

**Scheme of Teaching and Examination for
III Semester DIPLOMA in Management Tech. (MODERN OFFICE PRACTICE)
BRANCH
THEORY**

SL. No	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1	Language and Communication Skill-II	32301	6	60	3	20	80	100	26	36
2	Managerial Economics	32302	4	50	3	20	80	100	26	36
3	Computer Programming Through 'C'	00303	4	50	3	20	80	100	26	36
4	Management Information System	32304	4	50	3	20	80	100	26	36
5	Financial Management	32305	4	50	3	20	80	100	26	36
Total :-			22					500		

PRACTICAL

SL. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME					
			Periods per Week	Periods in one Session	Hours of Exam.	Marks Internal Exam. (A)	Marks External Exam. (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
6	Language and Communication Skill-II (English+Hindi)	32306	6	60	3	20	80	100	32	42
7	Computer Programming Through 'C'	00307	6	60	3	10	40	50	16	21
8	Typing(English+Hindi)	32308	4	50	3	10	40	50	16	21
Total :-			16					200		

SESSIONAL

SL. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME			
			Periods per Week	Periods in One Session	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
9	Language and Communication Skill-II (English+Hindi)	32309	-	-	20	30	50	25
Total :-							50	
Total Periods per Week			42		Total Marks			750

LANGUAGE & COMMUNICATION SKILL – II (ENGLISH)

Subject Code 32301	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	06			Internal Exam.	:	10

Rationale:

Communication is the most important part of managerial process. It is expected by the diploma students to excel in written and oral communication and also to put up an effective presentation both in Hindi and English language.

The aim of the subject 'Language and Communication Skill-English' is to provide the theoretical knowledge for acquiring skills in effective Communication along with their higher authorities and sub-ordinates. The Course will also help to develop students personality and subsequently prepare them for a successful professional life as an office assistant / Salesman/ Library assistant/ Librarian/ Designer/ receptionist, etc. Therefore, the theory curriculum has been designed to meet the above need by bringing about an improvement in their presentation method.

Creative writing helps to enhance writing and fluency skill in any language. Writing helps to express our views directly originating from our mind. Creative Writing also enhances our verbal skills. After all, writing makes a man perfect.

Objectives:

The students will be able to –

- Develop their personality traits.
- Make them enable to understand the conversation with their higher authorities/ sub ordinates/ other persons concerned.
- Expose their personality effectively.
- Develop good relations/ contacts with different types of persons concerned.
- Develop skill of impromptu well as public speech.
- Develop writing skill.

S.No.	Topics	Periods
1.	Forms of Communication	(02)
2.	Personality Development	(03)
3.	Power of Expression	(02)
4.	Practice on polishing one`s voice	(02)
5.	Effective Communication	(02)
6.	Courtesy.	(02)
7.	Conversation on telephone	(02)
8.	Careful listening	(03)
9.	Mannerism	(03)
10.	Presentation	(03)
11.	Organising your presentation	(03)
12.	Group Discussion	(02)
13.	Extempore speech	(02)
14.	Body language	(03)
15.	Feedback	(02)
16.	Creative Writing	(03)
17.	Essay Writing	(03)
18.	Reportage	(03)
19.	Feature	(02)
20.	Personal Interview	(03)

Scheme of Examination

Oral Communication	-	25
Creative Writing	-	15
Terminal Examination	-	10

Total 50 marks

Books Recommended:

Text Books

1. Fearless and Flowless Public Speaking with power, polish and pizzaz, S.Chand & Company - Marry Ellen Diamond

LANGUAGE & COMMUNICATION SKILL – II (HINDI)

Subject Code 32301	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	06			Internal Exam.	:	10

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‘भाषा एवं संचार कला–हिन्दी’ विषय के पाठ्यक्रम का उद्देश्य छात्रों को हिन्दी भाषा एवं संचार कला का महत्व समझने एवं उसमें दक्षता प्राप्त करने में सहायता प्रदान करना है, जिससे छात्रा विभिन्न सरकारी एवं निजी संगठनों में व्यक्तिगत सहायक, सचिव, स्वागतकर्ता, पुस्तकालय सहायक, कम्प्यूटर प्रवर्तक या व्यावसायिक के रूप में सफल हो सकें। स्वरोजगार की ओर उन्मुख होने वाले छात्रों के लिए भी पाठ्यक्रम विशेष दक्षता प्रदान करने में सहायक है।

