

STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
IVth SEMESTER DIPLOMA IN MODERN OFFICE PRACTICE
(Effective from Session 2020-21 Batch)

THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME							Credits
			Periods per Week	Hours of Exam.	Teacher's Assessment (TA) Marks (A)	Class Test (CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Principle of Management & Human Resource Management	2026401	03	03	10	20	70	100	28	40	03
2.	Management Accountancy	2026402	03	03	10	20	70	100	28	40	03
3.	Secretarial Practice	2026403	03	03	10	20	70	100	28	40	03
4.	E-Typing-II (English + Hindi)	2026404	03	03	10	20	70	100	28	40	03
5.	Money and Banking	2026405	03	03	10	20	70	100	28	40	03
Total: -			15				350	500			15

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME					Credits
			Periods per Week	Hours of Exam.	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal (A)	External (B)			
6.	E-Typing Lab-II (English +Hindi)	2026406	04 50% Physical 50% Virtual	03	15	35	50	20	02
7.	Shorthand Lab-I (English +Hindi)	2026407	04 50% Physical 50% Virtual	03	15	35	50	20	02
8.	Stenography Lab-I (English+ Hindi)	2026408	02 50% Physical 50% Virtual	03	15	35	50	20	01
Total: -			10				150		05

TERM WORK

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits	
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject		
9.	Shorthand-I (English+ Hindi) (TW)	2026409	02	07	18	25	10	01	
10.	Stenography-I (English+ Hindi) (TW)	2026410	02	07	18	25	10	01	
11.	Course Under Moocs / Swayam / Others	2026411	04	15	35	50	20	02	
Total: -			08			100		04	
Total Periods per week Each of duration one Hours =							33	Total Marks = 750	24

PRINCIPLE OF MANAGEMENT & HUMAN RESOURCE MANAGEMENT

Subject Code 2026401	Theory			No of Period in one session: 50			Credits	
	No. of Periods Per Week			Full Marks				3
	L	T	P/S	ESE	:	100		
	03	—	—	TA	:	70		
				CT	:	10		
			CT	:	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.

Contents: Theory		Hrs.	Marks
Unit -1	<u>What is Management?</u> Meaning, Nature, Function, Social Responsibility of Management.	[02]	
Unit -2	<u>Planning</u> Definition, Nature, Types, Steps.	[05]	
Unit -3	<u>Decision Making</u> Types of Decision, Steps in Decision, Factors influencing decision-making process.	[05]	
Unit -4	<u>Organizing</u> 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]	
Unit -5	<u>Staffing</u> Nature and Purpose, Recruitment, Selection.	[05]	
Unit -6	<u>Directing</u> Meaning and Elements of Directing, Nature, Function, Unity of Command vs. Overlapping Directions.	[05]	
Unit -7	<u>Motivation</u> Meaning and Importance, Factors of Motivation.	[04]	
Unit -8	<u>Co-ordination</u> Meaning, Importance, Ways to facilitate co-ordination, Sense of Mutuality, Co-operation, Steps towards co-ordination, Types of Co-ordination, Principles of Co-ordination.	[06]	
Unit -9	<u>Leadership</u> Meaning and Characteristics of Leadership, Types of Leaders, Traits, Theory of Leadership.	[03]	
Unit 10	<u>Controlling</u> Definition, Process Controlling, Span of Control, Principles of Controlling.	[05]	
Unit -11	<u>Reviewing/Appraisal</u> Assessing the Performance, Organizational behavior, Interaction with Peers, Juniors and Superiors, Conduct, Discipline, Communication Skill, Initiative, Drive, Moral, etc.	[01]	
Unit -12	<u>Human Resource Planning</u> 01.01 Manpower Planning - Benefits, Process; MBO.	[04]	
Unit -13	<u>Recruitment and Selection Process. Recruitment Policy</u> 2.1 Forecast of Manpower Requirement 2.2 Sources of Recruitment 2.3 Techniques of Recruitment	[06]	

