

**Scheme of Teaching and Examination for
VI Semester DIPLOMA in MANAGEMENT TECHNOLOGY (MODERN OFFICE PRACTICE)**

THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1.	Professional Studies & Entrepreneurship	00601	06	60	03	20	80	100	26	36
2.	Computer Application	32602	06	60	03	20	80	100	26	36
3.	Office Automation	32603	04	60	03	20	80	100	26	36
4.	Commercial Arithmetic & Business Statistic	32604	06	60	03	20	80	100	26	36
5.	Elective*		06	60	03	20	80	100	26	36
	Auditing	32605A								
	Mgt. of small Enterprises	32605B								
	Public Sector Enterprises	32605C								
	Insurance	32605D								
Total:-			28						500	

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	Hours of Exam.	Marks Internal Exam (A)	Marks External Exam (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
6.	Computer Application	32606	06	60	03	10	40	50	16	21
Total:-			06						50	

SESSIONAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME			
			Periods per Week	Periods in One Session (Year)	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
7.	Professional Studies & Entrepreneurship	00607	04	50	20	30	50	25
8.	Computer Application (Typing)	32608	04	50	20	30	50	25
9.	Project work – Reports and its presentation in Seminar	32609	--	--	40	60	100	50
Total:-			08		200			

Total Periods per Week	42	Total Marks = 750
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PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Subject Code 00601	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	06	-	-	Internal Exam.	:	20

Rationale:

The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur.

This makes them conversant with their duties and responsibility to make them successful in their career building by developing profession expertise.

Objectives:

With the input provided in this paper, the students will be able to:-

- Acquire basic knowledge of management.
- Understand the various area of management such as human resources, marketing, finance and commercial aspect, production & material management etc.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and independently.
- To avail subsidies / grants / loan etc. from various of agencies.

PART-I: PROFESSIONAL STUDIES

TOPIC:

01 – INTRODUCTION:

		[05]
01.01	Professional Ethics: Definition, Objective, Right & Wrong, Duty & Obligation	
01.02	Management: Definition, Function and Objectives.	[05]
01.03	Leadership: Definition, Types – Autocratic, Democratic and Laissez – faire, Functions and Characteristics of Leadership.	[05]
01.04	Motivation : Definition, Types and Importance / Benefits	[05]
01.05	Forms of Business organization: Sole proprietorship, Partnership, Joint Stock company and Co-operative Societies.	[05]
01.06	Supervisor’s/Technician’s role: Concept of supervisory management, career needs, Role of Technicians in an organization.	[05]

PART-II: ENTREPRENEURSHIP

TOPIC:

02 – INTRODUCTION:

		[10]
02.01	Entrepreneurship: Concept, Characteristics of a successful entrepreneurship, basic ingredients of entrepreneurship: 1. Finance 2. Technology 3. Sales and Marketing	
02.02	Project Report: Meaning, Project Identification, Project Selection, Contents of a project Report, Techno-Economic Feasibility Report (TEFR), Market Survey.	[10]

02.03 Sources of Finance: [05]
Government, Commercial Banks, Financial institutions:
SIDBI – Small Industries development Bank of India
SFC – State Financial Corporations
IDBI – Industrial Development Bank of India
IFCI – Industrial Finance Corporation of India
ICICI – Industrial Credit Investment Corporation of India

02.04 Acts : [05]
Indian factories Act 1948 (Main Provision Only)
Consumers Protection Act 1986 (Main Provision Only)

03 – PROJECT WORK:

As elaborated in Sessional Paper (00607).

Books Recommended :

1. Essential of Management, Tata McGraw Hill, Publishing Company Ltd., New Delhi. - Herald Koonz & Cyril O' Donnel.
2. Business Organization and Management, S. C. Chand and Company (Pvt.) Ltd., Ram Nagar, New Delhi - M. C. Shukla.
3. Managerial Economics, Sultan Chand & Sons, New Delhi - R. L. Vashney & K. L. Maheshwari
4. Project Appraisal and Follow up, Govind Prakashan, Mumbai. - D. P. Sharda
5. Modern Marketing Management, Progressive Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay-400 001 - Dr. Rustam S. Davar
6. A hand book for new entrepreneurs (with special reference to science and technology target group) - Entrepreneurship Development Institute of India, 83-A, Swastic Society Navrangpura, Ahmedabad, PIN-380 009.

