

GOVERNMENT OF RAJASTHAN
BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR
TEACHING AND EXAMINATION SCHEME
FOR DIPLOMA I SEMESTER (MODERN OFFICE MANAGEMENT)
SESSION 2020-2021 & ONWARDS

Subject Code	Subject	Distribution of Time				Distribution of Max. Marks/ Duration							Total Marks	Credits
		Hours per week				End Semester Exam				Internal Assessment				
		L	T	P	Tot	TH	Hrs.	PR	Hrs.	CT	TU	PR(S)		
*MO 101	Communication Skills in English-I	1	--	--	1	60	3	--	--	40	--	--	100	1.0
*MO 102	Computer Applications-I	2	--	--	2	60	3	--	--	40	--	--	100	2.0
MO 103	Principles of Management- I	3	--	--	3	60	3	--	--	40	--	--	100	3.0
MO 104	Handling of Office Equipments - I	2	--	--	2	60	3	--	--	40	--	--	100	2.0
MO 105	Office Management	4	--	--	4	60	3	--	--	40	--	--	100	4.0
MO 106	Management Information System-I	3	--	--	3	60	3	--	--	40	--	--	100	3.0
MO 107	Shorthand & Typing in English Lab	-	--	7	7	--	--	40	3	-	--	60	100	3.5
*MO 108	Communication Skills in English-I Lab	--	--	2	2	--	--	40	3	--	--	60	100	1.0
*MO 109	Computer Applications-I Lab	--	--	3	3	--	--	40	3	--	--	60	100	1.5
MO 110	Principles of Management- I Lab	--	--	1	1	--	--	40	3	--	--	60	100	0.5
MO 111	Handling of Office Equipments - I Lab	--	--	3	3	--	--	40	3	--	--	60	100	1.5
MO 112	Office Management Lab	--	--	1	1	--	--	40	3	--	--	60	100	0.5
MO 113	Management Information System-I Lab	--	--	1	1	--	--	40	3	--	--	60	100	0.5
*VS 1011	Anandam (Joy of Giving)	--	--	1	1	--	--	--	--	--	--	100	100	2.0
	Students Centered Activities	--	--	2	2	--	--	--	--	--	--	--	--	-
	Total	15	--	21	36	360	--	280	--	240	--	520	1400	26.0
Grand Total :												1400	26.0	

1. L : Lecture

2. T : Tutorial

3. P : Practical

4. TH : Marks for End Semester Exam for Theory

5. PR : Marks for End Semester Exam for Practical

6. CT : Marks for class tests (Internal Assessment)

7. TU : Marks for tutorials (Internal Assessment)

8. PR(S) : Marks for practical and viva (Internal Assessment)

* MO 101, * MO 102, * MO 108, * MO 109 and *VS 1011 are same in all Branches of Non Engineering.

Two weeks Induction Programme for students to be offered right at the start of First Semester.

Induction Programme includes 1. Creative Arts 2. Universal Human Values 3. Literary 4. Proficiency Modules 5. Lectures by Eminent Persons 6. Visits to City / Nearby Industries 7. Familiarization to Department / Branch / Exhibition room.

Anandam (Joy of Giving): In addition to the practical of one hour every week, students will have to do activities at home and college after college hours *

Students Centered Activities include 1. Expert lectures/ practice sessions on technical topics of common interest 2. Personality development 3. Human values

4. Industrial visits 5. Art of living 6. Environmental issues 7. Quiz programs 8. Interview techniques 9. Greening and cleaning of campus etc.

Student Centered Activities will be graded as A, B, C & D on the basis of attendance and interest of the student in learning.

GOVERNMENT OF RAJASTHAN
BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR
TEACHING AND EXAMINATION SCHEME
FOR DIPLOMA II SEMESTER (MODERN OFFICE MANAGEMENT)
SESSION 2020-21 & ONWARDS

Subject Code	Subject	Distribution of Time				Distribution of Max. Marks/ Duration							Total Marks	Credits
		Hours per week				Board's Exam.			End Semester Exam.					
		L	T	P	Tot	TH	Hrs.	PR	Hrs.	CT	TU	PR(S)		
*MO 201	Communication Skills in English-II	1	--	--	1	60	3	--	--	40	--	--	100	1.0
*MO 202	Computer Applications-II	2	--	--	2	60	3	--	--	40	--	--	100	2.0
MO 203	Principles of Management- II	3	--	--	3	60	3	--	--	40	--	--	100	3.0
MO 204	Handling of Office Equipments- II	2	--	--	2	60	3	--	--	40	--	--	100	2.0
MO 205	Fundamentals of Secretarial Practice	3	--	--	3	60	3	--	--	40	--	--	100	3.0
MO 206	Management Information System-II	4	--	--	4	60	3	--	--	40	--	--	100	4.0
MO 207	Shorthand & Typing in Hindi Lab	-	--	7	7	--	--	40	3	-	--	60	100	3.5
*MO 208	Communication Skills in English-II Lab	--	--	2	2	-	--	40	3	--	--	60	100	1.0
*MO 209	Computer Applications-II Lab	--	--	3	3	--	--	40	3	--	--	60	100	1.5
MO 210	Principles of Management- II Lab	--	--	2	2	--	--	40	3	--	--	60	100	1.0
MO 211	Handling of Office Equipments- II Lab	--	--	2	2	--	--	40	3	--	--	60	100	1.0
MO 212	Fundamentals of Secretarial Practice Lab	--	--	1	1	--	--	40	3	--	--	60	100	0.5
MO 213	Management Information System-II Lab	--	--	1	1	--	--	40	3	--	--	60	100	0.5
*VS 2011	Anandam (Joy of Giving)	--	--	1	1	--	--	--	--	--	--	100	100	2.0
	Students Centered Activities	--	--	2	2	--	--	--	--	--	--	--	--	-
	Total	15	--	21	36	360	--	280	--	240	--	520	1400	26.0
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8. PR(S) : Marks for practical and viva (Internal Assessment)

* MO 201, * MO 202, * MO208, * MO 209 and *VS 2011 are same in all Branches of Non Engineering.

Anandam (Joy of Giving): In addition to the practical of one hour every week, students will have to do activities at home and college after college hours *

Students Centered Activities include 1. Expert lectures/ practice sessions on technical topics of common interest 2. Personality development 3. Human values

4. Industrial visits 5. Art of living 6. Environmental issues 7. Quiz programs 8. Interview techniques 9. Greening and cleaning of campus etc.

Student Centered Activities will be graded as A, B, C & D on the basis of attendance and interest of the student in learning.

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