

**CHATTISHGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

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

SEMESTER - V

s. No.	Subject Code	Board of Study	Subject	Period Per Week			Scheme of Examination					Total Marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	240511 (40)	M.O.M.	Elements of Banking	4	1	-	100	20	40	-	-	160	5.0
2	240512 (40)	M.O.M.	Marketing management	3	2	-	100	20	40	-	-	160	4.0
3	240513 (40)	M.O.M.	Income tax Law and Practice	4	1	-	100	20	40	-	-	160	5.0
4	240514 (40)	M.O.M.	Business Management	4	1	-	100	20	40	-	-	160	5.0
5	240515 (40)	M.O.M.	Internet- Window Utilities and Application	4	1	-	100	20	40	-	-	160	5.0
6	240516 (40) / 240517 (40)	M.O.M.	Advance Stenography- III (Hindi) or Advance Stenography- III (English)	1			-	-	50	-	-	50	1.0
7	240521 (40)	M.O.M.	Income tax Law and Practice	-	-	3	-	-	-	50	-	50	2.0
8	240522 (40)	M.O.M.	Internet- Window Utilities and Application	-	-	3	-	-	-	50	-	50	2.0
9	240523 (40) / 240524 (40)	M.O.M.	Advance Stenography- III (Hindi) Lab or Advance Stenography- III (English) Lab	-	-	4	-	-	-	50	-	50	2.0
Total				20	06	10	500	100	250	150	-	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** : **V**
B) SUBJECT TITLE : **Elements of Banking**
C) CODE : **240511 (40)**
D) BRANCH / DISCIPLINE : **MOM**

E) RATIONALE : Banking transaction are routine and major functions of an office. Students are expected to acquire expert level of proficiency to deal banking transaction used in modern offices.

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		
240511 (40)	4	1	-	100	20	40	-	-	160	5

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

G) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION OF BANKING	15	20
02	02	NEGOTIABLE INSTRUMENTS	14	20
03	03	BANK CREDIT	16	20
04	04	LOAN AND ADVANCES	17	20
05	05	RESERVE BANK OF INDIA	18	20
		TOTAL	80	100

H) DETAILED COURSE CONTENTS :

Chapter 1 INTRODUCTION OF BANKING

- Concept ,definition,
- Importance &Function of Bank,
- Types of bank
- Types of bank accounts,
- Opening
- Closing &Operation of various Bank Accounts.

Chapter 2 NEGOTIABLE INSTRUMENTS

- Definition & Essentials features of negotiable instruments,
- Types of Negotiable Instruments:-Cheques,
- Bills of Exchange,
- Promissory Notes & Hundies,
- Endorsement of Cheques,
- Crossing of cheques,
- Dishonor,
- Noting and Certification of negotiable Instruments.

Chapter 3 BANK CREDIT

- Meaning of Bank Credit,
- Advantages & Types of Bank credit,
- Personal & Commercial letter of Credit,
- Revocable and Irrevocable Credit,
- Credit Note circulars,
- Acceptance credit revolving credit.

Chapter 4 LOAN AND ADVANCES

- Guide lines regarding the loan and advances,
- Division of advances,
- Secured and Unsecured advances,
- Advances against market securities rates,
- Assets shares and Debentures.

Chapter 5 RESERVE BANK OF INDIA (RBI)

- Objective of R.B.I ,
- Functions of R.B.I Credit Control & R.B.I

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Demonstration of Proposal forms.
- Demonstration of filling up Cheques/drafts/various banking transaction forms etc.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert a lectures on the subject .

- Assessment of term work of conduction of minimum two progressive test during the session.
- Demonstration of operation and closing of bank Accounts.
- Group discussion and seminar
- Arrange a visit to banking Company.

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Banking Law & Practice	Harish Sharma & Raykumar Sharma (Sahitaya Bhavan Publication Agra.)
2	Money & Financial system	I.V Trivedi, Rakesh Thasoor , AshokNagar (Ramesh Book Depo,Jaipur)
3	Law and Practice of Banking	Varshney G.K,Sahitya Bhawan ,Agra.