Reference Books :

1. Leadership in Organisation - Published by I.S.T.E. Mysore
2. Motivation - Published by I.S.T.E. Mysore
3. Motivation - I.I.T. Kanpur - Published by I.S.T.E. Mysore
4. A Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062. - D. P. Sarda
5. Bihar Industrial Policy - Government of Bihar, Department of Industries.
6. Entrepreneurship Guide - Bihar State Financial Corporation, Fraser Road, Patna-800 001.

COMPUTER APPLICATION

Subject Code 32602	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	6	-	-	Internal Exam.	:	20

(1) M.S. Word (20)

- Introduction, what is a word Processor Getting started with word Processor
- Word Processing Terminology, Editing Document
- Find and Replace
- Formatting the Document
- Printing and Getting Help
- Spell check
- Inserting Graphics in word
- Mail Merge

(2) M.S. Excel (20)

- Introduction M.S. Excel Basics, Editing cell contents
- Command for worksheet / workbook
- Some useful functions
- Formatting Data
- Charts in M.S. Excel
- Printing worksheet / charts

(3) M.S. PowerPoint (20)

- Introduction to presentation Graphics
- Steps to a PowerPoint presentation
- Presentation Tips
- Physical Aspects of a presentation
- Creating New Slides
- Editing and formatting a slide
- Adding illustration to slides
- Creating Slides shows

Books Recommended: -

M.S. Office – 2000 – BPB Publication
M.S. Office – XP

OFFICE AUTOMATION

Subject Code 32603	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	4	-	-	Internal Exam.	:	20

S. No.	Topics
01	The Modern Office
02	The Electronic Office
03	Auxiliary WP Equipment
04	Electronic Message Transmission
05	Computer Mail/Message Systems
06	Understand the Word Processor
07	Word Processors at Work
08	WP Hardware
09	WP Software

Contents:

TOPIC: 01 – THE MODERN OFFICE: Functions and Problems

(5)

- Introduction
- Business Communication
- Informative Management
- Conventional Data Processing Methods
- Office Information System
- Information Cycle
- System Attributes
- Problems of the Present Office

TOPIC: 02 –THE ELECTRONIC OFFICE:

(5)

- Introduction
- Need for Electronic Devices
- Electronic Tasks
- Office Automation

TOPIC: 03 –AUXILIARY WP EQUIPMENT:

(10)

- Introduction
- Media Input Devices
- Optical Character Reader (OCR)
- Graphics Tablets
- Dictation Systems
- Transcription System
- Micrographics Equipment
- Graphic Plotters
- Duplicators
- Photocopying Machines
- Electronic Copiers
- Photo composers
- Collating and Binding Machines
- Facsimile System
- Telex Equipment
- Fax
- E-Mail
- Teleconferencing
- Tele-Text
- Desk Top Publisher
- Electronic Type-Writer
- Voice-Mail

- Video Text
- Dicta Phone
- Telephone
- EPBX
- Paging Service

TOPIC: 04 – ELECTRONIC MESSAGE TRANSMISSION: (10)

- Introduction
- Types of Communications
- Elements of Message Transmission System
- Transmission Channels
- Transmission Networks
- Nodal Hardware
- Automex Message Switcher
- SFT System
- Local Area Network

TOPIC: 05 – COMPUTER MAIL/MESSAGE SYSTEM: (5)

- Introduction
- Message Distribution
- Voice Mail System (VMS)
- Transmission of Text
- Video Text
- Transmission of Pictures
- Teleconferencing
- Computerized Teleconferencing

TOPIC: 06 – ELECTRONIC MESSAGE TRANSMISSION: (5)