प्रभावशाली संचार आधुनिक युग की आवश्यकता है अतः, हिन्दी एवं अंग्रेजी दोनों ही भाषाओं में प्रभावकारी अभिव्यक्ति की क्षमता रखना छात्रों के लिए नितान्त आवश्यक है। डिप्लोमा छात्रों से उम्मीद की जाती है उनका व्यक्तित्व विकसित हो और वे प्रभावशाली प्रस्तुतीकरण की क्षमता रखते हों, अतः पाठ्यक्रम में मुख्यतः दो बातों पर बल दिया गया है—1. मौखिक संप्रेषण 2. सृजनात्मक लेखन।

पाठ्यक्रम छात्रों के व्यक्तित्व के विभिन्न पहलुओं का विकास कर उन्हें एक अच्छे वक्ता के रूप में तैयार करता है और रचनात्मक लेखन के लिए प्रेरित करता है ताकि वे भविष्य में अपने संपर्क में आने वाले लोगों एवं अधिनस्थों को संतुष्ट कर पाने में सक्षम हो सकें।

संचार प्रबंधन का आधार है और संचार की कला प्रबंधकीय क्षमता का एक महत्वपूर्ण पहलू है। संचार कला की उपेक्षा कर कोई भी प्रबंधन सफल नहीं हो सकता। वास्तव में निर्णय लेने वाले व्यक्ति एवं उस परअमल करने वाले के बीच प्रभावशाली संचार एक महत्वपूर्ण सेतु की तरह है। प्रबंधकीय प्रक्रिया में निहित संचार के विभिन्न स्वरूपों की जानकारी के साथ–साथ उपयुक्त शब्दों का चुनाव, सटीक वाक्य एवं सुघड़ शैली, सब मिल कर ही संचार को प्रभावशाली बना पाते हैं। समस्त प्रबंधकीय क्रियाएँ प्रभावशाली संचार पर निर्भर करती हैं।

भाषा के साथ शारीरिक भाषा अथवा सांकेतिक भाषा का सही समन्वय हो तो, मौखिक संप्रेषण की विश्वसनीयता एवं प्रभाव में कई गुना वृद्धि हो जाती है। छात्रों को शारीरिक भाषा के समुचित प्रयोग के तकनीक की जानकारी पाठ्यक्रम में दी गयी है जिससे वे प्रभावकारी मौखिक संप्रेषण को विकसित करने का प्रयास कर सकें। लेखन व्यक्तित्व को संपूर्णता प्रदान करता है। सृजनात्मक लेखन से संबंधित जानकारी भी पाठ्यक्रम में दी गई है ताकि छात्र अपनी रचनात्मक क्षमता के विकास का अधिकाधिक प्रयास कर सकें।

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- छात्रा–छात्राओं के व्यक्तित्व–रेखा का विकास करना।
- मौखिक संप्रेषण का विकास करना।
- शारीरिक भाषा द्वारा संप्रेषण शक्ति का विकास करना।
- वाचन–कला के तकनीक की जानकारी देना।
- वाचन–कला का विकास करना।
- सृजनात्मक लेखन की पहचान करना।
- सृजनात्मक लेखन क्षमता का विकास करना।

क्रम संख्या	विषय	व्याख्यान
1.	भाषा का रूप	(02)
2.	निर्भीकता	(03)
3.	शिष्टतायुक्त वाणी	(03)
4.	शारीरिक भाव–भंगिमा युक्त भाषा	(03)
5.	प्रस्तुतीकरण	(03)
6.	हास्य एवं दृश्य द्वारा प्रस्तुतीकरण	(05)
7.	शिष्टाचार	(05)
8.	वाचन–कला	(03)
9.	श्रवण	(03)
10.	फीडबैक	(05)
11.	सृजनात्मक लेखन	(05)
12.	निबंध लेखन	(05)
13.	रिपोतार्ज लेखन	(03)
14.	फीचर लेखन	(02)

CONTENTS:

fo" k: 01 & Hk k" k k ds : i

[02]

