREFIX AND SUFFIX</b>	18	20
04	04	<b>INTERSECTIONS</b>	14	20
05	05	<b>ADVANCED PHRASEOGRAPHY</b>	16	20
		<b>TOTAL</b>	80	100

## **H) DETAILED COURSE CONTENTS :**

### **Chapter 1 Revision of Consonants Vowels, Intervening; vowels, Grammalogues and Punctuation.**

- ?? Diphthongs, Phraseography, Circle S & Z
- ?? Circle S & Z, Stoke S & Z
- ?? Total exercise up to reversionary A&B revise
- ?? Halving & Double principles

### **Chapter 2 Essential Vowels**

- ?? Omission of vowels

### **Chapter 3 Prefix and Suffix**

- ?? Definition, Prefix words used in shorthand
- ?? Definition Suffix used in shorthand
- ?? List of Suffixes/Prefixes in shorthand
- ?? Contractions- Definition & general rule, special contractions, list of spl Contractions

### **Chapter 4 Intersections**

- ?? Cutting of strokes by other strokes
- ?? Representing official 5 Colloquial phrases
- ?? Representing figures and round verbs
- ?? Monitory unit and their representation in shorthand

### **Chapter 5 Advanced Phraseography**

- ?? Advanced phraseography like Dept, Banking, Insurance, Administrative, Union Territory, Months, Days etc.
- ?? Representing Indian names, aspirated sounds of Indian Languages.
- ?? Repeated Revision of Exercise A, B and C of recommended Book of Sir, Esaac Pitman English Stenography.

## **EXAM SCHEME:**

### ?? **THEORY:**

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

### ?? **PRACTICAL:**

1. Dictation of 300 words with the speed of 60-w.p.m duration of 5 minutes.
2. Transcription should be in Handwritings.
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) SUGGESTED INSTRUCTIONAL STRATEGIES:**

1. Regular assignment should be given on every topic of the syllabus.
2. Small project work should be given to group of student on some topics of common use.
3. Arrange expert lecturer by the expert teachers.
4. Assessment of term work of conduction of minimum two progressive test during the session
5. Speed tests @60 w.p.m. In group and mutual checking of the speed
6. 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:**

<b>Sl. No.</b>	<b>Title</b>	<b>Author, Publisher, Edition &amp; Year</b>
1	Sir Isaac Pitman	Sir Isaac Pitman & Sons Ltd., Pitman House London
2	Pitman Dictionary	Sir Isaac Pitman & Sons Ltd., Pitman House London

##### **(b) Others:**

- ?? Dictation of Pitman for phrases, grammalogues to make easy.
- ?? OHP Transparencies.
- ?? Computer Aided Instructional Packages.
- ?? Video/Audio Cassettes.

**SUBJECT TITLE : FUNDAMENTAL STENOGRAPHY ENGLISH-II LAB**

**Practical Code: 240423 (40)**

**Hours: 32**

#### **LIST OF PRACTICALS/TUTORIALS:**

Passage A: The passage from text @ 60 w.p.m. to given to students regularly.

Passage B: The passage from text reversionary exercise A, B and C for repeated Practices.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,  
BHILAI**

- A) SEMESTER : IV**  
**B) SUBJECT TITLE : ADVANCE TYPING –HINDI**  
**(Speed @ 25 w.p.m)**  
**C) CODE : 240417 (40)**  
**D) BRANCH / DISCIPLINE: MOM**

**E) RATIONALE :** The Typewriter is an essential equipment of an office particularly in the correspondence section. Therefore typists are required almost in every 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		
240417 (40)	2	1	-	-	-	40	-	-	40	3
240424 (40)	-	-	2	-	-	-	50	20	70	1

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

-----Not applicable-----

**H) DETAILED COURSE CONTENTS:**

Practicing exercises-each exercise to be repeated for attaining proper level of proficiency.  
 Attainment of Speed 25 w.p.m. Calculating speed & errors.

- Chapter.1** Exercises from typewriting book to be repeated for attainment of speed 25 .w p.m.  
**Chapter.2** Calculating speed and errors Rectification of errors  
**Chapter.3** Practicing typing of letters and other communication in intended, Block and semi indented styles  
**Chapter.4** Practicing typing envelopes, printed Form. Telegrams, minutes, notices and legal documents etc.

**Rules for paper setting**

- ?? Maximum Marks for exam is 50 carrying 1 questions  
 ?? Question no.1: - A passage of 500 words (required 25 word per minute) Passage should contain the running matter only.

#### **D) SUGGESTED INSTRUCTIONAL STRATEGIES:**

1. The teacher should do demonstration of typing methodology.
2. Demonstration of letter/other documents typing etc. should be done by the teacher.
3. Regular assignments should be given on every topic of the syllabus.
4. Small project work should be given to group of students on some topics of common use.
5. Assessment of term work of conduction of minimum two progressive test during the session.
6. 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

#### **7. Rules**

- ?? 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:**

<b>Sl.No.</b>	<b>Title</b>	<b>Author, Publisher, Edition &amp; Year</b>
1	Upkar's High speed Hindi Typewriting	Onkarnath Verma Agra
2	High Speed Typewriting Hindi	Onkarnath Verma, Upkar prakashan
3	Hindi Typewriting	Dr. Gopal dutt Bist

##### **(b) Others :**

- ?? Typewriter
- ?? Video/Audio Cassettes
- ?? Typewriter book

**SUBJECT TITLE: ADVANCE TYPING –HINDI LAB**

**Practical Code: 240424 (40)  
Hours: 32**

#### **LIST OF PRACTICALS/TUTORIALS:**

- ?? Demonstration of typing methodology
- ?? Demonstration of letter/other documents typing etc.