- Introduction
- Capabilities of WP System
- Benefits of WP System
- Input Process Output Concept
- Hardware and Software
- Evolution of Word Processing

TOPIC: 07 – WORD PROCESSING AT WORK: (5)

- Introducing
- Repetitive Letter
- Standards Documents
- Special Reports
- Financial Reports

TOPIC: 08 – WP HARDWARE: (5)

- Introduction
- Input Component
- Processing Unit
- Storage Devices
- Output Devices

TOPIC: 09 – WP SOFTWARE: (10)

- Introduction
- Word Processing Software
- Text Editing
- Print-Time Controls
- Specials Functions
- Operating Processing Software
- Creating of Text
- Output Formatting
- Utility Functions

COMMERCIAL ARITHMETIC & BUSINESS STATICS

Subject Code 32604	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks		: 100
	L	T	P/S	Annual Exam.		: 80
	06	-	-	Internal Exam.		: 20

Rationale

For an efficient & successful office-operator the basic Knowledge & Arithmetic & Statistics seems to have become essential in the modern age. The ability to understand and evaluate numerical data is a basic skill required for office operators. In office operation, they may have become across many such activities where they have to deal with calculations and statistical data. They may be required to classify and tabulate data properly to keep a good record of wages, leaves etc. Of the employees, to analyse and interpret data, to calculate wages, interest rates, depreciation, profit & Loss etc. A successful office operator must have a good deal of training to find out some basic information inherent in a set of data.

An office operator may also be required to prepare various reports such as annual report of companies, status reports etc. They should have training in preparing good reports.

Commercial Arithmetic is being introduced to develop skill of quick calculations. This skill is very much expected from an office operator.

Objectives :

The student will be able to

- Understand the procedures of short-cut methods of Calculation.
- Develop Skill of multiplication/Division etc. quickly with accuracy.
- Develop Skill of finding exchange rate relations.
- Define the terms associated with statistics
- Develop to calculate by the table of mine values.
- Calculate Standard Deviation
- Develop Skill data collection, classification and interpretation.
- Measure control tendencies and partition values
- Measure dispersion
- Develop skill to use log tables & calculator for calculations of wages, interest rates, depreciations & profit & loss etc.
- Know the procedure of report writing and presentation.
- Develop skill of good report writing
- Know the procedure of report writing bibliography.

S. No

Topic

1. Commercial Arithmetic.
2. Introduction to statistics
3. Collection of data
4. Classification & tabulation of data
5. Diagrammatic & graphic presentation of data
6. Measurement of central tendency & partition value
7. Measures of dispersion
8. Use of log table & calculator
9. Report writing.

Contents

Topic: 01 Commercial Arithmetic.

- Some general principles and Contracted
- Contracted methods of calculation
- 01.01 Approximation
- 01.02 Decimalization
- 01.03 Contracted method of multiplication
- 01.04 Contracted method of division
- 01.05 Table of nine values
- 01.06 Chain rule
- 01.07 Discount, commission & brokerage.

Topic: 02	Introduction to statistics
02.01	Meaning & definition of statistics
02.02	Scope of statistics
02.03	Functions of statistics
02.04	Laminations of statistics.
Topic: 03	Collection of Data.
03.01	Meaning of Primary & Secondary data
03.02	Sources of Primary data
03.03	Editing of Primary data
Topic: 04	Classification and Tabulation of Data
04.01	Meaning of Classification & Tabulation
04.02	Various stopes of classification & tabulations of data
Topic: 05	Diagrammatic and graphic presentation of data.
05.01.	Meaning and importance of diagrams & graphs.
05.02.	Various diagrams & their user.
05.03.	Various graphs & their uses.
Topic: 06	Measurement of Central tendency and Partition values
06.01	Meaning of Central tendency
06.02	Arithmetic mean
06.03	Medium
06.04	Mode
06.05	Geometric mean
06.06	Harmonic mean
06.07	Quartile, Octile, Decile, Percentile.
Topic: 07	Measures of dispersion
07.01	Meaning of dispersion
07.02	Range
07.03	Mean Deviation
07.04	From mean
07.05	From Median
07.06	From Mode
07.07	Standard Deviation
Topic: 08	Use of Log-table & Calculator
08.01	Calculation of wages
08.02	Calculation of interest rates
08.03	Calculation of Depreciation
08.04	Calculation of profit & Loss
Topic: 09	Report writing
09.01	Purpose of report
09.02	Characteristics of a good report
09.03	Rule of charts in report
09.04	Preparation of annual reports of companies, status Reports and survey reports.
09.05	Preparing Bibliography

