

CURRICULAR STRUCTURE FOR PART - I FIRST SEMESTER OF
DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT

Sl. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		Th.	Ses.	
					THEORETICAL PAPERS	LECTURE	SESSIONAL	ASSESSMENT			
1.	MOPM / 1 / T1 / CIE	COMMUNICATION IN ENGLISH	2 (L) + 1 (T)	—	10	2.5	—	50	50	—	
2.	MOPM / 1 / T2 / PM1	PRINCIPLES OF MANAGEMENT – I	3	—	10	2.5	15	35	50	—	
3.	MOPM / 1 / T3 / ST1	STENOGRAPHY & TYPE WRITING – I	2 (L) + 1 (T)	—	10	2.5	15	35	50	—	
4.	MOPM / 1 / T4 / BMTH	BUSINESS MATHEMATICS	3 (L) + 1 (T)	—	20	5	30	70	100	—	
5.	MOPM / 1 / T5 / BP	BEHAVIOURAL PRINCIPLES	4 (L) + 1 (T)	—	20	5	30	70	100	—	
		SESSIONAL PAPERS	LECTURE	SESSIONAL	INTERNAL		EXTERNAL		Th.	Ses.	
6.	MOPM / 1 & 2 / S1 / SSP1	STENOGRAPHY PRACTICE SHOP – I (PART – A)	—	6	50		—		—	—	
7.	MOPM / 1 & 2 / S2 / STP	TYPEWRITING PRACTICE SHOP (PART – A)	—	6	50		—		—	—	
8.	MOPM / 1 & 2 / S3 / SRDP	REPROGRAPHY & DOCUMENTATION SHOP (PART – A)	—	6	37.5		—		—	—	
		TOTAL	14(L) + 4(T)	18	—		—		350	—	

CURRICULAR STRUCTURE FOR PART - I SECOND SEMESTER OF
DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT

Sl. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		Th.	Ses.	
					THEORETICAL PAPERS	LECTURE	SESSIONAL	ASSESSMENT			
1.	MOPM / 2 / T1 / BEA	BUSINESS ECONOMICS & ACCOUNTANCY	4	—	20	5	30	70	100	—	
2.	MOPM / 2 / T2 / PM2	PRINCIPLES OF MANAGEMENT – II	3	—	10	2.5	15	35	50	—	
3.	MOPM / 2 / T3 / ST2	STENOGRAPHY & TYPE WRITING – II	2	—	10	2.5	15	35	50	—	
4.	MOPM / 2 / T4 / BS1	BUSINESS STATISTICS – I	4	—	20	5	30	70	100	—	
5.	MOPM / 2 / T5 / CA	COMPUTER APPLICATIONS	3	—	10	2.5	15	35	50	—	
6.	MOPM / 2 / T6 / OM	ORGANIZATION & METHODS	3	—	20	5	30	70	100	—	
7.	MOPM / 2 / T7 / CE1	CONVERSATIONAL ENGLISH – I	2	—	10	2.5	—	50	50	—	
		SESSIONAL PAPERS	LECTURE	SESSIONAL	INTERNAL		EXTERNAL		Th.	Ses.	
8.	MOPM / 1 & 2 / S1 / SSP1	STENOGRAPHY PRACTICE SHOP – I (PART – B)	—	4	50		100		—	200	
9.	MOPM / 1 & 2 / S2 / STP	TYPEWRITING PRACTICE SHOP (PART – B)	—	4	50		100		—	200	
10.	MOPM / 1 & 2 / S3 / SRDP	REPROGRAPHY & DOCUMENTATION SHOP (PART – B)	—	4	37.5		75		—	150	
11.	MOPM / 2 / S5 / LCA	COMPUTER APPLICATIONS LAB	—	3	50		50		—	100	
12.	MOPM / 2 / S1 / LCE1	CONVERSATIONAL ENGLISH LAB - I	—	3	50		50		—	100	
		TOTAL	21	18	—		—		500	750	

q Each of Part I – 1st & 2nd semester is of 17 weeks duration of which 15 weeks are scheduled as contact weeks and 2 weeks are scheduled for holding two Centralised Internal Assessments.

q Part I – 1st & 2nd semester consists of 36 & 40 contact periods per week respectively, and, 8 & 4 periods per week respectively are allocated for Student Centred Activities like Library, Guided Studies etc.

q Marks distribution in Part – I : Theoretical – 850, Sessional – 750; Total – 1600.

