

Diploma Wing
RAJIV GANDHI PROUDYOGIKIVISHWAVIDYALAYA, BHOPAL
SCHEME OF STUDIES & EXAMINATIONS (IMPLEMENTED FROM SESSION:JULY-2025)

Third Semester

Modern Office Management

| S.no. | Paper Code | Subject Code | SubjectName | Theory Component | | | | | | | Practical Component | | | | | TOTALCREDIT | TOTALMARKS | |
|-------|------------|--------------|--|------------------|--------|-----------------|----------------|----|-------------|-------|---------------------|--------|---------|---------------------|-------|-------------|------------|----------|
| | | | | HRS PPER WEEK | CREDIT | Term Work | | | ThoeryPaper | | HRS PERWEEK | CREDIT | LABWORK | Practical Exam/VIVA | | | | |
| | | | | | | QUIZ/ASSIGNMENT | MIDTerm * Test | | TOTAL | MARKS | | | | DURATION | MARKS | | | DURATION |
| | | | | | | | I | II | | | | | | | | | | |
| 1 | 7748 | 301 | Stenography40 WPM(Hindi/English) | 2 | 2 | 10 | 10 | 10 | 30 | 70 | 3Hrs. | 6 | 4 | 20 | 30 | 3Hrs. | 6 | 150 |
| 2 | 7749 | 302 | Financial Accounting | 4 | 4 | 10 | 10 | 10 | 30 | 70 | 3Hrs. | 2 | 1 | 20 | 30 | 3Hrs. | 5 | 150 |
| 3 | 7750 | 303 | Office Management and Communication | 4 | 4 | 10 | 10 | 10 | 30 | 70 | 3Hrs. | 2 | 1 | 20 | 30 | 3Hrs. | 5 | 150 |
| 4 | | 304 | ComputerTyping(Hindi)25WPM | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 6 | 40 | 60 | 3Hrs. | 6 | 100 |
| 5 | | 305 | SummerInternship** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 2 | 40 | 60 | 3Hrs. | 2 | 100 |
| 6 | | 306 | Professional Development | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | | | RecoveryClasses***/Recent Trends/Group discussion/Motivational Stories/Computer Lab/Workshop | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1 | 0 | 0 | | 1 | 0 |
| TOTAL | | | | 12 | 10 | 30 | 30 | 30 | 90 | 210 | | 24 | 15 | 140 | 210 | | 25 | 650 |

- Note:-
- (1) *Twobest,out of three MidTermTests (ProgressiveTests) Marks should be awarded
 - (2) **TwoweeksSummerInternshipafterIISemester exams
 - (3) ***To recover courses if session delays due to summer internship.

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|---------------------|
| GRANDTOTALOFCREDITS |
| 25 |

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|-------------------|
| GRANDTOTALOFMARKS |
| 650 |