Books Recommended:

- | | | |
|-----|--|------------------------------|
| (1) | Commercial Arithmetic &
Elementary Statistics | By S.K. Singh |
| (2) | Basic Statistics | By A.M. Goon &
M.K. Gupta |
| (3) | Fundamentals of Statistics | By D.N. Elhams |
| (4) | Statistical methods | By C.B. Gupta |
| (5) | Statistics | By Dr. Mukund Lal |

AUDITING

Subject Code 32605A	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	100
	L	T	P/S	Annual Exam.	:	80
	06	-	-	Internal Exam.	:	20

Rationale:

S.No.	Topics	Periods
01	Audit	
02	Types of Audit	
03	Commencement of new Audit	
04	International check & Internal Control	
05	Vouching	
06	Verification and Valuation of Assets and Liabilities	
07	Depreciation, Reserve and Provision	
08	Audit of Partnership Firm	
09	Audit Joint Stock Company	
10	Government Accounts and their Audit	

Contents:

TOPIC: 01 – AUDIT: (6)

- 01.01 Definition of Audit
- 01.02 Objectives of an Audit
- 01.03 Advantages of an Audit

TOPIC: 02 – TYPES OF AUDIT: (12)

- 02.01 Continuous Audit
- 02.02 Interim Audit
- 02.03 Concepts of Propriety Audit
- 02.04 Cost Audit
- 02.05 Management Audit
- 02.06 Performance Audit

TOPIC: 03 – COMMENCEMENT OF NEW AUDIT: (4)

- 03.01 Audit Programme
- 03.02 Audit Workings Papers

TOPIC: 04 – INTERNAL CHECK & INTERNAL CONTROL: (8)

- 04.01 Meaning of Importance of Internal Check
- 04.02 Meaning of Importance of Internal Control
- 04.03 Difference between Internal Check & Internal Audit
- 04.04 Internal Check as regards Cash Books, Sales, Purchases and Payment of Wages.

TOPIC: 05 – VOUCHING: (6)

- 05.01 Test Checking
- 05.02 Routine Checking
- 05.03 Vouching of Cash Transactions, Trading Transactions and Impersonal Ledger

TOPIC: 06 – VERIFICATION OF VALUATION OF ASSETS AND LIABILITIES: (4)

- 06.01 Different types of Assets, their valuation and verification
- 06.02 Different liabilities, their valuation and verification

TOPIC: 07 – DEPRECIATION, RESERVE AND PROVISION: (4)

- 07.01 Meaning and Types of Depreciation, Reserve and Provision
- 07.02 Auditors duties as regards Depreciation, Reserve and Provision

TOPIC: 08 – AUDIT OF PARTNERSHIP FIRM: (4)

- 08.01 Auditors duty in the reorganisation arising out of admission, retirement and Death of a partner.
- 08.02 Auditors duty in the event of dissolution

TOPIC: 09 – AUDIT OF JOINT STOCK COMPANY: (2)

Auditors Qualification, duties, responsibilities, powers and liabilities

TOPIC: 10 – GOVERNMENT ACCOUNTS AND THEIR AUDIT: (10)

Objectives of Government Audit

Distinction between Audit of Govt. Accounts and Commercial Concerns.

Conduct of Audit of Govt. Companies.

Audit of Govt. Owned units.