- 01.01 मौखिक भाषा
- 01.02 लिखित भाषा
- 01.03 सारांश

<u>fo"k; 02& fuHkhidr</u>	[03]
02.01 बोलने की निर्भीकता	
02.02 श्वास-क्रिया	
02.03 उचित स्थान पर बैठाने की क्रिया	
02.04 सारांश	
<u>fo"k; 03& f'k"Vrk; Or ok.kh</u>	[03]
03.01 आवश्यकता वाणी में उतार-चढ़ाव	
03.02 दूरभाष-वार्तालाप	
<u>fo"k; 04& 'kkjhfd Hkko&Hkfxek ; Or Hk"kk</u>	[03]
04.01 संप्रेषण में शारीरिक भाषा का प्रयोग	
04.02 नेत्रा द्वारा संचार	
04.03 सारांश	
<u>fo"k; 05& cLrghdj.k</u>	[03]
05.01 प्रस्तुतीकरण की तैयारी	
05.02 बोलने की तैयारी	
05.03 सारांश	
<u>fo"k; 06& gkL; , oan" ; }kjk cLrghdj.k</u>	[05]
06.01 प्रभावकारी दृश्य की रचना	
06.02 हास्य का प्रयोग	
06.03 प्रभावकारी परचा, पोस्टर, पम्फलेट्स की रचना	
06.04 सारांश	
<u>fo"k; 07& f'k"Vkpki</u>	[05]
07.01 व्यवित्तत्व परिचय	
07.02 बोलने में शिष्टाचार	
07.03 कार्य का परिचय	
07.04 शिष्टाचार का माध्यम	
07.05 अच्छा परिचय और संतुष्टि	
07.06 वक्ता का शिष्टाचार	
07.07 सारांश	
<u>fo"k; 08& okpu&dyk</u>	[03]
08.01 प्रश्नों का प्रतिपादन	
08.02 श्रोताओं से प्रश्न लेना	
08.03 व्यापार करने का साधन	
<u>fo"k; 09& Jo.k</u>	[03]
09.01 मोहित श्रोता	
09.02 प्रभावकारी श्रवण के लिए आवश्यक संकेत	
<u>fo"k; 10& QhMcfd</u>	[05]
10.01 फीडबैक की जाँच	
10.02 फीडबैक को प्रभावकारी बनाना	
10.03 फीडबैक प्राप्त करना	
10.04 जाँच के द्वारा सीखना	
10.05 व्यवित्तत्व का विकास	

fo"k; 11& I`tukRed ys'ku [05]

- 11.01 परिचय
11.02 अर्थ
11.03 क्षेत्रा, महत्व

fo"k; 12& fucd'k ys'ku [05]

- 12.01 वैचारिक निबंध
12.02 निबंध एवं अन्य विधायें
12.03 सारांश

fo"k; 13& fj i k'rk'tt ys'ku [03]

- 13.01 निबंध एवं रिपोतार्ज
13.02 रिपोतार्ज लेखन

fo"k; 14& Ohpj ys'ku [02]

- 14.01 निबंध एवं फीचर
14.02 फीचर लेखन
14.03 सारांश

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%c's'k c' u½
I`tukRed ys'ku & 15
I kef; d i fj {kk & 10
%vkl'rfj d eW; ka'du½
dly & 50

mi ; k's'h i l'rd'a

- 1 हिन्दी वाङ्मय बीसवी शती, पुस्तक मंदिर, आगरा & डॉ नागेन्द्र (संपादक)
2 जनसंचार: विविध आयाम, राधाकृष्ण प्रकाशन, दिल्ली & बृजमोहन गुप्त
3 संचार और विकास, प्रकाशन विकास, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, नई दिल्ली & श्यामाचरण दूबे
4 फीचर लेखन, प्रकाशन विकास, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, नई दिल्ली & प्रेमनाथ चतुर्वेदी
5 अशोक के फूल, लोकभारती प्रकाशन, इलाहाबाद & आचार्य हजारी प्रसाद द्विवेदी
6 Fearless and Flowless Public Speaking with power, polish and pizzaz, S. Chand & Co. & Mary Ellen Droummonnd

Managerial Economics

Subject Code 32302	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04			Internal Exam.	:	20

Rationale & Objective:

There is a great demand for qualified secretaries. Diploma holder student can perform this work effectively & efficiently. This subject gives knowledge that what a company secretary shall do under law and should do in discharging his functions.

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Types of Secretaries and their function	(05)
02	Company Secretary	(05)
03	Different type of Companies	(06)
04	Issue of Share and Debenture (Secretarial Practice)	(06)
05	Company Management	(06)
06	Company Meeting	(04)
07	Procedure of Conducting a Meeting	(06)
08	Resolution	(06)
09	Accounts and Audit	(06)

CONTENTS:

TOPIC: 01 – TYPES OF SECRETARIES AND THEIR FUNCTION **[05]**

TOPIC: 02 – COMPANY SECRETARY: **[05]**

Qualification, Appointment, Role and Function Rights, Duties and Liabilities of a company secretary. Drafting of Agenda and Minutes.