Unit -14	<u>Promotion, Transfers, Separation, Absenteeism</u> 3.1 Turnover, tardiness, monotony, fatigue, Causes and ways to minimize horizontal and vertical promotion. 3.2 Purpose of Promotion, Promotion Policy. 3.3 Purpose of Transfer, Transfer Policy. 3.4 Separation. 3.5 Absenteeism - Measures for Control of Absenteeism.	[06]	
Unit -15	<u>Employee Training and Development</u> 4.1 Three Terms: Training, Development and Education. 4.2 Definition between Training and Development. 4.3 Training methods and technique, On the job training, In-house training, Short term and Long term training.	[06]	
Unit -16	<u>Human Resource Management and Economic Liberalization</u> 05.01 Definition, Scope and Objectives of Human Resource Management, Function of Human Resources Department.	[06]	
Unit -17	<u>Human Resource Accounting</u> 6.1 Need for Human Resource Accounting - Present. 6.2 Practice and Consequence. 6.3 Objectives of HRA (Human Resources Accounting).	[06]	
Unit -18	<u>Human Resource Audit</u> 07.01 Objectives - Areas of Human Resource Audit.	[05]	
Unit -19	<u>Human Resource Research</u> 8.1 Meaning of Research. 8.2 Characteristics of Human Resource Research. 8.3 Objectives of Human Resource Research.	[05]	
Unit -20	<u>Exit Policy</u> 9.1 Voluntary Retirement Scheme: Effects of Excess Manpower, Contribution of Computer towards making H. R. Redundant, Exit Policy: Procedure for Voluntary Retirement Scheme. Merits & Demerits of VRS. 9.2 Policy of Govt. of India regarding rehabilitation of VRS, Optees, Schemes, Grants.	[06]	
	Total	50	

Books Recommended:

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	Personnel Management Text Cases	C. B. Mamoria and S. V. Gaikar
2.	Principles and Practice of Management	J. M. Prasad
3.	Principles of Management	P. C. Tripathy & P. N. Reddy
4.	व्यवसाय, संगठन, प्रबंधन एवं प्रशासन	योगेश्वर प्रसाद वर्मा

MANAGEMENT ACCOUNTANCY

Subject Code 2026402	Theory			No of Period in one session: 50			Credits 3
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	100	
	03	—	—	TA	:	10	
			CT	:	20		

Rationale & Objective:

Management Accounting is the essential tech. of management with rising costs and striking of profit margin, the need to plan and control is gaining vital importance.

Management Accounting has immense potentially to meet the growing complex, informative needs of planners, decision-makers and controllers of modern commercial and Industrial enterprises.

Contents: Theory		Hrs	Marks
Unit -1	<u>Management Accounting</u> Concept, Importance and Scope, Double Entry System. Books of Accounts, Journal, Ledger,	[05]	
Unit -2	Depreciation Accounting, Inventory Accounting and Valuation, Profit & Loss Account.	[05]	
Unit -3	Statement of financial Position. Its nature and importance. Analysis of financial statement, Cash flow statement funds flow statement.	[05]	
Unit -4	Consignment Joint Venture Account Current, Average, Due Date	[05]	
Unit -5	Receipt & Payment Accounts, Income and Expenditure, Account & Balance Sheet.	[05]	
Unit -6	Partnerships Accounts I General Account Problems Relating to admission Retirement and Death of a Partner	[05]	
Unit -7	<u>Partnership Accounts II</u> - General - Settlement of Accounts - Entries in Books - Sale to a Company - Insolvency of Partner	[05]	
Unit -8	Insolvency Accounts	[05]	
Unit -9	Hire Purchase Installment Royalties	[05]	
Unit -10	Budget & Budgetary Control Nature and types of budgets Preparation of budgets Human aspect of budgetary Control	[05]	
Total		50	

Books Recommended:

1	Introduction to Accountancy	-	T. S. Grewal
2	Advance Accountancy	-	M. C. Garewal
3	Advanced Accounts Vol I & Vol II	-	M. P. Gupta & B. M. Agarwal
4	Principles of Management Accounting	-	Dr. S. N. Maheshwari

SECRETARIAL PRACTICE

Subject Code 2026403	Theory			No of Period in one session: 50			Credits 3
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	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.

