

**STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN OFFICE MANAGEMENT AND COMPUTER APPLICATIONS (J&K)**

**SEMESTER: FIRST (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)**

**DURATION: 3 YEARS**

SR. NO.	SUBJECTS	STUDY SCHEME Hrs/Week		MARKS IN EVALUATION SCHEME									Total Marks of Int. & Ext.
				INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT						
		Th	Pr	Th	Pr	Tot	Th	Hrs	Pr	Hrs	Tot		
1.1	*English and Communication Skills – I	3	2	15	10	25	100	3	50	3	150	175	
1.2	Business Correspondence – I	6	-	25	-	25	100	3	-	-	100	125	
1.3	*Basics of Information Technology	-	4	-	25	25	-	-	75	3	75	100	
1.4	Typing (English)	2	6	15	10	25	100	3	50	3	150	175	
1.5	Office Management-I	5	-	25	-	25	100	3	-	-	100	125	
1.6	Stenography (English)-I	2	6	15	10	25	100	3	50	3	150	175	
#Student Centred Activities		-	4	-	25	25	-	-	-	-	-	25	
Total		18	22	95	80	175	500	-	225	-	725	900	

\* Common with other diploma programmes

# SCA will comprise of co-curricular activities like extension lectures, library studies, games, hobby clubs e.g. photography, painting, singing, seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities, Civil Defence/Disaster Management activities etc..

**SEMESTER: SECOND (OFFICE MANAGEMENT AND COMPUTER APPLICATIONS)**

SR. NO.	SUBJECTS	STUDY SCHEME Hrs/Week		MARKS IN EVALUATION SCHEME								Total Marks of Int. & Ext.
				INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT					
		Th	Pr	Th	Pr	Tot	Th	Hrs	Pr	Hrs	Tot	
2.1	*English and Communication Skills – II	3	2	15	10	25	100	3	50	3	150	175
2.2	Business Correspondence – II	6	-	25	-	25	100	3	-	-	100	125
2.3	IT Tools and Applications	2	4	15	10	25	100	3	50	3	150	175
2.4	Principles of Management	6	-	25	-	25	100	3	-	-	100	125
2.5	Stenography (English)-II	2	6	15	10	25	100	3	50	3	150	175
2.6	Office Management-II	3	2	15	10	25	100	3	50	3	150	175
# Student Centred Activities		-	4	-	25	25	-	-	-	-	-	25
Total		22	18	110	65	175	600	-	200	-	800	975

\* Common with other diploma programmes

# SCA will comprise of co-curricular activities like extension lectures, library studies, games, hobby clubs e.g. photography, painting, singing, seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities, Civil Defence/Disaster Management activities etc..