TOPIC: 03 – DIFFERENT TYPES OF COMPANIES : **[06]**

- 03.01 Function of a Company, Types of Companies.
- 03.02 Memorandum of Association, Piercing Corporate Level
- 03.03 Articles of Association, Types of Ownership
- 03.04 Prospectus
- 03.05 Certificate of Commencement
- 03.06 Share Capital and Debenture, Types of Shares, Bonds, Stock Market, Dividend
- 03.07 Secretarial Practice involved in formation of Company

TOPIC: 04 – ISSUE OF SHARE AND DEBENTURE [06]

(SECRETARIAL PRACTICE) :

- 04.01 Issue of Share and Debenture(Secretarial Practice) involved there in, Share Application, Short Allotment Calls. Primary and Secondary Market
- 04.02 Forfeiture and Reissue of Shares and Debenture
- 04.03 Share Certificate and Share Warrant
- 04.04 Share Transfer and Transmission

TOPIC: 05 – COMPANY MANAGEMENT : [06]

- 05.01 Appointment, Duties and Power of a Director
- 05.02 Appointment, Duties and Power of a Managing Director
- 05.03 Appointment, Duties and Power of a Manager
- 05.04 Appointment, Duties and Power of a Secretary

TOPIC: 06 – COMPANY MEETING: [04]

- 06.01 Types of Company Meeting
- 06.02 Secretarial Work regarding Constituent of a meeting, Convening AGM, Proceeding of Board Meeting

TOPIC: 07 – PROCEDURE OF CONDUCTING MEETING: [06]

- 07.01 Preparation of Agenda
- 07.02 Quorum
- 07.03 Voting
- 07.04 Roll
- 07.05 Proxies

TOPIC: 08 – RESOLUTION: [06]

- 08.01 Types of Resolution, Recording of Minutes
- 08.02 Confirmation, Farms of Resolution

TOPIC: 09 – ACCOUNTS AND AUDIT:

[06]

- 09.01 Filing of Annual Accounts.
09.02 Filing of Audit Reports
09.03 Legal Requirements

Books Recommended:

Text Books

- | | |
|--|--------------------|
| 2. A Text Book of Secretarial Practice | - Ashok K. Bagrial |
| 3. Secretarial Practice | - M. C. Kuchhal |
| 4. व्यवसाय संगठन एवं प्रबंध | - जगदीश प्रकाश |
| 5. व्यावसाय संगठन प्रबंध एवं प्रशासन | - डॉ अष्टाना |

COMPUTER PROGRAMMING THROUGH C

Subject Code 00303	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04	00	00	Internal Exam.	:	20

Rationale:

Computers play a vital role in present day life, more so, in the professional life of technician engineers. In order to enable the students use the computers effectively in problem solving, this course offers the modern programming language C along with exposition to various engineering applications of computers.

Objective:

The objectives of this course are to make the students able to:

- Develop efficient algorithms for solving a problem.
- Use the various constructs of a programming language viz. conditional, iteration and recursion.
- Implement the algorithms in “C” language.
- Use simple data structures like arrays, stacks and linked list solving problems.
- Handling File in “C”.

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Introduction to Programming	(03)
02	Algorithm for Problem Solving	(08)
03	Introduction to ‘C’ Language	(08)
04	Condition and Loops	(07)
05	Arrays	(07)
06	Functions	(07)
07	Structures and Unions	(04)
08	Pointers	(06)
Total :		(50)

CONTENTS:

TOPIC: 01 – INTRODUCTION TO PROGRAMMING: **[03]**

The Basic Model of Computation, Algorithms, Flow-charts, Programming Languages, Compilation, Linking and Loading, Testing and Debugging, Documentation. Programming Style-Names, Documentation & Format, Refinement & Modularity.

TOPIC: 02 – ALGORITHM FOR PROBLEM SOLVING: **[08]**

Exchanging values of two variables, summation of a set of numbers. Reversing digits of an integer, GCD (Greatest Common Division) of two numbers. Test whether a number is prime. Organize numbers in ascending order. Find square root of a number, factorial computation, Fibonacci sequence. Compute sine Series. Check whether a given number is Palindrome or not. Find Square root of a quadratic equation. multiplication of two matrices,

TOPIC: 03 – INTRODUCTION TO ‘C’ LANGUAGE: **[08]**

- 03.01 Character set, Variable and Identifiers, Built-in Data Types, Variable Definition, Declaration, C Key Words-Rules & Guidelines for Naming Variables.
- 03.02 Arithmetic operators and Expressions, Constants and Literals, Precedence & Order of Evaluation.
- 03.03 Simple assignment statement. Basic input/output statement.
- 03.04 Simple ‘C’ programs of the given algorithms

TOPIC: 04 – CONDITIONAL STATEMENTS AND LOOPS: **[07]**

- 04.01 Decision making within a program
- 04.02 Conditions, Relational Operators, Logical Perator.