Book Recommended:

- | | | |
|----|--|------------------------------------|
| 1. | Practical Auditing | B.N. Tondon |
| 2. | auditing | M.C. Shukla |
| 3. | practical Approach to Auditing | D.K. Choudhary and K. Bhattacharya |
| 4. | auditing Principle Practice Problems | Jagdish Prakash |
| 5. | principles of Auditing | R.P. Maheshwar |
| 6. | Refresher Course in Auditing
(Question and Answers) | |

MANAGEMENT OF SMALL ENTERPRISES

Subject Code 32605B	Theory			No of Period in one session : 60			
	No. of Periods Per Week			Full Marks		:	100
	L	T	P/S	Annual Exam.		:	80
	06	-	-	Internal Exam.		:	20

Rationale :

S.No	Topics
01	Entrepreneur
02	Classification of Industries
03	Legal Framework
04	Finance
05	Marketing
06	Concessionse and Reliefs granted by Various Agencies
07	Business Risk and Coverages
08	Industrial Pollution

Contents:

<u>TOPIC: 01 – ENTREPRENEUR:</u>		10
01.01	Meaning and Concept	
01.02	Qualities of an Entrepreneur	
<u>TOPIC : 02 – CLASSIFICATION OF INDUSTRIES :</u>		10
02.01	Small Scale Industries	
02.02	Medium Scale Industries	
02.03	Large Scale Industries	
02.04	Ancillary Industries	
02.05	Cottage Industries	
<u>TOPIC : 03 – LEGAL FRAME WORK :</u>		4
03.01	Organisation Structure	
03.02	Rules and regulations of Local Bodies, State Government to be Complied with by Small Scale Industries.	
<u>TOPIC : 04 – FINANCE :</u>		10
04.01	Means of Financing	
04.02	Capital Structure	
04.03	Working Capital	
04.04	Capital Management	
04.05	Industrial Assistance	
<u>TOPIC : 05 – MARKETING :</u>		12
05.01	Marketing Methods	
05.02	Pricing Policy	
05.03	Channels of Distribution	
05.04	Advertisement	
05.05	Sales Management	
<u>TOPIC : 06 – CONCESSIONS AND RELIEFS GRANTED BY VERIOUS AGENCIES :</u>		2

TOPIC : 07 – BUSINESS RISK AND COVERAGE :

8

- 07.01 Principles of Insurance
- 07.02 Insurable and Non Insurable Risk
- 07.03 Elementary idea about types of Insurance – Fire, Life, Marine and Burglary
- 07.04 Third party and Insurance

TOPIC : 08 – INDUSTRIAL POLLUTION :

10

- Meaning
- Industrial Pollution and their effects
- Remedial Measures

Books Recommended :

1. Problems and Prospects of Small Basant Desai Scale Industry
2. Organisation and Management of Basant desai Small Scale Industry.

PUBLIC SECTOR ENTERPRISES

Subject Code 32605C	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks		:
	L	T	P/S	Annual Exam.		:
	6	-	-	Internal Exam.		:
					100	
					80	
					20	

Rationale :

S. No	Topics	Periods
01.	State intervention in economic activities	
02.	Structure of Public enterprises in India	
03.	Efficiency of Public Enterprise	
04.	Growth of Public Enterprises in India	
05.	Forms of Organisation	
06.	The autonomy of Public Enterprises	
07.	The Management in Public Enterprises	
08.	Management Development in Public Enterprises	

Contents:

