

6. STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN OFFICE MANAGEMENT AND COMPUTER APPLICATIONS

FIRST SEMESTER

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
1.1	English and Communication Skills –I	3	-	2	25	25	100	3	50	2	200
1.2	Basics of Information Technology	-	-	4	-	50	-	-	100	2	150
1.3	Typing (English)	-	-	6	-	50	-	-	100	2	150
1.4	Business Organizations	6	-	-	50	-	100	3	-	-	150
1.5	Book-keeping and Accountancy – I	5	4	-	50	-	100	3	-	-	150
1.6	Principles of Management	6	-	-	50	-	100	3	-	-	150
#Student Centred Activities		-	-	4	-	25	-	-	-	-	25
Total		20	4	16	175	150	400	-	250	-	975

Student Centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.

SECOND SEMESTER (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
2.1	English and Communication Skills – II	3	-	2	25	25	100	3	50	2	200
2.2	IT Tools and Applications +	2	-	5	-	50	-	-	100	3	150
2.3	Data Processing	-	-	6	-	50	-	-	100	2	150
2.4	Personality and Human Resource Development	5	-	-	50	-	100	3	-	-	150
2.5	Book-keeping and Accountancy – II	5	3	-	50	-	100	3	-	-	150
2.6	Office Management	5	-	-	50	-	100	3	-	-	150
#Student Centred Activities		-	-	4	-	25	-	-	-	-	25
Total		20	3	17	175	150	400	-	250	-	975

Student Centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.

+ There will be no theory paper in this subject

THIRD SEMESTER (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
							Written Paper		Practical		
					Theory	Practical	Max. Marks	Max. Marks	Max. Marks	Hrs	
3.1	English and Communication Skills – III	3	-	2	25	25	100	3	50	2	200
3.2	Internet+	3	-	3	-	50	-	-	100	3	150
3.3	Typing (Hindi)	-	-	5	-	50	-	-	100	3	150
3.4	Stenography (English) – I ++	-	-	8	-	50	100	3	100	2	250
3.5	Book-keeping and Accountancy –III	4	2	-	50	-	100	-	-	-	150
3.6	Business Correspondence – I	3	-	2	25	25	100	3	50	3	200
#Student Centred Activities - Ecology and Environmental Awareness Camp		-	-	5	-	25	-	-	-	-	25
Total		13	2	25	100	225	400	-	400	-	1125

Student Centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.

+ There will be no theory paper in this subject

++ There will be separate theory examination in this subject

FOURTH SEMESTER (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
4.1	English and Communication Skills – IV	3	-	2	25	25	100	3	50	2	200
4.2	Web Designing +	4	-	6	-	50	-	-	100	3	150
4.3	Secretarial Practice – I	4	-	-	50	-	100	3	-	-	150
4.4	Stenography (English) –II ++	-	-	8	-	50	100	3	100	3	250
4.5	Business Environment	5	-	-	50	-	100	3	-	-	150
4.6	Business Correspondence – II	2	-	2	25	25	100	3	50	3	200
#Student Centred Activities		-	-	4	-	25	-	-	-	-	25
Total		18	-	22	150	175	500	-	300	-	1125

* Common with other diploma programmes

Student Centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.

+ There will be no theory examination in this subject

++ There will be separate paper of theory in this subject

FIFTH SEMESTER (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
5.1	English and Communication Skills – V	3	-	2	25	25	100	3	50	2	200
5.2	Programming and Problem Solving through C Language+	4	-	6	-	50	-	-	100	-	150
5.3	Secretarial Practice – II	4	-	-	50	-	100	3	-	-	150
5.4	Stenography (English)- III ++	-	-	10	-	50	100	3	100	-	250
5.5	Entrepreneurship and Small Business Development	4	-	-	50	-	100	3	-	-	150
5.6	Office Machinery and Equipment	-	-	3	-	50	-	3	100 (incl. Viva)	3	150
# Student Centred Activities - Entrepreneurial Awareness Camp		-	-	4	-	25	-	-	-	-	25
Total		15	-	25	125	200	400	-	350	-	1075

- # Student Centered Activities will comprise of various co-curricular activities like games, hobby clubs, seminars, declamation contests, extension lectures, field visits, NCC, NSS and cultural activities etc.
- + There will be no theory examination in this subject
- ++ There will be separate paper of theory in this subject

SIXTH SEMESTER (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)

Sr. No	Subject	L T P Hrs/week			EVALUATION SCHEME						Total Marks
					Internal Assessment		External Assessment (Examination)				
					Theory	Practical	Written Paper		Practical		
					Max. Marks	Max. Marks	Max. Marks	Hrs	Max. Marks	Hrs	
6.1	Project-oriented Professional Training	-	-	36	-	175+	-	-	200++	-	375
# Student Centred Activities		-	-	4	-	25	-	-	-	-	25
Total		-	-	40	-	200	-	-	200	-	400

- + Out of 175 marks for internal assessment, 100 marks will be reserved by the industry personnel, where the student is being placed for project/training and 75 marks will be reserved for the faculty supervising the student, based on the criteria laid down in the subject content.
- ++ For external assessment of the student an expert from the industry may be invited. The students are supposed to present the project/training report, followed by viva-voce.