(b) Others:

- Different types of Cheque
- Demand Draft
- Information of RBI
- Computer Aided Instructional Packages

LIST OF PRACTICALS/TUTORIALS:

- Preparation of Proposal form/Policy Forms & other documents relating to the banking.
- Preparation of various types of slips, Cheques, Passbook, demand draft of any company.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER : V
 B) SUBJECT TITLE : Marketing management
 C) CODE : 240512 (40)
 D) BRANCH / DISCIPLINE : MOM

E) **RATIONALE** : The aim of the course is to acquaint the students with the wide scope and growing importance of marketing in the concept of globalization, the various components of marketing & the related techniques. Students are expected to know the latest techniques of marketing a product in national & international markets, export and import trade.

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		
240512 (40)	3	2	-	100	20	40	-	-	160	4

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

H) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	MARKETING & MARKETING MANAGEMENT	15	20
02	02	MARKETING RESEARCH	17	20
03	03	PRODUCTION MANAGMENT	16	20
04	04	TRIBUTION MANAGEMENT	18	20
05	05	MARKETING CONTROL	14	20
		TOTAL	80	100

I) DETAILED COURSE CONTENTS:

Chapter 1 MARKETING & MARKETING MANAGEMENT

- Marketing-Meaning, Definition, Nature & Importance.
- Indian economy & Marketing.
- Marketing Management-Meaning and Definition,
- Functions, Marketing Planning-Meaning,
- Importance of Marketing Management
- Objectives of Marketing Management
- Types of Marketing Management
- Process of Marketing Planning

Chapter 2 MARKETING RESEARCH

- Market Research-Meaning,
- Scope, Need, Types,
- Advantages, Limitations.
- Process of Marketing Research.
- Buyer Behavior- Meaning, Importance,
- Theories. Buying Motives-Meaning,
- Classification. Sales forecasting-Objective and Functions,
- Factors affecting sales forecasting,
- Methods/Techniques of sales forecasting,
- Importance and Limitation

Chapter 3 PRODUCTION MANAGEMENT

- Product-Meaning,
- Definition,
- Importance,
- Classification.
- Product Decisions-Product-Mix-determinant of Product Mix,
- Optimum Product Mix.
- Product Policy & Product line Management,
- Product Planning,
- Product Innovation,
- Identification,
- Branding,
- Packing and Labeling.

Chapter 4 TRIBUTION MANAGEMENT

- Price Policies- Objectives of Pricing,
- Types of Price Policies,
- Price Setting in Practice.
- General Dealing relating to Price Fixation.
- Distribution Channels-Meaning Definition
- Functions,

- Types.
- Selection of Distribution Channels. Wholesale & Retail Trade,
- Departmental Stores,
- Chain Shops,
- Super Bazaar. Trade through mail,
- Consumer Co-Operative Stores,
- Physical Distribution.

Chapter 5 MARKETING CONTROL

- Marketing Control-Meaning and Necessity,
- Objectives of Marketing Control,
- Benefits of Marketing Control.
- Essentials of Marketing Control System,
- Process of Marketing Control,
- Types and Techniques,
- State & Marketing.

J) 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.
- Case study can be used.
- Small market survey can be used.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- Demonstration of different types forms used for marketing survey.

K) SUGGESTED LEARNING RESOURCES :

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Principle & Practice of Marketing Management	B.M. Bhadada & B.L. Porwal Ramesh Book Depot , Jaipur
2	Marketing Management	S.C. Jain , Sahitya Bhawan Agra
3	Marketing Management	P.C. Jain & Dr. Renuka Jain
4	Marketing Management	Dr. Verma & Agrawal

5	Principle & Practice of Marketing Management	Prof. B.M. Bhadada & Prof. B.L. Porwal Ramesh Book Depot , Jaipur
6.	Marketing Management	Dr. S.C. Jain Sahitya Bhawan Agra

(b) Others:

- LCD Projector
- Computer Aided Instructional Packages
- Video/Audio Cassettes
- Questionnaire Schedule for market survey
- Business magazine

LIST OF PRACTICALS/TUTORIALS:

- Preparation of charts related to distribution channel.
- Visit to some retail shops/wholesale shops/distributors/company go downs etc
- Market survey for any product.
- Expert lectures from Marketing Personnel.
- Preparation of charts for techniques of Marketing Control.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER : V**
B) SUBJECT TITLE : INCOME TAX LAW & PRACTICE
C) CODE : 240513 (40)
D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : It is very necessary for MOM students to calculate the income tax from Income. Student should have the knowledge of PAN number & TAN number. Student of Modern office management is necessary to prepare the different form relevant for Income Tax.(like Income Tax Return Forms, Application for PAN & TAN)