Contents: Theory

		Hrs.	Marks
Unit -1	<u>Types of Secretaries and their function</u>	[05]	
Unit -2	<u>Company Secretary</u> Qualification, Appointment, Role and Function Rights, Duties and Liabilities of a company secretary. Drafting of Agenda and Minutes	[05]	
Unit -3	<u>Different type of Companies</u> 3.1 Function of a Company, Types of Companies. 3.2 Memorandum of Association, Piercing Corporate Level 3.3 Articles of Association, Types of Ownership. 3.4 Prospectus 3.5 Certificate of Commencement 3.6 Share Capital and Debenture, Types of Shares, Bonds, Stock Market, Dividend 3.7 Secretarial Practice involved in formation of Company	[06]	
Unit -4	<u>Issue of Share and Debenture (Secretarial Practice)</u> 4.1 Issue of Share and Debenture (Secretarial Practice) involved there in, Share Application, Short Allotment Calls. Primary and Secondary Market. 4.2 Forfeiture and Reissue of Shares and Debenture 4.3 Share Certificate and Share Warrant. 4.4 Share Transfer and Transmission	[06]	
Unit -5	<u>Company Management</u> 5.1 Appointment, Duties and Power of a Director 5.2 Appointment, Duties and Power of a Managing Director 5.3 Appointment, Duties and Power of a Manager 5.4 Appointment, Duties and Power of a Secretary	[06]	
Unit -6	<u>Company Meeting</u> 6.1 Types of Company Meeting 6.2 Secretarial Work regarding Constituent of a meeting, Convening AGM, Proceeding of Board Meeting.	[04]	
Unit -7	<u>Procedure of Conducting Meeting</u> 7.1 Preparation of Agenda 7.2 Quorum 7.3 Voting 7.4 Roll 7.5 Proxies	[06]	
Unit -8	<u>Resolution</u> 8.1 Types of Resolution, Recording of Minutes 8.2 Confirmation, Forms of Resolution	[06]	
Unit -9	<u>Accounts and Audit</u> 9.1 Filing of Annual Accounts 9.2 Filing of Audit Reports. 9.3 Legal Requirements	[06]	
Total		50	

Recommended Books:-

<u>SL</u>	<u>Title/Publisher</u>	<u>Author</u>
1.	A Text Book of Secretarial Practice	Ashok K Bagrial
2.	Secretarial Practice	M.C. Kuchhal
3.	व्यवसाय संग ठन एवं प्रबंध	जगदीश प्रकाश
4	व्यावसाय संग ठन प्रबंधा एवं प्रशासन	डॉ अष्टाना

E-TYPEWRITING -II (ENGLISH+HINDI)

Subject Code 2026404	Theory			No of Period in one session: 50			Credits 3
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

RATIONALE

COMPUTER is used in the offices for typing letters, bills, invoices, forms, notices, reports, statements and other written forms of communication. The students of this programme must have the necessary skills to operate the key-board of computer which is having similar key positions. The proficiency in e-typing will enable the students to perform in the written communication, necessary for modern offices, efficiently and effectively. Through the series of courses in typing the necessary skills shall be developed in the students of this diploma programme.

CONTENTS:THEORY

E-TYPING II (ENGLISH)

	Contents : Theory	Hrs.	Marks
Unit-1.	E-Typewriting :- <ul style="list-style-type: none"> • Business: Different styles of letters – indented, • semi indented and blocked 	[05]	
Unit-2.	Official: <ul style="list-style-type: none"> • Office Memorandum, • office order, • DO letter and • Office Note 	[05]	
Unit-3.	Excel: <ul style="list-style-type: none"> • Starting with Excel. • Understanding worksheets/spreadsheet and workbooks, • Entering worksheet data –entering text, entering numbers and formulas, entering dates and times. Navigating between spreadsheets. • Opening a Workbook, Saving a workbook and printing a Worksheet / Workbook. 	[06]	
Unit-4.	Editing Excel: <ul style="list-style-type: none"> • Worksheets/Spreadsheets – selecting cells, • Editing cell contents, • Inserting and deleting cells, Inserting and deleting rows and columns, • Working with worksheet ranges. • Using cut, copy and paste options, clearing data. 	[06]	

Unit-5.	Using Formulas and Functions: <ul style="list-style-type: none"> Using arithmetic operators, Using range names in formulas, using relative and Absolute cell referencing, copying formulas. Using auto sum for efficiency, common functions – sum (), average (),max(), min(), count(), countif (), counta (). Using paste function. 	[04]	
Unit-6.	Using Special Tools: <ul style="list-style-type: none"> Spell checking, auto correct worksheets, finding and replacing data, using autofill, adding comments. 	[02]	
Unit-7.	Formatting Worksheets: <ul style="list-style-type: none"> Center aligning, left aligning, right aligning and justifying cell content, row and column height, changing width and font. Making format changes, Auto formatting worksheets, additional formatting options – special alignment, special cell borders, special cell shades, protecting cells. Conditional formatting, tab colors help separate worksheets 	[06]	
Unit-8.	E-mails Management: <ul style="list-style-type: none"> Opening e-mail accounts using popular sites offering free email services like Yahoo, Google, Rediff mail, Indiatimes, Hotmail etc., composing a message, formatting text, selecting the e-mail message format, add a signature, sending and receiving emails with/without attachment, reading email, replying to email, Printing an email, deleting email, Forwarding an email, creating folders/labels for 	[06]	