04.03 If statement, it-else statement.

04.04 Loop statements

04.05 Break, Continue, Switch

TOPIC: 05 – ARRAYS:

[07]

What is an Array?, Declaring an Array, Initializing an Array.

One dimensional arrays: Array manipulation: Searching, Insertion, Deletion of an element from an array; Finding the largest/smallest element in array; Two dimensional arrays, Addition/Multiplication of two matrices.

TOPIC: 06 – FUNCTIONS:

[07]

Top-down approach of problem solving. Modular programming and functions, Definition of Functions Recursion, Standard Library of C functions, Prototype of a function: Formal parameter list, Return Type, Function call, Passing arguments to a Function: call by reference; call by value.

TOPIC: 07 – STRUCTURES AND UNIONS:

[04]

Basic of Structures, Structures variables, initialization, structure assignment, Structures and arrays: arrays of structures,

TOPIC: 08 – POINTERS:

[06]

Concept of Pointers, Address operators, pointer type declaration, pointer assignment, pointer initialization pointer arithmetic.

Book Recommended:

- | | | |
|-----|---|--------------------------------|
| 1. | Programming with C. Second Edition. Tata McGraw-Hill, 2000 | Byron Gottfried |
| 2. | How to solve by Computer, Seventh Edition, 2001, Prentice hall of India. | R.G. Dromey |
| 3. | Programming with ANSI-C, First Edition, 1996, Tata McGraw hill. | E. Balaguruswami |
| 4. | Programming with ANSI & Turbo C. First Edition, Pearson Education. | A. Kamthane |
| 5. | Programming with C. First Edition, 1997, Tara McGraw hill. | Venugopla and Prasad |
| 6. | The C Programming Language, Second Edition, 2001, Prentice Hall of India. | B. W. Kernighan & D.M. Ritchie |
| 7. | Programming in C, Vikash Publishing House Pvt. Ltd., Jungpura, New Delhi. | R. Subburaj |
| 8. | Programming with C Language, Tara McGraw Hill, New Delhi. | C. Balagurswami |
| 9. | Elements of C, Khanna Publishers, Delhi. | - M. H. Lewin |
| 10. | Programming in C. | - Stephen G. Kochan |
| 11. | Programming in C, khanna Publishers, Delhi. | - B. P. Mahapatra |
| 12. | Let us C, BPB Publication, New Delhi. | - Yashwant kanetkar |
| 13. | Programming in C, Galgotia Publications Pvt. Ltd. Dariyaganj, New Delhi. | - Kris A. Jamsa |
| 14. | The Art of C Programming, Narosa Publishing House, New Delhi. | - Jones, Robin & Stewart |
| 15. | Problem Solving and Programming. Prentice Hall International. | - A.C. Kenneth |
| 16. | C made easy, McGraw Hill Book Company, 1987. | - H. Schildt |
| 17. | Software Engineering, McGraw Hill, 1992. | - R.S. Pressman |
| 18. | Pointers in C, BPB publication, New Delhi. | - Yashwant Kanetkar |

MANAGEMENT INFORMATION SYSTEM

Subject Code 32304	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04			Internal Exam.	:	20

Rationale and Objectives

The systems model of management shows that Communication is needed for carrying out the managerial functions and to link the organization with its external environment. The Management Information System provides the communication link and makes managing possible.

It helps the student to know that how external information is necessary for preparing the policy and strategy of a control.