CURRICULAR STRUCTURE FOR PART – II FIRST SEMESTER OF
DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT

SL. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		TH.	SES.	
					LECTURE	SESSIONAL	ASSESSMENT	ATTENDANCE			
1.	MOPM / 3 / T1 / ENVE	ENVIRONMENTAL ENGINEERING	3	—	20	5	30	70	100	—	9
2.	MOPM / 3 / T2 / VB	VISUAL BASIC	3	—	20	5	30	70	100	—	11
3.	MOPM / 3 / T3 / BS2	BUSINESS STATISTICS – II	4	—	20	5	30	70	100	—	12
4.	MOPM / 3 / T4 / CE2	CONVERSATIONAL ENGLISH – II	2	—	10	2.5	10	40	50	—	13
5.	MOPM / 3 / T5 / AA	ADVANCED ACCOUNTANCY	3 (L) + 1 (T)	—	20	5	30	70	100	—	14
6.	MOPM / 3 / T6 / POB	PRINCIPLES OF BANKING	3	—	20	5	30	70	100	—	16
		SESSIONAL PAPERS	LECTURE	SESSIONAL	INTERNAL		EXTERNAL		TH.	SES.	—
7.	MOPM / 3 / S1 / LCE2	CONVERSATIONAL ENGLISH LAB – II	—	4	50		50		—	100	17
8.	MOPM / 3 & 4 / S2 / SSP2	STENOGRAPHY PRACTICE SHOP – II (PART – A)	—	4	50		—		—	—	29
9.	MOPM / 3 & 4 / S3 / LVB	VISUAL BASIC LAB (PART – A)	—	6	50		—		—	—	30
10.	MOPM / 3 & 4 / S4 / LCFA	COMPUTERIZED FINANCIAL ACCOUNTING LAB (PART – A)	—	6	50		—		—	—	31
TOTAL			18 (L) + 1 (T)	20	—		—		550	100	—

CURRICULAR STRUCTURE FOR PART – II SECOND SEMESTER OF
DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT

SL. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		TH.	SES.	
					LECTURE	SESSIONAL	ASSESSMENT	ATTENDANCE			
1.	MOPM / 4 / T1 / CSJ	COMMUNICATION SKILLS (JOB)	2	—	10	2.5	—	50	50	—	18
2.	MOPM / 4 / T2 / OR	OPERATION RESEARCH	3 (L) + 1 (T)	—	20	5	30	70	100	—	19
3.	MOPM / 4 / T3 / CL	COMPANY LAW	3	—	20	5	30	70	100	—	20
4.	MOPM / 4 / T4 / SEC	SECRETARIAL PRACTICE	3	—	20	5	30	70	100	—	22
5.	MOPM / 4 / T5 / POA	PRINCIPLES OF AUDITING	3	—	20	5	30	70	100	—	23
6.	MOPM / 4 / T6 / OEC	OFFICE EQUIPMENT & COMMUNICATION SYSTEM	3	—	20	5	30	70	100	—	25
		SESSIONAL PAPERS	LECTURE	SESSIONAL	INTERNAL		EXTERNAL		TH.	SES.	—
7.	MOPM / 4 / S1 / LCSJ	COMMUNICATION SKILLS (JOB) LAB	—	2	25		25		—	50	27
8.	MOPM / 3 & 4 / S2 / SSP2	STENOGRAPHY PRACTICE SHOP – II (PART – B)	—	4	50		100		—	200	29
9.	MOPM / 3 & 4 / S3 / LVB	VISUAL BASIC LAB (PART – B)	—	6	50		100		—	200	30
10.	MOPM / 4 / S4 / LCFA	COMPUTERIZED FINANCIAL ACCOUNTING LAB (PART – B)	—	4	50		100		—	200	31
11.	MOPM / 4 / S5 / LSEC	SECRETARIAL PRACTICE LAB	—	2	25		25		—	50	28
12.	MOPM / 4 / S6 / LOEC	OFFICE EQUIPMENT & COMMUNICATION SYSTEM LAB	—	3	50		50		—	100	28
TOTAL			17(L) + 1(T)	21	—		—		550	800	—

- q Each of Part II – 1st & 2nd semester is of 17 weeks duration of which 15 weeks are scheduled as contact weeks and 2 weeks are scheduled for holding two Centralised Internal Assessments.
- q Each of Part II – 1st & 2nd semester consists of 39 contact periods per week and 5 periods per week are allocated for Student Centred Activities like Library, Guided Studies etc.
- q Marks distribution in Part – II : Theoretical – 1100, Sessional – 900; Total – 2000.