Books Recommended (English)

1. English Typewriting Instructor & Office Manual Dr. G. D. Bist
2. 2. Typography Dr. G. D. Bist
3. 3. Typing Test Guide Dr. G. D. Bist
4. 4. Principles of Typewriting By S. S. Sangal and D. P. Bhatia, Pitman Shorthand School
5. कार्यालय पद्धति रू डॉ. गापालदत्त बिष्ट
- 6 Office Procedure and Practice-I. : NCERT
- 7 Office Management and Secretarial Practice. : V. P. Singh

E-TYPING - II (HINDI)

		Hrs	Marks
Unit-1.	1- पत्र-व्यवहार – <ul style="list-style-type: none">• व्यावसायिक एवं शासकीय पत्र,• पत्र टाइप करने की विधियां• व्यक्तिगत, व्यावसायिक एवं शासकीय पत्रों में अंतर,• पत्रों के भाग,• शासकीय एवं अर्द्ध- शासकीय पत्र,• अशासकीय टिप्पणी, ज्ञापन, अधिसूच ना आदि के प्रारूप।	[06]	
Unit-2.	<ul style="list-style-type: none">• कार्बन प्रतिलिपिकरण एवं• स्टेंसिल काटना एवं बहुप्रतिलिपिकरण• विभिन्न प्रकार के कार्बनों के प्रयोग, स्टेंसिल का प्रयोग,• फोटोकॉपी मशीन आदि से प्रतिलिपिकरण।	[06]	
Unit-3.	<ul style="list-style-type: none">• पाण्डुलिपि टाइप करना एवं संशोधन चिहनों का प्रयोग• संशोधित पाण्डुलिपि एवं संशोधित सामग्री टाइप करने से पूर्व की सावधानियां,• संक्षेपित अक्षरों का प्रयोग।	[04]	
	Total		

संस्तुति पुस्तकों की सूची :-

1. देवनागरी टाइपराइटिंग प्रशिक्षक – गृह मंत्रालय भारत सरकार
2. टंकण कला – आर. सी. कुठियाला
3. हिन्दी टाइपराइटिंग प्रशिक्षक तथा कार्यालय सहायक – डॉ. जी. डी. विष्ट
4. विशिष्ट टंकण गति अभ्यास – डॉ. जी.डी. विष्ट

MONEY AND BANKING

Subject Code 2026405	Theory			No of Period in one session:			Credits 3
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rationale & Objective:

The students should be aware with the Banking system, types of accounts; a Bank maintains types of Banks, types of cheques, procedure for procurement of loans etc.

In modern day practices a secretary has to deal with many duties which control the market, like inflation deflation index number etc. For a successful secretary he or she should have knowledge of money, factors affecting inflation index number and continuing of surplus

Contents: Theory

Group – A		Hrs	Marks
Unit -1	Evaluation of money		
	Meaning of Exchange & Barter System		
	Advantage and disadvantage of Barter System		
	Introduction & evaluation of Money		
	Definition of Money		
	Nature of Money		
	Characteristics of Money		
	Function & importance of Money		
	Different types of Money		
	Importance of Money in present time		
	Advantage & disadvantage of money		
	Evaluation of good money		
	Meaning of Inflation		
	Causes of inflation and steps taken to control inflation		
	Meaning of deflation		
	Causes effects of Deflation and steps taken to control deflation		
	Comparative's study of Inflation & Deflation		
	Meaning of Index number		
	Types of Index number		
	Use & their limitation		

<u>Group – B</u>		Hrs	Marks
Unit -2	Definition and classification of Banking	[]	
	Definition of Bank	[]	
	Kind of Bank	[]	
	Commercial Bank	[]	
	Definition of Commercial Bank	[]	
	Function of Commercial Bank	[]	
	Sources of banking funds	[]	
	Accounts of customer and their deposits	[]	
	Meaning of current accounts	[]	
	Precaution to be taken while opening a current account	[]	
	Joint Account	[]	
	Trust Account	[]	
	Different types of deposits	[]	
	Loans and advances	[]	
	Cash Credits	[]	
	Overdrafts	[]	
	Descanting of Bills	[]	
	Letters of Credit	[]	
	Loans on Quartets	[]	
	Death or in solving of a security	[]	
	Precaution to be taken by the Banks	[]	
	Modes of securing Advances	[]	
	Pledge	[]	
	Mortgage	[]	
	Advances against Collateral Security	[]	
	Personal & impersonal security	[]	
	Third Party Security	[]	
	Stock Exchange Security	[]	
	Advance against Goofs	[]	
	Kinds of letter of Credit	[]	
	Parties to letter of Credit	[]	
	Cheques	[]	
	Requisites of a Cheque	[]	
Difference between cheques and Bills of exchange	[]		
Dating of Cheques	[]		
Crossing of a cheques surcharge, general and special	[]		
Persons authorized to cross cheques	[]		
Endorsement of a cheque	[]		