<u>TOPIC : 01 – STATE INTERVENTION IN ECONOMIC ACTIVITIES:</u>		6
01. 01	History of the Govt. Enterprises in India	
01. 02	Reason for State Participation	
01. 03	Public enterprises and economic development	
<u>TOPIC : 02 – STRUCTURE OF PUBLIC ENTERPRISES IN INDIA :</u>		6
02. 01	Nature, scope and size of Public Sector enterprises	
02. 02	Employment in public sector	
03. 03	Functional and organizational classification of public enterprises	
<u>TOPIC : 03 – EFFICIENCY OF PUBLIC ENTERPRISES:</u>		8
03. 01	Public enterprise and regional development	
03. 02	Economic and social benefits of public enterprises	
03. 03	Its efficiency and criticism	
<u>TOPIC : 04 – GROWTH OF PUBLIC ENTERPRISES IN INDIA</u>		6
04. 01	State ownership of industry	
04. 02	Industrial Policy of the Govt. Of India since 1947	
04. 03	Present Position	
<u>TOPIC : 05 – FORMS OF ORGANISATION:</u>		10
05. 01	Departmental	
05. 02	Public Corporation	
05. 03	Company form	
05. 04	Public Utility, meaning, characteristic, merits and demerits	
05. 05	Critical evaluation, choice of the form of organization	
<u>TOPIC : 06 – THE AUTONOMY OF PUBLIC ENTERPRISES:</u>		10
06. 01	Public Accountability meaning	
06. 02	Objectives	
06. 03	Views of the Expert Committees	
06. 04	Parliamentary Control	
06. 05	Methods and Procedure	
<u>TOPIC : 07 – THE MANAGEMENT IN PUBLIC ENTERPRISES:</u>		8
07. 01	Composition of the Board of Directions	
07. 02	Managing Director and other executive officers	
07. 03	Their duties and responsibilities	
<u>TOPIC : 08 – MANAGEMENT DEVELOPMENT IN PUBLIC ENTERPRISES:</u>		6
08. 01	Management education and training	
08. 02	Management, research and development	

INSURANCE

Subject Code 32605D	Theory			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks		:
	L	T	P/S	Annual Exam.		:
	06	-	-	Internal Exam.		:
					100	
				80		
				20		

Objective of Rationale:

A Diploma holder Technician in Secretarial Practice or modern office practice has to come across many activities where the knowledge of in Insurance is required for efficient performance of their duties

- The student will be able to define & understand the different activity of Insurance
- Understand Primary function of Insurance Co.
- Develop the knowledge of Insurance and precedent prevalent.

INSURANCE

- (1) Insurance ---- Introduction
Origin
Need
Types (govt. & private)
Importance
- (2) Theory of Insurance
Different Theories
Simple contract law, warranties, Indemnity difference between simple contract and Insurance contract.
- (3) Life Insurance
Essentials of life Insurance contract procedure of purchase a life Insurance policy
- (4) Types of Insurance policies and their conditions
Kind of policies
 - Whole life policies
 - Endowment policies
 - Term policy
 - Group Insurance
 - Money Back Policy
 - Annuity
- (5) Basis of Calculation of Premium for different schemes by using mortality table
- (6) Fire Insurance
Essentials of Fire contract, physicals & moral Hazards, standard Fire policies. Kinds of Fire policies.
- (7) Marine Insurance
Essentials of marine contract, warranties kinds of marine policies with their conditions
- (8) Miscellaneous Insurances
Motor Insurance Fidelity guarantees Insurance personal Accident Insurance and group Insurances.

Books Recommended: -

- | | | | |
|-----|-----------------|---|----------------------------------|
| (1) | Element of Bima | - | Balchand Srivastava |
| (2) | Bima | - | Dr Rang Nanth Pandey & Chandan |
| (3) | Bima | - | Dr Anand Kumar & Dr Shova Kumari |
| (4) | Bima | - | Dr Kanta Prasad |

COMPUTER APPLICATION

Subject Code 32606	Practical			No of Period in one session : 60		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	40
	-	-	06	Internal Exam.	:	10

Contents:-

(1) M.S. Word (20)

- Introduction, what is a word Processor Getting started with word Processor
- Word Processing Terminology, Editing Document
- Find and Replace
- Formatting the Document
- Printing and Getting Help
- Spell check
- Inserting Graphics in word
- Mail Merge

(2) M.S. Excel (20)

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- Command for worksheet / workbook
- Some useful functions
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- Charts in M.S. Excel
- Printing worksheet / charts

(3) M.S. PowerPoint (20)

- Introduction to presentation Graphics
- Steps to a PowerPoint presentation
- Presentation Tips
- Physical Aspects of a presentation
- Creating New Slides
- Editing and formatting a slide
- Adding illustration to slides
- Creating Slides shows

Books Recommended : -

M.S. Office – 2000 – BPB Publication
M.S. Office – XP

PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Subject Code 00607	Sessional			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	Annual Exam.	:	30
	-	-	04	Internal Exam.	:	20

Rationale:

The paper has been introduced to achieve dual purpose for the students.