CURRICULUM

SL Topics	Periods
1. Concept and Process of Control	02
2. Strategic Planning Managerial Control	02
3. Accounting and Control	02
4. Major Control System	04
5. Responsibility Accounting	04
6. Management Reporting System	04
7. Conceptual Frame-Work of Management	04
8. Basic Information System	04
9. Management Information System and Decision Making	04
10. MIS Planning (Concept & Process)	04
11. Techniques of MIS Planning	03
12. MIS Designing	03
13. Implementation of MIS	03
14. Evaluation of MIS (Review & Revision of MIS)	03
15. Role of Computers in MIS	01
16. Database Management	03
Total	50

Recommended Books

SL Title/Publisher	Author
1. Essential of Management	Koontz & O'Deonnell
2. Principles of Management	L. M. Prasad
3. Introduction to Accountancy	T. S. Grewal
4. Financial Management	Prasanna & Chandra

FINANCIAL MANAGEMENT

Subject Code 32305	Theory			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	04			Internal Exam.	:	20

Rationale and Objectives

This subject gives a unified picture of what Management is and how it is applicable to various forms of Organization in this country. It gives a basic knowledge about managerial function in the most useful and organized way.

A student must be sensitive to the environment of the place where he may be operating. So he must learn to make decisions and to plan, organize and control activity in the environmental perspective of his own country.

CURRICULUM

SL Topics	Periods
1. What is Management?	02
2. Planning	05
3. Decision Making	05
4. Organizing	05
5. Staffing	05
6. Directing	05
7. Motivation	04
8. Communication	04
9. Co-ordination	06
10. Leadership	03
11. Controlling	05
12. Reviewing/Appraisal	01
Total	50

CONTENTS

Topics	Content	Periods
01	What is Management? Meaning, Nature, Function, Social Responsibility of Management.	02
02	Planning Definition, Nature, Types, Steps.	05
03	Decision Making Types of Decision, Steps in Decision, Factors influencing decision-making process.	05
04	Organizing Meaning and Principles, Theory of Organizing, Steps in Organizing, Organizing Structures, Delegation and its meaning, Elements of Delegation, Principles of Effective Delegation, Centralization vs. Decentralization of authority.	05
05	Staffing Nature and Purpose, Recruitment, Selection.	05

06	Directing	05
	Meaning and Elements of Directing, Nature, Function, Unity of Command vs. Overlapping Directions.	
07	Motivation	04
	Meaning and Importance, Factors of Motivation.	
08	Communication	04
	Meaning, Types of Communication, Barriers of Communication, Effective Communication.	
09	Co-ordination	06
	Meaning, Importance, Ways to facilitate co-ordination, Sense of Mutuality, Co-operation, Steps towards co-ordination, Types of Co-ordination, Principles of Co-ordination.	
10	Leadership	03
	Meaning and Characteristics of Leadership, Types of Leader, Traits, Theory of Leadership.	
11	Controlling	05
	Definition, Process Controlling, Span of Control, Principles of Controlling.	
12	Reviewing/Appraisal	01
	Assessing the Performance, Organizational behaviour, Interaction with Peers, Juniors and Superiors, Conduct, Discipline, Communication Skill, Initiative, Drive, Moral, etc.	

Recommended Books

SL Title/Publisher

1. Management & Industrial Relation in India
2. Essentials of Management
3. Principles of Management
4. व्यवसाय, संगठन एवं प्रबन्ध
5. प्रबंध के सिद्धांत

Author

- R. S. Dawas
 Koortz & O' Donnel
 P. C. Tripathy & P. N. Reddy
 जगदीश प्रकाश
 डॉ. सवसेना

LANGUAGE & COMMUNICATION SKILL – II (ENGLISH)

Subject Code 32306	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	06		01	Internal Exam.	:	10

Rationale :

The primary aim of the practical of the given course is to help the students put into practice the theoretical speech of communication with a view to acquiring skill of communication for communicating effectively with their higher authorities as well be helpful to develop their personality and subsequently for a successful professionals life as an office assistant/salesman/receptionist etc.

The Vocal curriculum has therefore been designed as to meet the above requirements by bringing about a important in their method of presentation. It seeks to develop the student's power of oral communication through effective use of body language. The course will bring over all improvement in their personality through constant practice.

Objectives:

The Students will be able to:

- Develop their personal traits
- Make them able to understand the conversation with their higher authorities/subordinates/other persons concerned.
- Exposure their personality effectively.
- Develop good relations/contacts with different types of persons concerned.
- Develop skill of importantly speech as well public speech.
- Develop skill of creative writing.