CURRICULAR STRUCTURE FOR PART - III FIRST SEMESTER OF
FULL-TIME DIPLOMA COURSE IN MODERN OFFICE PRACTICE & MANAGEMENT

SL. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		TH.	SES.	
					ASSESSMENT	ATTENDANCE	OBJECTIVE	SUBJECTIVE			
THEORETICAL PAPERS			LECTURE	SESSIONAL							
1.	MOPM / 5 / T1 / INDR	INDUSTRIAL RELATIONS	5	—	20	5	30	70	100	—	
2.	MOPM / 5 / T2 / ENDV	ENTREPRENEURSHIP DEVELOPMENT	5	—	20	5	30	70	100	—	
3.	MOPM / 5 / T3 / MMNT	MARKETING MANAGEMENT	5	—	20	5	30	70	100	—	
4.	MOPM / 5 / T4 / ICCE	INDIAN CONSTITUTION & CONTEMPORARY ECONOMIC PROBLEMS	5	—	20	5	30	70	100	—	
5.	MOPM / 5 / *T5 / OA1	OFFICE ADMINISTRATION – I	5	—	20	5	30	70	100	—	
6.	MOPM / 5 / *T6 / RMP1	RECORD MANAGEMENT PRINCIPLES – I	5	—	20	5	30	70	100	—	
SESSIONAL PAPERS			LECTURE	SESSIONAL	INTERNAL		EXTERNAL		TH.	SES.	—
7.	MOPM / 5 & 6 / S1 / SSP3	STENOGRAPHY PRACTICE SHOP – III (PART – A)	—	6	50		—		—	—	
8.	MOPM / 5 & 6 / S2 / MML	MULTIMEDIA LAB (PART – A)	—	8	50		—		—	—	
9.	MOPM / 5 / S3 / TRNG	INDUSTRIAL TRAINING	—	FIRST 6 WEEKS	100		100		—	200	
TOTAL			25	14	—		—		500	200	—

CURRICULAR STRUCTURE FOR PART - III SECOND SEMESTER OF
FULL-TIME DIPLOMA COURSE IN MODERN OFFICE PRACTICE & MANAGEMENT

SL. No.	SUBJECT CODE	SUBJECT OF STUDY	CONTACT PERIODS / WEEK		EXAMINATION SCHEME				FULL MARKS		PAGE No.
					INTERNAL		EXTERNAL		TH.	SES.	
					ASSESSMENT	ATTENDANCE	OBJECTIVE	SUBJECTIVE			
THEORETICAL PAPERS			LECTURE	SESSIONAL							
1.	MOPM / 6 / T1 / OBC	OFFICE & BUSINESS CORRESPONDENCE	3	—	20	5	30	70	100	—	
2.	MOPM / 6 / T2 / MIS	MANAGEMENT INFORMATION SYSTEM	3	—	20	5	30	70	100	—	
3.	MOPM / 6 / T3 / HRM	HUMAN RESOURCE MANAGEMENT	3	—	20	5	30	70	100	—	
4.	MOPM / 6 / T4 / PR	PUBLIC RELATIONS	3	—	20	5	30	70	100	—	
5.	MOPM / 6 / T5 / TQM	TOTAL QUALITY MANAGEMENT	3	—	20	5	30	70	100	—	
6.	MOPM / 6 / *T6 / OA2	OFFICE ADMINISTRATION – II	3	—	20	5	30	70	50	—	
7.	MOPM / 6 / *T7 / RMP2	RECORD MANAGEMENT PRINCIPLES – II	3	—	20	5	30	70	50	—	
SESSIONAL PAPERS			LECTURE	SESSIONAL	INTERNAL		EXTERNAL		TH.	SES.	—
8.	MOPM / 5 & 6 / S1 / SSP3	STENOGRAPHY PRACTICE SHOP – III (PART – B)	—	6	50		100		—	200	
9.	MOPM / 5 & 6 / S2 / MML	MULTIMEDIA LAB (PART – B)	—	6	50		100		—	200	
10.	MOPM / 6 / S3 / PROJ	MOPM PROJECT	—	5	50		50		—	100	
11.	MOPM / 6 / S4 / SMNR	SEMINAR ON MOPM PROJECT	—	1	25		25		—	50	
12.	MOPM / 6 / *S5 / SOA	SESSIONAL ON ELECTIVE	—	3	50		50		—	100	
13.	MOPM / 6 / *S6 / SRPM	SESSIONAL ON ELECTIVE	—	3	50		50		—	100	
14.	MOPM / 6 / S7 / FVV	FINAL VIVA-VOCE	—	—	50		50		—	100	
TOTAL			18	21	—		—		550	750	—

* Each student is required to opt for **any one of the following two elective papers** offered:

(a) **OFFICE ADMINISTRATION** (OA1, OA2 & SOA); and, (b) **RECORD MANAGEMENT PRINCIPLES** (RPM1, RPM2 & SRPM).

The Part – III First Semester is of 17 weeks duration of which the first 6 weeks are allocated for Industrial Training, and, in the remaining 11 weeks, 9 are scheduled as contact weeks and 2 are scheduled for holding two Internal Assessments.

The Part – III Second Semester is of 17 weeks duration of which 15 weeks are scheduled as contact weeks and 2 weeks are scheduled for holding two Centralised Internal Assessments.

Each of Part III – 1st & 2nd semester consists of 39 contact periods per week and 5 periods per week are allocated for Student Centred Activities like Library, Guided Studies etc.

Marks distribution in Part – III : Theoretical – 1050, Sessional – 950; Total – 2000.