

**STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN OFFICE MANAGEMENT AND  
COMPUTER APPLICATIONS**

**THIRD SEMESTER (OMCA)**

SR. NO.	SUBJECTS	STUDY SCHEME Hrs/Week		MARKS IN EVALUATION SCHEME								Total Marks of <b>Int. &amp; Ext.</b>
				INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT					
		Th	Pr	Th	Pr	Tot	Th	Hrs	Pr	Hrs	Tot	
3.1	English and Communication Skills – III	3	2	15	10	25	100	3	50	3	150	175
3.2	Computer Based Accountancy-I	-	6	-	50	50	*100	3	-	-	100	150
3.3	Book-keeping and Accountancy –I	5	4 Tutori al	25	-	25	100	3	-	-	100	125
3.4	Organizational Behaviour and Personality Development	5	-	25	-	25	100	3	-	-	100	125
3.5	Stenography (English)-III	2	4	15	10	25	100	3	50	3	150	175
3.6	Secretarial Practices	5	-	25	-	25	100	3	-	-	100	125
# Student Centred Activities including Ecology and Environmental Awareness Camp		-	4	-	25	25	-	-	-	-	-	25
Total		20	20	105	95	200	600	-	100	-	700	900

# 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..

\* The Board will set an external question paper for the exercises to be given in the examination.

#### FOURTH SEMESTER (OMCA)

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	
4.1	English and Communication Skills – IV	3	2	15	10	25	100	3	50	3	150	175
4.2	Computer Based Accountancy-II	-	6	-	50	50	*100	3	-	-	100	150
4.3	Book-keeping and Accountancy –II	5	4 Tutorial	25	-	25	100	3	-	-	100	125
4.4	Stenography (English)-IV	2	6	15	10	25	100	3	50	3	150	175
4.5	Web Design	-	4	-	25	25	-	-	75	3	75	100
4.6	Entrepreneurship and Small Business Development	4	-	25	-	25	100	3	-	-	100	125
# Student Centred Activities including Entrepreneurial Awareness camp		-	4	-	25	25	-	-	-	-	-	25
Total		14	26	80	120	200	500	-	275	-	675	875

# 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.

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## FIFTH SEMESTER (OMCA)

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	
5.1	English and Communication Skills – V	3	2	15	10	25	100	3	50	3	150	175
5.2	Multimedia Applications	-	6	-	25	25	-	-	75	3	75	100
5.3	Stenography (English)-V	-	6	-	25	25	-	-	100	3	100	125
5.4	Business Organizations and Environment	6	-	25	-	25	100	3	-	-	100	125
5.5	Elective	-	8	-	25	25	-	-	100	3	100	125
5.6	Business Laws	5	-	25	-	25	100	3	-	-	100	125
# Student Centred Activities including Personality Development Camp		-	4	-	25	25	-	-	-	-	-	25
Total		14	26	65	110	175	300	-	325	-	625	800

Elective- 5.5.1 Hindi Typing 5.5.2 Internet and Networking 5.5.3 Programming and Problem solving through visual basic

- **There will be a compulsory industrial/educational tour for one week during this semester or after the semester**

# 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.

\* The Board will set an external question paper for the exercises to be given in the examination.

**SIXTH SEMESTER (OMCA)**

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	
6.1	Project Oriented Professional Training	-	40	-	200	200	-	-	300	3	300	500
	Total	-	40	-	200	200	-	-	300	-	300	500