S.No.	Topics	Periods
01	Personal Interview	(10)
02	Group Discussion	(08)
03	Other forms of Collection or Communication	(06)
04	Personality Development	(06)
05	Debate Elocution and Entempore speech	(06)
06	Practice through mock Interviews	(04)
07	Creating Writing.	(10)
	Total :	(50)

LANGUAGE & COMMUNICATION SKILL – II (HINDI)

Subject Code 32306	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	06			Internal Exam.	:	10

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प्रस्तुत पाठ्यक्रम सैद्धान्तिक पाठ्यक्रम का व्यावहारिक पक्ष है जिसमें, अभ्यास को प्रमुखता प्रदान की गयी है। सैद्धान्तिक पाठ्यक्रम द्वारा प्राप्त की गयी जानकारी का मूल्यांकन इसका मुख्य उद्देश्य है जिससे छात्रों की अभ्यास क्षमता का परिचय मिल सकता है। इस पाठ्यक्रम से छात्रों को अपनी काल्पनिक और सृजनात्मक क्षमता का विकास करने में मदद मिलेगी। मौखिक संप्रेषण एवं सृजनात्मक लेखन के अभ्यास से छात्रों के व्यक्तित्व का विकास संभव हो सकेगा।

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पाठ्यक्रम के अध्ययन के पश्चात, छात्रा—

- मौखिक संप्रेषण के महत्व को समझ सकेंगे।
- मौखिक संप्रेषण के प्रभाव में वृद्धि कर सकेंगे।
- सृजनात्मक लेखन के क्षेत्रा एवं महत्व से परिचित होंगे।
- व्यक्तित्व के विभिन्न पहलुओं का विकास कर सकेंगे।
- रचनात्मक क्षमता का विकास कर सकेंगे।

क्रम संख्या	विषय	व्याख्यान
1	शिष्टतायुक्त वाणी	(05)
2	दूरभाष वार्तालाप	(03)
3	प्रस्तुतीकरण	(02)
4	सृजनात्मक लेखन	(02)
5	निबंध लेखन	(02)
6	रिपोतार्ज एवं फीचर	(02)
7	मुहावरे एवं लोकोक्तियाँ	(02)
	dy&	(50)

परीक्षा का आयोजन

मौखिक संप्रेषण (बोध प्रश्न)	— 25
सृजनात्मक लेखन	— 15
सामयिक परीक्षा	— 10
कुल	50 अंक

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1	हिन्दी वाङ्मय बीसवी शती, पुस्तक मंदिर, आगरा	— डॉ नागेन्द्र (संपादक)
2	जनसंचार: विविध आयाम, राधाकृष्ण प्रकाशन, दिल्ली	— बृजमोहन गुप्त
3	संचार और विकास, प्रकाशन विकास, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, नई दिल्ली	— श्यामाचरण दूबे
4	फीचर लेखन, प्रकाशन विकास, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, नई दिल्ली	— प्रेमनाथ चतुर्वेदी
5	अशोक के फूल, लोकभारती प्रकाशन, इलाहाबाद	— आचार्य हजारी प्रसाद द्विवेदी
6	Fearless and Flowless Public Speaking with power, polish and pizzaz, S. Chand & Co.	— Mary Ellen Droummonnd

COMPUTER PROGRAMMING THROUGH 'C'

Subject Code 00307	Practical			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	06	00	03	Internal Exam.	:	10

CONTENTS:

List of Practicals:

1. Programming exercise on executing a C program.
2. Programming exercise on editing C program.
3. Programming exercise on defining variables and assigning values to variable.
4. Programming exercise on arithmetic and relational operations.
5. Programming exercise on arithmetic expressions and their evaluation
6. Programming on infix, postfix, transformation using stack.
7. Programs on array implementation.

Books Recommended:

- | | |
|--|--|
| 1. How to solve it by Computer, Prentice Hall of India, 1992. | - R.G. Dromey. |
| 2. The C Programming Language, Prentice Hall of India, 1989. | -B.W. Kernighan & D.M. Ritchie. |
| 3. The Spirit of C Programming, Jaico Publishing House, New Delhi, 1987. | - Cooper, Mullish |
| 4. Application Programming in C. Macmillain International editions, 1990. | - Richa'd Johnson-Baugh & Martin Kalin |
| 5. The Art of C Programming, Narosa Publishing House, New Delhi. | - Jones, Robin & Stewart |
| 6. Problem Solving and Programming. Prentice Hall International. | - A.C. Kenneth. |
| 7. C made easy, McGraw Hill Book Company, 1987. | - H. Schildt |
| 8. Software Engineering, McGraw Hill, 1992. | - R.S. Pressman |
| 9. Programming in C, Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi | - R. Subburaj |
| 10. Programming with C language, Tata McGraw Hill, New Delhi. | - C. Balaguruswami |
| 11. Elements of C, Khanna Publishers. Delhi | - M. H. Lewin |
| 12. Programming in C | - Stephan G. Kochan. |
| 13. Programming in C, Khanna Publishers. New Delhi | - B.P. Mahapatra |
| 14. Let us C, BPB Publication. New Delhi | - Yashwant Kanetkar |
| 15. Programming in C, Galgotia Publications Pvt. Ltd. Dariyaganj, New Delhi. | - Kris A. Jamsa |