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		
240513 (40)	4	1	-	100	20	40	-	-	160	5
240521 (40)	-	-	3	-	-	-	50	-	50	2

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

L) DISTRIBUTION OF MARKS AND HOURS:

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION OF INCOME TAX	12	20
02	02	RESIDENCE & TAX LIABILITY, EXEMPTIONS OF TAX	16	20
03	03	ALLOWANCES & PERQUISITES	18	20
04	04	COMPUTATION OF INCOME FROM SALARIES	20	20
05	05	TAX PLANING	14	20
		TOTAL	80	100

H) DETAILED COURSE CONTENTS:

Chapter 1 INTRODUCTION OF INCOME TAX

- An introduction and historical background,
- Definitions-Income, Income Tax, Importance of Income Tax,
- Agricultural Income, Casual Income
- Assesses, Person,
- Assessment Year, Previous Year, Financial Year,
- Total Income, Gross Total Income.

Chapter 2 RESIDENCE & TAX LIABILITY, EXEMPTIONS OF TAX

- Residential Status,
- Residence of an Individual,
- Hindu Undivided Family,
- Firm or Association of Persons,
- Residence of a Company,
- Tax Liabilities,
- Income exempt from Tax- Numerical Problem.
- Exemptions of Tax

Chapter 3 ALLOWANCES & PERQUISITES

- Allowances - Taxable, Partly Taxable, Fully Exempted.
- Types of Perquisites,
- Valuation of Perquisites,

Chapter 4 COMPUTATION OF INCOME FROM SALARIES

- Some Important rules with regard to Salaries,
- Wages,
- Annuity, Pension, Provident Fund,
- Death Cum Retirement Gratuity,
- Fees Commission,
- Perquisites and Profit in lieu ,
- Encashment of earned leaves,
- Retirement of Compensation,
- Compensation at the time of Voluntary Retirement,
- Predictions from Salaries
- Computation of Taxable Income from salary

Chapter 5 TAX PLANING

- Introduction,
- Meaning of Tax Planning,
- Objectives of Tax Planning,
- Types of Tax-Planning,
- Tax avoidance,

- Difference between Tax avoidance and Tax Evasion.
- Tax management,
- Difference between Tax Planning and Tax Management
- PAN, TAN,
- Fulfillment of 2 D form, Saral Form

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.
- Demonstration of different types of forms and their uses related to Income Tax

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Income Tax	V.K Singhaniya
2	Income Tax Law & Practice	H.C Mehrotra, (Sahitya Bhavan Publication)
3	Income Tax Law & Practice	B.K Agrawal (Navyug Sahitya Sadan Agra.)
4	Income Tax	Shri Pal. Saklecha (Satish Printers-Khajuni Bazar Indore)

(b) Others :

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

Subject: Income tax Law and Practice Lab

Code: 240521 (40)

Hours: 48

LIST OF PRACTICALS/TUTORIALS:

1. Calculation of Income from salary.
2. Knowledge of PAN, TAN.
3. Preparation of Income Tax Sheet on Computer Worksheet.
4. Deductions under the head of salary.
5. Prepare the different form relevant to Income Tax.
6. Implementation of Income Tax & Return (for salary purpose) and other related document through work sheet and Internet.
7. Calculate Income of assumed data.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
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- A) SEMESTER : V
 B) SUBJECT TITLE : BUSINESS MANAGMENT
 C) CODE : 240514 (40)
 D) BRANCH / DESCIPLEINE : MOM

E) **RATIONALE** : This course is aimed at inculcating the spirit of entrepreneurship among the students and to develop awareness about the potential for starting own small business unit and managing the same. The aim is to evolution and development of Principles of business.

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		
240514 (40)	4	1	-	100	20	40	-	-	160	5.0

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

M) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION	14	20
02	02	PLANNING	15	20
03	03	DECISION –MAKING	19	20
04	04	STAFFING	15	20
05	05	DIRECTION AND SUPERVISION	17	20
		TOTAL	80	100

H) DETAILED COURSE CONTENTS :

Chapter 1 INTRODUCTION: -

- Definition of Management
- Organization and Administration
- Levels of Management
- Importance of Management
- Role of Management in Modern Time and its need
- Meaning of scientific management and its importance
- Theory of F.W TAYLOR and HENERY FAYOL

Chapter 2 PLANNING

- Meaning, Definitions, Objectives, Nature
- Effective Planning – Meaning, Requisites & Types
- Principles of Planning
- Need & Importance of Planning
- Limitation of Planning

Chapter 3 DECISION –MAKING

- Meaning, Definition, Characteristics, Nature , Importance & Types, Diagrammatic representation of the decision process
- Principles of Decision making
- Improvement of Decision-making.