Firstly, this course provides the basics of Professional management and secondly it also prepares the student to undertake independent venture by becoming an entrepreneur.

This makes them conversant with their duties and responsibility to make them successful in their career building.

Objectives:

With the input provided in this paper, the students will be able to :-

- Acquire basic knowledge of management.
- Understand the area of management such as human resources, marketing, finance and commercial aspect.
- Understand the benefit of becoming an entrepreneur.
- Handle a project efficiently and in dependently.

To prepare a Project Report on any of the followings:

<u>S.No.</u>	<u>Topics</u>
01	Project Identification and formulation Report.
02	Project Profile/Pre-feasibility Report.
03	Techno-economical Feasibility Report (TEFR).
04	Market Survey Report.

CONTENTS

S.NO. TOPICS

TOPIC – 01 : PROJECT IDENTIFICATION AND FORMULATION REPORT:

- ◆ Introduction.
- ◆ Collection of Data.
- ◆ Compilation of Data.
- ◆ Analysis and Assimilation of Data.
- ◆ Product Selection.
- ◆ Report Finalisation and Report Writing.

TOPIC - 02 : PROJECT PROFILE/PRE-FEASIBILITY REPORT :

- ◆ Introduction of the product.
- ◆ Market.
- ◆ Man Power (Personnel Required).
- ◆ Manufacturing Process.
- ◆ Plant and Machinery.
- ◆ Cost of Project.

- ◆ Means of Finance.
- ◆ Cost of Production.
- ◆ Annual Turnover.
- ◆ Profit.
- ◆ Profit on Investment.

TOPIC – 03: TECHNO-ECONOMICAL FEASIBILITY REPORT (TEFR).

- ◆ Introduction on product.
- ◆ Market Prospects and Marketing.
- ◆ Location.
- ◆ Manufacturing Programme and Annual Turnover.
- ◆ Manufacturing Process.
- ◆ Cost of Project.
- ◆ Means of Finance.
- ◆ Requirement of Raw materials, Consumables, Utilities and Working Capital.
- ◆ Organisational Structure, Management and Man Power.
- ◆ Project Implementation Schedule.
- ◆ Profitability and Cash Flow.

TOPIC - 04 : MARKET SURVEY REPORT:

- ◆ Data Collection & Processing through Primary & Secondary Sources- Questionnaire method, e-mail, by post, by phone.
- ◆ Present Status.
- ◆ Growth of the Industry.
- ◆ Import and Export.
- ◆ Present market Demand.
- ◆ Forecast.
- ◆ Future Prospect/Scope.
- ◆ Market Segmentation.

Books Recommended:

1. Essential of Management, Tata McGraw Hill, - Herald Koonz & Cyril O' Donnel. Publishing Company Ltd., New Delhi.
2. Business Organisation and Management, S. C. Chand - M. C. Shukla and Company (Pvt.) Ltd., Ram Nagar, New Delhi
3. Managerial Economics, Sultan Chand & Sons, New - R. L. Vashney & K. L. Maheshwari Delhi
4. Project Appraisal and Follow up, Govind Prakashan, - D. P. Sharda Mumbai.
5. Modern Marketing Management, Progressive - Dr. Rustam S. Davar Corporation Pvt. Ltd., P51, Mahatma Gandhi Road, Bombay-400 001