Books Recommended: -

1.	Money Banking & International Trade,	-	S. Chand Padamdeo Narayan Sharma
2.	Banking Theory & System,	-	S. Chand K. K. Prabhakar
3.	Practical Banking,	-	S. Chand M. Radhashran
4.	Banking Law & Practices,	-	S. Chand T. T. Sethi

E-TYPING LAB -II (ENGLISH + HINDI)

Subject Code 2026406	Practical			No of Period in one session:			Credits 02
	No. of Periods Per Week			Full Marks			
	L	T	P/S	ESE	:	50	
	—	—	04	Internal	:	15	
				External	:	35	

Contents: Practical		Hrs	Marks
<u>E-Typing English</u>			
Units-1	English Typing Basics. I. Ribbon Changing, Cleaning and oiling the typewriter. II. Satisfy the curiosity of the student by making near the typewriter by inserting and removing and observing the action of keys when depressed III. Mastery of the top row (Figures and symbols printing keys) IV. Mastery of key Board.		
Units-2	Practice of words and simple sentence. (Computer) I. Home row keys practice. II. Shift key+Home row keys practice III. Upper row keys practice IV. Shift key+Upper row keys practice V. Simple Word Practice by Home & Upper Row Keys. VI. Bottom-Row Keys Practice VII. Shift Keys+ Bottom-Row Keys Practice VIII. Simple word Practice by Al; Rows Characters IX. Fourth Row Number & Symbol Keys X. Shift key+Fourth Row Number and Symbol Keys XI. Work Division Drills		
Units-3	Passage and Paragraph Practice. (Computer) Copying from exercises (Attainment: Speed rate of 20W.P.M.)		
Units-4	Application and Letter Typing. (Manual & Computer)		
Units-5	Typewriting for speed exercises, building control speed tests for 5 to 10 minutes to at speed rate of 35 W.P.M. (Computer)		
<u>E-Typing Hindi</u>			
Units-1	हिन्दी टंकण का बुनियादी प्रशिक्षण। I. टंकण मशीन की जानकारी II. की-बोर्ड पर अभ्यास III. टॉप टी की-बोर्ड पर पूर्ण अभ्यास		
Units-2	शब्द एव सरल वाक्य पर अभ्यास (Computer)		
Units-3	I. Home row keys का अभ्यास II. Home row के सरल शब्दों का अभ्यास III. Shift + Home row के अक्षरों का अभ्यास IV. Upper row के 8 अक्षरों का अभ्यास V. Upper row के 12 अक्षरों का अभ्यास VI. Shift + Upper row के अक्षरों का अभ्यास VII. Bottom-Rows के 8 अक्षरों का अभ्यास VIII. Bottom-Rows के 10 अक्षरों का अभ्यास IX. Shift +Bottom-row के अक्षरों का अभ्यास X. All rows के अक्षरों का अभ्यास XI. Number Row के अक्षरों का अभ्यास XII. Shift + Number Row के अक्षरों का अभ्यास		

Units-4	Paragraph का अभ्यास विषयवस्तु से सीधे टंकण करने का अभ्यास एवं 20 शब्द प्रति मिनट गति प्राप्त गद्यांश। कंडिका टंकित करने का अभ्यास करने की चेष्टा।	कम्प्यूटर पर	
Units-5	आवेदन पत्र/कार्यालयी पत्र टंकित करने का अभ्यास	टाइपराइटर एवं कम्प्यूटर पर	
Units-6	टंकण अभ्यास एवं 30 प्रति शब्द प्रति मिनट की गति, पाँच से दस मिनट के टंकण के उपरांत प्राप्त करने का अभ्यास।	कम्प्यूटर पर	

