

**CURRICULAR STRUCTURE FOR PART – I (1st YEAR) OF THE  
FULL-TIME DIPLOMA COURSES IN MODERN OFFICE PRACTICE & MANAGEMENT**

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION												
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT												
DURATION OF COURSE: 6 SEMESTERS												
SEMESTER: FIRST												
SR NO	SUBJECT	CREDITS	PERIODS			EVALUATION SCHEME						
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS	
						TA	CT	TOTAL				
1	Communication in English	4	3	1	-	10	20	30	70	-	100	
2	Principles of Management - I	3	3	-	-	10	20	30	70	-	100	
3	Stenography	3	3	-	-	10	20	30	70	-	100	
4	Business Mathematics	5	5	-	-	10	20	30	70	-	100	
5	Behavioral Principles	4	4	-	-	10	20	30	70	-	100	
6	Computer Fundamentals	2	1	-	3	-	-	-	-	50	50	
7	Documentation & Reprography Practice Shop	2	-	-	4	-	-	-	-	100	100	
8	Stenography & Key Board Practice Shop	3	-	-	6	-	-	-	-	150	150	
<b>TOTAL</b>		<b>26</b>	<b>19</b>	<b>1</b>	<b>13</b>	<b>50</b>	<b>100</b>	<b>150</b>	<b>350</b>	<b>300</b>	<b>800</b>	
STUDENT CONTACT HOURS PER WEEK: 33 hrs												
Theory and Practical Period of 60 Minutes each.												
L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.												

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION												
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT												
DURATION OF COURSE: 6 SEMESTERS												
SEMESTER: SECOND												
SR NO	SUBJECT	CREDITS	PERIODS			EVALUATION SCHEME						
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS	
						TA	CT	TOTAL				
1	Business Economics & Accountancy	3	4	-	-	10	20	30	70	-	100	
2	Principles of Management - II	3	3	-	-	10	20	30	70	-	100	
3	Business Statistics - I	4	4	-	-	10	20	30	70	-	100	
4	Conversational English - I	3	3	-	-	10	20	30	70	-	100	
5	Organization & Methods	3	3	-	-	10	20	30	70	-	100	
6	Secretarial Practice	2	2	-	-	5	10	15	35	-	50	
7	Stenography & Key Board Practice Shop	2	-	-	5	-	-	-	-	100	100	
8	Conversational English – I Lab	2	-	-	5	-	-	-	-	100	100	
9	Development of Life Skill - I	3	1	-	3	-	-	-	-	50	50	
<b>TOTAL</b>		<b>25</b>	<b>20</b>	<b>-</b>	<b>13</b>	<b>55</b>	<b>110</b>	<b>165</b>	<b>385</b>	<b>250</b>	<b>800</b>	
STUDENT CONTACT HOURS PER WEEK: 33 hrs												
Theory and Practical Period of 60 Minutes each.												
L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.												

**CURRICULAR STRUCTURE FOR PART – II (2<sup>ND</sup> YEAR) OF THE  
FULL-TIME DIPLOMA COURSES IN MODERN OFFICE PRACTICE & MANAGEMENT**

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION											
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT											
DURATION OF COURSE: 6 SEMESTERS											
SEMESTER: THIRD											
SR NO	SUBJECT	CREDITS	PERIODS			EVALUATION SCHEME					
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS
						TA	CT	TOTAL			
1	Environmental Engineering	3	3	-	-	10	20	30	70	-	100
2	Business Statistics – II	3	3	1	-	10	20	30	70	-	100
3	Conversational English - II	3	3	-	-	10	20	30	70	-	100
4	Advanced Accountancy	3	3	-	-	10	20	30	70	-	100
5	Rural Development & Management	3	3	-	-	10	20	30	70	-	100
6	Conversational English – II - Lab	3	-	-	5	-	-	-	-	100	100
7	Computerized Financial Accounting Lab - I	3	-	-	6	-	-	-	-	100	100
8	C Programming	3	1	-	5	-	-	-	-	100	100
<b>TOTAL</b>		<b>24</b>	<b>16</b>	<b>1</b>	<b>16</b>	<b>50</b>	<b>100</b>	<b>150</b>	<b>350</b>	<b>300</b>	<b>800</b>
STUDENT CONTACT HOURS PER WEEK: 33 hrs Theory and Practical Period of 60 Minutes each. L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.											