Chapter 4 STAFFING

- Meaning
- Manpower Planning
- Scope of Staffing
- Process, Recruitment & Selection
- Placement and Training
- Induction of personnel, Salary & Wages
- Performance of Appraisal.

Chapter 5 DIRECTION AND SUPERVISION

- Direction: -
 - Concept, Important
 - Principles of Direction
- Supervision: -
 - Meaning Characteristics
 - Types Importance of Supervision
 - Qualities, Techniques, Duties And Responsibilities
 - Social responsibilities of managements.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Case study can be used on decision-making, controlling, motivation etc.
- Theory should be explained during theory lectures.
- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test during the session.

J) SUGGESTED LEARNING RESOURCES:**(a) Reference Books:**

Sl.No.	Title	Author, Publisher, Edition & Year
1	Business Administration & Management	S.C Saxena & S.M Shukla.
2	Unified Business Management	R.C Gupta & Harivansha Chaturvedi. Shiv Agrawal & Company Indore.
3	Business Management	S.M Shukla
4	Vyavsayika Sangthan evam Prabandh	Mahesh Chandra Gupta & P.N.Gupta

(b) Others :

- LCD
- Computer Aided Instructional Packages
- Video/Audio Cassettes

LIST OF PRACTICALS/TUTORIALS:

- Group discussion and seminar
- Preparation of organization charts
- Procedure of recruitment of various cadres
- Job analysis
- Induction program of new comers
- Marketing survey for new product
- Source of funds of various company
- Graphic representation of source of funds and their use

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER : V**
B) SUBJECT TITLE : INTERNET-WINDOW UTILITIES & APPLICATION
C) CODE : 240515 (40)
D) BRANCH / DISCIPLINE : MOM

E) RATIONALE : Internet has become an inseparable part of everyone's life. So the knowledge of Internet plays a dominant role in the management of Organization. This subject covers the basic needs of a wide range of computer users. It is designed to provide all the essential information; student will need to get the most from the Internet while at the same time expecting the students in developing basic web pages for Organization.

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		
240515 (40)	4	1	-	100	20	40	-	-	160	5.0
240522 (40)	-	-	3	-	-	-	50	-	50	2.0

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

G) DISTRIBUTION OF MARKS AND HOURS :

S. No.	Chapter No.	Chapter Name	Hours	Marks
01	01	INTRODUCTION OF NETWORKING	14	20
02	02	INTERNET CONNECTIVITY	18	20
03	03	INTERNET APPLICATION	15	20
04	04	WINDOWS UTILITIES	17	20
05	05	INSTALLATION OF HARDWARE & SOFTWARE	16	20
		TOTAL	80	100

H) DETAILED COURSE CONTENTS:

CHAPTER 1 INTRODUCTION OF NETWORKING

- Concept of Computer Networking
- Types of networking like LAN, WAN, MAN
- Concept of Client / Server
- Define Hard ware needed for Installation of Internet like: -
 - CPU
 - The Bus
 - RAM
 - ROM BIOS
 - Motherboard
 - Hard disks/Floppy disks/DVDS
 - Parallel/Serial/USB

CHAPTER 2 INTERNET CONNECTIVITY: -

- Basic elements for connectivity (MODEM, SWITCH, UTP.Cable, RJ4S, RJ-II Connector, Serial Port)
- Internet Service Provider (ISP)
- Different types of connectivity
 - Dial Up
 - ISDN
 - Lease line
 - V.SAT
 - Broad Band

CHAPTER 3 INTERNET APPLICATION:-

- Trace the History of the World Wide Web.
- **Browser basics**
 - Starting Internet Explorer
 - Setting
- **Web Browser Basic:-**
 - Web Surfing
 - Information Searching
 - Sending & Receiving mail
- **Internet Addressing & Protocols:-**
 - Internet Addressing
 - Classification of Addressing
 - Uniform resource locator (URL).
 - HTTP
 - FTP (File Transfer protocol)
 - Telnet (Remote Login)
- Search engine