Reccomended Books:-

1. Typing Guide-Omkar Nath Verma.
2. Proficiency in English-R. Gupta's
3. Typewriting High Speed-Vivaan Sharma

SHORTHAND LAB - I (ENGLISH+HINDI)

Subject Code 2026407	Practical			No of Period in one session:			Credits 2	
	No. of Periods Per Week			Full Marks				: 50
	L	T	P/S	ESE				: 50
	—	—	04	Internal				: 15
				External				: 35

CONTENTS: PRACTICAL

SHORTHAND: ENGLISH		Hrs/week	Marks
Unit -1	Practice of consonants, use of vowels		
Unit -2	Exercises from Text Book		
Unit -3	Practice from exercises (Class Work: Dictation and Reading) (Home Work: Reading and Copying work daily throughout the year)		
Unit -4	Practice from exercises, Dictation and Reading Book		
Unit -5	Transcription from Shorthand into Longhand		
(Attainment to develop ability to take notes in neat and accurate style at a speed of 40 to 60 W.P.M.)			
SHORTHAND: HINDI			
Unit -1	आशुलिपि का परिचय, उपयोग एवं महत्व।		
Unit -2	आशुलिपि के वर्णाक्षरों की जानकारी, व्यंजन का अभ्यास		
Unit -3	स्वर, स्वर के प्रकार एवं शब्दों पर अभ्यास		
Unit -4	त वर्ग की दायी बायी रेखाओं का अभ्यास		
Unit -5	शब्द चिन्हों पर अभ्यास		
Unit -6	शब्दों में आंकड़ों के प्रयोग का अभ्यास		
Unit -7	वृत्त, चाप एवं मात्राओं का शब्दों पर अभ्यास		
Unit -8	संकेत लिपि में वाक्यों पर अभ्यास		
Unit -9	उपसर्ग का अभ्यास		
Unit -10	प्रत्यय का अभ्यास		

अभ्यास

1. पाठ्य पुस्तक श्रुति लेख एवं पुस्तक पठन से अभ्यास।
2. गति का अभ्यास। 60 शब्द प्रति मिनट।
3. गद्यांश का अभ्यास।

Recommended Book

- ऋषि प्रणाली – हिन्दी संकेत लिपि – अभ्यास पुस्तिका
- ऋषि प्रणाली – जनप्रिय हिन्दी संकेत लिपि अभ्यास पुस्तिका
- पिटमैन प्रणाली – हिन्दी संकेत लिपि
- मानक आशुलिपि – केन्द्रीय हिन्दी प्रशिक्षण संस्थान, राजभाषा संस्थान, गृह मंत्रालय

STENOGRAPHY LAB - I (ENGLISH+HINDI)

Subject Code 2026408	Practical			No of Period in one session:			Credits 01	
	No. of Periods Per Week			Full Marks				50
	L	T	P/S	ESE	:	50		
	—	—	02	TA	:	15		
				CT	:	35		

Rationale (Stenography English):-

The performance of the personnel working in modern offices depends, to a large extent, on the proficiency with which they can take dictation. Many of the confidential matters have to be written in shorthand before final communication is sent to different quarters/ parties. It is necessary that students acquire an accurate and good speed of shorthand so that they are able to perform in the modern offices effectively. Through accessories of courses on stenography these skills can be imparted to the students. Hence the introduction of the subject in the curriculum of Modern offices Practice.

CONTENTS:PRACTICAL

<u>STENOGRAPHY: ENGLISH</u>		Hrs.	Marks
Units-1	Introduction		
Units-2	Importance of shorthand		
Units-3	Emphasis on phonetic system in Pitman Shorthand. Correct sitting position, holding of pencil and note book and their quality		
Units-4	Consonants - Straight - Curves - Others		
Units-5	Joining of uneven strokes		
Units-6	Vowel signs-Vowel indication, Grammalogues, punctuation - First place - Second place - Third place		
Units-7	Alternative forms of 'R' and 'H' (upward and downward)		
Units-8	Diphthongs		
Units-9	Phraseogarphy		
Total			

ATTAINMENT OF SPEED:-

At the end of semester, the students should be able to take down dictation at a minimum speed of 30 words per minute.

Assignment: -

1. Practicing sitting posture including the position of note-book and holding open/pencil.
2. Practice of consonants with special attention to their formation, length, angle, size, direction, thickness, etc. joining of strokes.
3. Repeated practice of using vowels and exercises from the text books.