Typing English

Subject Code 32308	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	04			Internal Exam.	:	05

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Satisfy the curiosity of the student by making near the typewriter by inserting and removing and observing the action of keys when depressed.	
02	Mastery of the Key Board, home key row, upper key bottom row.	
03	Practice of words and simple sentences.	
04	Mastery of the top row (Figures and symbols printing keys).	
05	Use of shift keys and other non printing key.	
06	Straight forward copying from exercises (Attainment: speed rate of 20 W.P.M.).	
07	Typing passages for accuracy tests and speed exercise to be repeated for attaining proper proficiency.	
08	Ribbon changing, cleaning and oiling the typewriter.	
09	Works division drills.	
10	Typewriting for speed exercises, building control speed tests for 5 to 10 minutes to at speed rate of 30 W.P.M.	

Typing Hindi

Subject Code 32308	Practical			No of Period in one session : 25		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	20
	04			Internal Exam.	:	05

CONTENTS

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- 01 टंकण मशीन की मशीन पर जानकारी
- 02 की-बोर्ड पर अभ्यास
- 03 शब्द एवं सरल वाक्य पर अभ्यास
- 04 टॉप टी की-बोर्ड पर पूर्ण नियंत्रण अभ्यास
- 05 शिफ्ट की एवं अन्य नन प्रीटिंग की पर अभ्यास
- 06 विषय वस्तु से सीधे टंकण करने का अभ्यास एवं 20 शब्द प्रति मिनट की गति प्राप्त करने की चेष्टा
- 07 टंकण अभ्यास
- 08 गद्यांश टंकण का अभ्यास
- 09 रिबन बदलने, टंकण मशीन का रख-रखाव
- 10 टंकण कार्य अभ्यास
- 11 टंकण अभ्यास एवं 30 शब्द प्रति मिनट की गति, पाँच से दस मिनट के टंकण के उपरान्त प्राप्त करने का अभ्यास

Typing English

Subject Code 32309	Sessional			No of Period in one session :		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
				Internal Exam.	:	10

CONTENTS

<u>S.No.</u>	<u>Topics</u>	<u>Periods</u>
01	Satisfy the curiosity of the student by making near the typewriter by inserting and removing and observing the action of keys when depressed.	
02	Mastery of the Key Board, home key row, upper key bottom row.	
03	Practice of words and simple sentences.	
04	Mastery of the top row (Figures and symbols printing keys).	
05	Use of shift keys and other non printing key.	
06	Straight forward copying from exercises (Attainment: speed rate of 20 W.P.M.).	
07	Typing passages for accuracy tests and speed exercise to be repeated for attaining proper proficiency.	
08	Ribbon changing, cleaning and oiling the typewriter.	
09	Works division drills.	
10	Typewriting for speed exercises, building control speed tests for 5 to 10 minutes to at speed rate of 30 W.P.M.	

Typing Hindi

Subject Code 32309	Sessional			No of Period in one session :		
	No. of Periods Per Week			Full Marks	:	25
	L	T	P/S	Annual Exam.	:	15
				Internal Exam.	:	10

CONTENTS

<u>Øekad</u>	<u>fo"ki; I pph</u>	<u>?ka/h</u>
01	टंकण मशीन की मशीन पर जानकारी	
02	की-बोर्ड पर अभ्यास	
03	शब्द एवं सरल वाक्य पर अभ्यास	
04	टॉप टी की-बोर्ड पर पूर्ण नियंत्रण अभ्यास	
05	शिफ्ट की एवं अन्य नन प्रीटिंग की पर अभ्यास	
06	विषय वस्तु से सीधे टंकण करने का अभ्यास एवं 20 शब्द प्रति मिनट की गति प्राप्त करने की चेष्टा	
07	टंकण अभ्यास	
08	गद्यांश टंकण का अभ्यास	
09	रिबन बदलने, टंकण मशीन का रख-रखाव	
10	टंकण कार्य अभ्यास	
11	टंकण अभ्यास एवं 30 शब्द प्रति मिनट की गति, पाँच से दस मिनट के टंकण के उपरान्त प्राप्त करने का अभ्यास	