- Difference between websites
- E-Commerce (Examples and Explanation)
Surfing with Web Browser
- **Microsoft Internet Explore:**
 - Starting Internet Explorer
 - Study the components of Internet
 - Views and various file types

CHAPTER 4 WINDOWS UTILITIES

- Disk Utilities: -
 - Back and Restore (CD Burning)
 - Disk Compression
 - Disk Defragmentation, Disk Clean Up
 - Scan Disk
 - Disk Manager (S/W Tool)
 - WinZip (S/W Tool).
 - Keyboard Failure
 - Mouse not responding
 - No Display
 - Hard Disk Failure
 - Modem not working
 - Boot Disk Failure
 - Power not glowing
 - Scanner not responding.
 - Printer Fault
 - Remedies for above causes.

CHAPTER 5 INSTALLATION OF HARDWARE & SOFTWARE

- Installation of Operating System
- Installation of Device driven for interfaces (Audio Driver, Graphics Driver, LAN Card driver, Bus driver)
- Installation of Peripherals devices like:-
 - Printer
 - Scanner
 - CD writer
 - Installation of different software.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Regular assignments should be given on every topic of the syllabus.
- Small project work should be given to group of students on some topics of common use.
- Theory should be explained during theory lectures.

- Arrange expert lectures on the subject.
- Assessment of term work of conduction of minimum two progressive test 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	Rajat Internet Course with Networking	J.Surajana, J.Vashu (Rajat Publication)
2	Rajat Computer Hardware Maintenance Course	Mukesh Garg (Rajat Publication)
3	Rajat E-Commerce	J.Surajana, J.Vashu (Rajat Publication)
4	Internet for Everyone	Mathews Leon Cvikas Publication, New Delhi
5	Internet Complete	BPB Publication.
6.	Rajat Internet Course with Networking	J.Surajana, J.Vashu (Rajat Publication)

(b) Others:

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

Subject: Internet- Window Utilities and Application Lab

Code: 240522 (40)

Hours: 48

LIST OF PRACTICALS/TUTORIALS:

- Group discussion and seminar
- Partition of Hard Disk by using FDISK or DM Commands.
- Installation of Operating System.
- Using of LCD in your Personal Computer.
- Installation of Device drivers.
- Installation of peripherals and its related software.
- Preparation of system for Internet connectivity.
- Fetching information from Internet. (By using name of web site and by using search engine.)
- Creation of web base E-mail Account.
- Uploading files from Host machine to Internet and downloading files from Internet to host machine.
- Critical Review of E-commerce sites.
- Resources and data searching using network.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER : V
 B) SUBJECT TITLE : ADVANCED STENOGRAPHY-III (HINDI)
 (Speed @ 80 w.p.m)
 C) CODE : 240516 (40)
 D) BRANCH / DISCIPLINE : MOM
 E) RATIONALE :

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		
240516 (40)	1	-	-	-	-	50		-	50	1
240523 (40)	-	-	4	-	-	-	50	-	50	2

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

G) DISTRIBUTION OF MARKS AND HOURS:

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

H) DETAILED COURSE CONTENTS:

विशेष नियम –

साधारण संक्षिप्त संकेत उर्दू के प्रचलित शब्द का निर्माण, भारतीय शासन पद्धति के शब्दों का निर्माण, पदनाम वाक्यांश का निर्माण तथा अन्य नये शब्दों एवं वाक्यांशों का निर्माण।

परीक्षा के नियम –

560 शब्दों का डिक्शनरी 80 शब्द प्रति मिनट की गति से दिया जाएगा।

1. पांच मिनट का अपठित गद्यांश 400 शब्द का होगा।
2. दो मिनट का व्यापारिक/कार्यालयीन पत्रों से 160 शब्द का होगा।
3. ट्रांसक्रिप्शन टाइपराइटर पर किया जाएगा।

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

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

1. Regular assignments should be given on every topic of the syllabus.
2. Small project work should be given to group of students on some topics of common use.
3. Arrange expert lectures on the subject.
4. Assessment of term work of conduction of minimum two progressive test during the session.
5. Speed tests @80 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:

Sl.No.	Title	Author, Publisher, Edition & Year
1	विशिष्ट डिक्टेसन	डॉ गोपाल दत्त बिष्ट
2	हिन्दी आशुलिपि संकलन	एम० एस० मेवाड
3	हिन्दी आशुलिपि श्रुतलेख	ओ० पी० शुक्ला