BOOK PRESCRIBED

1. Pitman shorthand Instructor and Key by sir Issac Pitman.

RECOMMENDED BOOKS

1. Pitman's shorthand- New course by Sir Issac; Pitman's Publications, London.
2. Pitman's shorthand Dictionary by Pitman; Pitman's Publications, London.
3. Shorthand Quiz (Question/Answers) by G.D. Bisat; Vishishit Prakashan, C4B/66 Janakpur, New Delhi.
4. Model speed Dictations (Subject wise Volumes by Dr. G.D.Bist; Vishishit Prakashan, C45B/66 Jankpur, New Delhi.

आशुलिपि (हिन्दी)

आधुनिक कार्यालय में कार्यरत कमियों का प्रदर्शन काफी हद तक उनकी श्रुतिलेख लेने की क्षमता पर निर्भर करता है। उनके गोपनीय विषय को विभिन्न स्तरों पर अंतिम रूप से प्रेषित करने के पूर्व आशुलिपि में लिखा जाता है।

विस्तृत पाठ्यक्रम

हिन्दी आशुलिपि का बुनियादी प्रशिक्षण।

1. आशुलिपि का परिचय, उपयोग एवं महत्व।
2. आशुलिपि के वर्णाक्षरों की जानकारी, व्यंजन की परिभाषा एवं अभ्यास।
3. स्वर, स्वर के प्रकार एवं प्रयोग।
4. त वर्ग की दायी बायी रेखाओं का प्रयोग।
5. शब्द चिन्ह।
6. आंकड़ों का प्रयोग।
 - त आंकड़ों का प्रयोग
 - न आंकड़ों का प्रयोग
 - र एवं ल आंकड़ों का प्रयोग
7. वृत्त, चाप एवं मात्राओं का महत्व एवं प्रयोग।
 - स एवं स्व वृत्त का प्रयोग
 - स्थ, स्त एवं ष्ट चाप का प्रयोग
 - छार, धार एवं त्र चाप का प्रयोग
 - द्विध्वनिक मात्राएं
 - त्रिध्वनिक मात्राएं

Recommended Book

1. ऋषि प्रणाली – हिन्दी संकेत लिपि – अभ्यास पुस्तिका
- 2- ऋषि प्रणाली – जनप्रिय हिन्दी संकेत लिपि अभ्यास पुस्तिका

SHORTHAND-I (ENGLISH+HINDI) -TW

Subject Code 2026409	Term Work			No of Period in one session:			Credits 01		
	No. of Periods Per Week			Full Marks				:	25
	L	T	P/S	Internal				:	07
	—	—	03	External				:	18

CONTENTS: TERM WORK

SHORTHANDEGLISH		Hrs.	Marks
Unit -1	Practice of consonants, use of vowels		
Unit -2	Exercises from Text Book		
Unit -3	Practice from exercises (Class Work: Dictation and Reading) (Home Work: Reading and Copying work daily throughout the year)		
Unit -4	Practice from exercises, Dictation and Reading Book		
Unit -5	Transcription from Shorthand into Longhand		
(Attainment to develop ability to take notes in neat and accurate style at a speed of 40 to 60 W.P.M.)			
SHORTHAND HINDI			
Unit -1	आशुलिपि का परिचय, उपयोग एवं महत्व।		
Unit -2	आशुलिपि के वर्णाक्षरों की जानकारी, व्यंजन का अभ्यास।		
Unit -3	स्वर, स्वर के प्रकार एवं शब्दों पर अभ्यास		
Unit -4	त वर्ग की दायीं बायीं रेखाओं का अभ्यास		
Unit -5	शब्द चिन्हों पर अभ्यास		
Unit -6	शब्दों में आंकड़ों के प्रयोग का अभ्यास		
Unit -7	वृत्त, चाप एवं मात्राओं का शब्दों पर अभ्यास		
Unit -8	संकेत लिपि में वाक्यों पर अभ्यास		
Unit -9	उपसर्ग का अभ्यास		
Unit -10	प्रत्यय का अभ्यास		

अभ्यास

1. पाठ्य पुस्तक श्रुति लेख एवं पुस्तक पठन से अभ्यास।
2. गति का अभ्यास। 60 शब्द प्रति मिनट।
3. गद्यांश का अभ्यास।

Recommended Book

- ऋषि प्रणाली – हिन्दी संकेत लिपि – अभ्यास पुस्तिका
- ऋषि प्रणाली – जनप्रिय हिन्दी संकेत लिपि अभ्यास पुस्तिका
- पिटमैन प्रणाली – हिन्दी संकेत लिपि
- मानक आशुलिपि – केन्द्रीय हिन्दी प्रशिक्षण संस्थान, राजभाषा संस्थान, गृह मंत्रालय