6. A hand book for new entrepreneurs (with special reference to science and technology target group) - Entrepreneurship Development Institute of India, 83-A, Swastic Society Navrangpura, Ahmedabad, PIN-380 009.
7. Student discipline - Published by I.S.T.E. Mysore
8. Communication Skill - Published by I.S.T.E. Mysore
9. Decision Making - Published by I.S.T.E. Mysore
10. Pollution Control in Industry - Published by I.S.T.E. Mysore
11. S.S.M. in Environmental Engineering - Published by I.S.T.E. Mysore
12. Leadership in Organisation - Published by I.S.T.E. Mysore
13. Small Enterprise Management - Published by I.S.T.E. Mysore
14. Motivation - Published by I.S.T.E. Mysore
15. Fundamentals of Environmental Pollution - Krishnan and Kannan
16. Enviromental Engineering, T.T.T.I., Madras - Tata Mcgraw Hill
17. Motivation I.I.T. Kanpur - Published by I.S.T.E. Mysore
18. Mine Management - V.N. Singh, Bangle Prining Press Ranchi
19. Hand book on Project Appraisal and follow up, Govind Prakashan, 204, Saraswati Kunj, 90, S. V. Road, Goregoan, Bombay-400 062. - D. P. Sarda
20. Bihar Industrial Policy - Government of Bihar, Department of Industries.
21. Entrepreneurship Guide - Bihar State Financial Corporation, Fraser Road, Patna-800 001.
22. Management Economics, S. Chand & Sons, 4792/23, Dariaganj, New Delhi-110 002. - R. L. Varshney & G. L. Maheshwari
23. Management Principles & Practices, S. Chand & Sons, 4792/23, Dariaganj, New Delhi-110002. - L. Prasad & S. S. Gulshan

COMPUTER APPLICATION (TYPING)

Subject Code 32608	Sessional			No of Period in one session : 50		
	No. of Periods Per Week			Full Marks	:	50
	L	T	P/S	External Exam.	:	30
	-	-	04	Internal Exam.	:	20

Contents:

S. No.

Topics

1. Computer Typing Background, development, importance & scope of job opportunities.
2. Sitting Posture, typing table and chair, Inversion and removal of paper, Methods of uses.
3. Details of the key-Board, Manipulation of figures on the key Board, Sequence of key Stroking, use of spacebar and other auxiliary Keys.
4. Manipulation of figures on the rows & side keys, shift key operation, setting the key board.
5. Speed Development, Importance of accuracy over speed.
6. Types of mistakes and penalty, minor mechanism and function care.
7. Change the paragraph

PROJECT WORK REPORT AND ITS PRESENTATION IN SEMINAR

Subject Code 32609	Sessional			No of Period in one session : -		
	No. of Periods Per Week			Full Marks		
	L	T	P/S	External Exam.	:	100
	-	-	-	Internal Exam.	:	40

Rationale:

The Project work and seminar is important to fulfill the academic requirement for the diploma course in Modern Office Practice. This course is designed to help a student in developing self confidence, skill report writing, skill in analysis designing estimating, costing are deciding a process, etc. The course will also help the student in developing communication skills and yearning to learn the process. The students will develop the skill of Quality documentation which is an important activity for a diploma holder modern office practitioner.

Objective:

The students will be able to

- ❖ Select a problem from a business concert/industry.
- ❖ Analyses the problem
- ❖ Develop Logical approach to solution of a problem
- ❖ Develop analytical ability
- ❖ Acquire a better understanding, with specification in the problem given.
- ❖ Acquire a practical exposure
- ❖ Arrive at the most effective and suitable solution to the problems/assignments.

Contents :

A project prepared by the students will be concerning with following topics should be approved by the teacher/guide as well as by the organization on which the project report will be prepared.

S. No.	Topics
1	Union Problem
2	Administrative Problem
3	Personal Problem
4	Canteen Problem
5	Wage/Incentive Problem
6	Human Relation
7	Welfare etc.

The Project report should be designed in the following fashion:-

- (i) Title of the topic on the problem taken
- (ii) Approval sheet (certificate given by the guide of the project work)
- (iii) Acknowledgement
- (iv) Introduction to the topic/problem taken.
- (v) Objectives
- (vi) Hypothesis
- (vii) Methodology
- (viii) Data Collection
- (ix) Analysis and preparation of data collected
- (x) Conclusion/Suggestions
- (xi) Bibliography