(b) Others :

- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes
- Journals, Newspapers, Magazines, Dictionaries etc

**SUBJECT: ADVANCED STENOGRAPHY–III (HINDI) (Speed @ 80 w.p.m)
Lab**

**CODE: 240523 (40)
Hours: 64**

LIST OF PRACTICALS/TUTORIALS:

- For experiment dictation passage test of 7 minutes duration @ 80 w.p.m. to be given every day. Longhand passage of 500 words, transcription into shorthand 50 to 30 minutes.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

- A) SEMESTER** : **V**
B) SUBJECT TITLE : **ADVANCED STENOGRAPHY –III**
(ENGLISH) (Speed @ 80 w.p.m)
C) CODE : 240517 (40)
D) BRANCH / DESCIPLINE : **MOM**

E) RATIONALE: This course is offered to the MOM student as to impart further inputs in the Stenography area to enable him to achieve a higher targeted speed of 80 w.p.m , so as to enhance the employment changes in the job market. The student should thoroughly master the explanations & rules, which precede the respective exercises and write out several times the illustration words, appearing in the text, afterwards working the exercises. As the secret of success in Shorthand is practice.

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		
240517 (40)	1	-	-	-	-	50		-	50	1.0
240524 (40)	-	-	4	-	-		50	-	50	2.0

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

N) DISTRIBUTION OF MARKS AND HOURS:

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

H) DETAILED COURSE CONTENTS :

Chapter .1 Circle , Loops & Initial and Final Hooks

- **Circle & Loops**
 - a) Small /Large Circle- its initial, medial & final use with straight & curved strokes, Circles & strokes.
 - b) Loop-Initial & Final, loop ST & STR
- **Initial and Final Hooks**
 - a) Initials hook of R & L with

- b) Straight & Curved strokes
- c) Initial large hook KW/GW/KY/GY
- d) Compound Consonants
- e) Final Hooks of N/F/V
- f) Large Final hook of SHUN
- Halving & Doubling Principles

Chapter .2 Vowel

- Essential Vowel, Omission of Vowels
- Dictation from passages seen as well as unseen @ 70-80 wpm
- Dictation, Reading Practice back and transcription on typewriter
- Drilling of difficult outlines and Phrases from dictated matter

Chapter .3 Dictation of Passage

- Dictation from Newspaper & Journals-Practice
- Dictation from magazines & books Intended for building speed

Chapter .4 Advance Praseography

- Advance Praseography practice
- Speed test @ 80 wpm of 5-6-7 minutes duration
- Representing proper nouns in English Shorthand- Indian names, aspirated sounds of In Indian languages

Chapter .5 Dictation of Passage

- Dictation @ 80 wpm passage of 1 minute duration
- Reading back and transcribing it on typewriter
- Repeat the same

D) SUGGESTED INSTRUCTIONAL STRATEGIES:

1. Regular assignments should be given on every topic of the syllabus.
2. Small project work should be given to group of students on some topics of common use.
3. Arrange expert lectures on the subject.
4. Assessment of term work of conduction of minimum two progressive test during the session.
5. Speed tests @80 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.

Rules

- Total 560 words dictation of 80 word per minutes.
 - Dictation of 400 words Passage with the speed of 80 w.p.m of 5 minutes.

- Dictation of 160 words Business/ Official letter of 2 minutes.
- Transcription should be in Typewriting Machine.
- Total time of transcription will be 2 hrs.
- 1 marks should be deducted by 2 mistakes
- Maximum Marks for exam is 50 and the passing mark will be 50% or 25 marks

J) SUGGESTED LEARNING RESOURCES :

(a) Reference Books:

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

(b) Others :

- Journals, Newspapers, Magazines, Dictionaries etc.
- OHP Transparencies
- Computer Aided Instructional Packages
- Video/Audio Cassettes
- Computer System
- Typewriter Machine
- Ticta Phone

**SUBJECT: ADVANCED STENOGRAPHY –III (ENGLISH) (Speed @ 80 w.p.m)
Lab**

CODE: 240524 (40)

Hours: 64

LIST OF PRACTICALS/TUTORIALS:

- For experiment dictation passage test of 7 minutes duration @ 80 w.p.m. to be given every day.
- Longhand passage of 500 words, transcription into shorthand 50 to 30 minutes.