STENOGRAPHY-I (ENGLISH+ HINDI) -TW

Subject Code 2026410	Term Work			No of Period in one session:			Credits 01
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal	:	07	
	—	—	03	External	:	18	

RATIONALE - (STENOGRAPHY: ENGLISH)

The performance of the personnel working in modern offices depends, to a large extent, on the proficiency with which they can take dictation. Many of the confidential matters have to be written in shorthand before final communication is sent to different quarters/ parties. It is necessary that students acquire an accurate and good speed of shorthand so that they are able to perform in the modern offices effectively. Through accessories of courses on stenography these skills can be imparted to the students. Hence the introduction of the subject in the curriculum of Modern offices Practice.

CONTENTS: TERM WORK

<u>STENOGRAPHY: ENGLISH</u>		Hrs	Marks
Units-1	Introduction		
Units-2	Importance of shorthand		
Units-3	Emphasis on phonetic system in Pitman Shorthand. Correct sitting position, holding of pencil and note book and their quality		
Units-4	Consonants - Straight - Curves - Others		
Units-5	Joining of uneven strokes		
Units-6	Vowel signs-Vowel indication, Grammalogues, punctuation - First place - Second place - Third place		
Units-7	Alternative forms of 'R' and 'H' (upward and downward)		
Units-8	Diphthongs		
Units-9	Phraseogarphy		
Total			

ATTAINMENT OF SPEED:-

At the end of semester, the students should be able to take down dictation at a minimum speed of 30 words per minute.

Assignment

4. Practicing sitting posture including the position of note-book and holding open/pencil.
5. Practice of consonants with special attention to their formation, length, angle, size, direction, thickness, etc. joining of strokes.
6. Repeated practice of using vowels and exercises from the text books.

BOOK PRESCRIBED

2. Pitman shorthand Instructor and Key by sir Issac Pitman.

RECOMMENDED BOOKS

5. Pitman's shorthand-New course by Sir Issac; Pitman's Publications, London.
6. Pitman's shorthand Dictionary by Pitman; Pitman's Publications, London.
7. Shorthand Quiz (Question/Answers) by G.D. Bisat; Vishishit Prakashan, C4B/66 Janakpur, New Delhi.
8. Model speed Dictations (Subject wise Volumes by Dr. G.D.Bist; Vishishit Prakashan, C45B/66 Jankpur, New Delhi.

औचित्य (आशुलिपि : हिन्दी) –

आधुनिक कार्यालय में कार्यरत कर्मियों का प्रदर्शन काफी हद तक उनकी श्रुतिलेख लेने की क्षमता पर निर्भर करता है। अनेक गोपनीय विषय को विभिन्न स्तरों पर अंतिम रूप से प्रेषित करने के पूर्व आशुलिपि में लिखा जाता है।

आशुलिपि : हिन्दी

हिन्दी आशुलिपि का बुनियादी प्रशिक्षण।

1. आशुलिपि का परिचय, उपयोग एवं महत्व।
2. आशुलिपि के वर्णाक्षरों की जानकारी, व्यंजन की परिभाषा एवं अभ्यास।
3. स्वर, स्वर के प्रकार एवं प्रयोग।
4. त वर्ग की दायी बायी रेखाओं का प्रयोग।
5. शब्द चिन्ह।
6. आंकड़ों का प्रयोग।
 - त आंकड़ों का प्रयोग
 - न आंकड़ों का प्रयोग
 - र एवं ल आंकड़ों का प्रयोग
7. वृत्त, चाप एवं मात्राओं का महत्व एवं प्रयोग।
 - स एवं स्व वृत्त का प्रयोग
 - स्थ, स्त एवं ष्ट चाप का प्रयोग
 - छार, धार एवं त्र चाप का प्रयोग
 - द्विध्वनिक मात्राएं
 - त्रिध्वनिक मात्राएं

Recommended Book

1. ऋषि प्रणाली – हिन्दी संकेत लिपि – अभ्यास पुस्तिका
2. ऋषि प्रणाली – जनप्रिय हिन्दी संकेत लिपि अभ्यास पुस्तिका

COURSE UNDER MOOCS / SWAYAM / OTHERS -TW

Subject Code 2026411	Term Work					Credits		
	No. of Periods Per Week			Full Marks			02	
	L	T	P/S	Internal	:			15
	—	—	04	External	:			35