

**GOVERNMENT OF RAJASTHAN**  
**BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR**  
**TEACHING AND EXAMINATION SCHEME**  
**FOR DIPLOMA I YEAR MODERN OFFICE MANAGEMENT**  
**SESSION 2019-2020 & ONWARDS**

Code No.	Subjects	Distribution of Time				Distribution of Max. Marks/ Duration							Total Marks
		Hours per week				Board's Exam.				Sessionals			
		L	T	P	Tot	TH	Hrs.	PR	Hrs.	CT	TU	PR(S)	
MO 121	Principles of Management	3	--	1	4	70	3	--	--	30	--	50	150
MO 122	Computer Practice – I	2	--	6	8	70	3	50	3	30	--	50	200
MO 123	Communication Skills	2	--	2	4	70	3	50	3	30	--	50	200
MO 124	Office Management	3	--	2	5	70	3	--	--	30	--	50	150
MO 125	Handling of Office Equipments	2	--	1	3	70	3	--	--	30	--	50	150
MO 126	Management Information System	3	--	1	4	70	3	--	--	30	--	50	150
MO 127	Typing in Hindi	--	--	4	4	--	--	100	3	--	--	50	150
MO 128	Typing in English	--	--	4	4	--	--	100	3	--	--	50	150
	<b>Total</b>	<b>15</b>	<b>--</b>	<b>21</b>	<b>36</b>	<b>420</b>	<b>--</b>	<b>300</b>	<b>--</b>	<b>180</b>	<b>--</b>	<b>400</b>	<b>1300</b>
<b>Grand Total :</b>												<b>1300</b>	

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|--|---|
| 1. L : Lecture                                   | 5. PR : Marks for Board's Examination for Practicals  |
| 2. T : Tutorial                                  | 6. CT : Marks for class tests (Sessionals)            |
| 3. P : Practical                                 | 7. TU : Marks for tutorials (Sessionals)              |
| 4. TH : Marks for Board's Examination for Theory | 8. PR(S) : Marks for practicals and viva (Sessionals) |

**NOTE:** Students will go for one month (24 Working Days) Summer Internship in the Summer Vacations after First Year. The Assessment of the Summer Internship will be done in Second year.