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION											
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT											
DURATION OF COURSE: 6 SEMESTERS											
SEMESTER: FOURTH											
SR NO	SUBJECT	CREDITS	PERIODS			EVALUATION SCHEME					
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS
						TA	CT	TOTAL			
1	Operations Research	4	4	1	-	10	20	30	70	-	100
2	Principles of Auditing	3	3	-	-	10	20	30	70	-	100
3	Entrepreneurship Development	3	3	-	-	10	20	30	70	-	100
4	Principles of Banking	3	3	-	-	10	20	30	70	-	100
5	Office Equipment & Communication System	3	3	-	-	10	20	30	70	-	100
6	Financial Management	3	3	1	-	10	20	30	70	-	100
7	Computerized Financial Accounting Lab – II	3	-	-	6	-	-	-	-	100	100
8	Office Equipment & Communication System (Lab)	1	-	-	2	-	-	-	-	50	50
9	Development of Life Skill - II	3	1	-	3	-	-	-	-	50	50
<b>TOTAL</b>		<b>26</b>	<b>20</b>	<b>2</b>	<b>11</b>	<b>60</b>	<b>120</b>	<b>180</b>	<b>420</b>	<b>200</b>	<b>800</b>
STUDENT CONTACT HOURS PER WEEK: 33 hrs Theory and Practical Period of 60 Minutes each. L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.											

**CURRICULAR STRUCTURE FOR PART – III (3<sup>RD</sup> YEAR) OF THE  
FULL-TIME DIPLOMA COURSES IN MODERN OFFICE PRACTICE & MANAGEMENT**

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION											
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT											
DURATION OF COURSE: 6 SEMESTERS											
SEMESTER: FIFTH											
SR NO	SUBJECT	CREDIT S	PERIODS			EVALUATION SCHEME					
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS
						TA	CT	TOTAL			
1	Marketing Management	3	3	1	-	10	20	30	70	-	100
2	Indian Constitution & Contemporary Economic Problems	3	3	-	-	10	20	30	70	-	100
3	Elective – 1. Office Administration – I 2. Record Management Principles I	3	3	-	-	10	20	30	70	-	100
4	Company Law	3	3	-	-	10	20	30	70	-	100
5	Industrial Training & Project	10	-	-	20	-	-	-	-	300	300
6	Seminar & Viva on Industrial Training	2								200	200
<b>TOTAL</b>		<b>24</b>	<b>12</b>	<b>1</b>	<b>20</b>	<b>40</b>	<b>80</b>	<b>120</b>	<b>280</b>	<b>500</b>	<b>900</b>
STUDENT CONTACT HOURS PER WEEK: 33 hrs											
Theory and Practical Period of 60 Minutes each.											
L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.											

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION											
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN MODERN OFFICE PRACTICE & MANAGEMENT											
DURATION OF COURSE: 6 SEMESTERS											
SEMESTER: SIXTH											
SR NO	SUBJECT	CREDITS	PERIODS			EVALUATION SCHEME					
			L	TU	PR	INTERNAL SCHEME			ESE	PR	TOTAL MARKS
						TA	CT	TOTAL			
1	Management Information System	3	3	-	-	10	20	30	70	-	100
2	Human Resource Management	3	3	-	-	10	20	30	70	-	100
3	Total Quality Management	3	3			10	20	30	70	-	100
4	Office & Business Correspondence	3	3		-	10	20	30	70		100
5	Industrial Relations	3	3		-	10	20	30	70	-	100
	Elective – 1. Office Administration – II 2. Record Management Principles II	2	2	-	-	5	10	15	35	-	50
6	Multimedia Lab	3	-	-	6	-	-	-	-	100	100
7	Elective Lab – 1. Office Administration – II 2. Record Management Principles	1	-	-	2	-	-	-	-	50	50
8	Project & Seminar on any specific field of Management	3	-	-	6	-	-	-	-	100	100
9	General Viva Voce	2	-	-	-	-	-	-	-	100	100
<b>TOTAL</b>		<b>26</b>	<b>17</b>		<b>14</b>	<b>55</b>	<b>110</b>	<b>165</b>	<b>385</b>	<b>350</b>	<b>900</b>
STUDENT CONTACT HOURS PER WEEK: 33 hrs											
Theory and Practical Period of 60 Minutes each.											
L- Lecture, TU- Tutorials, PR- Practical, TA- Teachers Assessment, CT- Class Test, ESE- End Semester Exam.											