

Curriculum of Diploma Programme

in

Modern Office Practice



**Department of Science,
Technology and Technical Education (DSTTE),
Govt. of Bihar**

**State Board of Technical Education
(SBTE), Bihar**

Semester – IV

Teaching & Learning Scheme

Course Codes	Category of Course	Course Titles	Teaching & Learning Scheme (Hours/Week)					
			Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
			L	T				
2426401	PCC	Principle of Management	3	-	-	2	5	4
2426402	PCC	Management Accountancy	3	-	4	-	7	5
2426403	PCC	Secretarial Practice	3	-	-	2	5	4
2426404	PCC	Money and Banking	3	-	-	4	7	5
2426405	HSC	Hindi E-Typing	3	-	4	2	9	6
2426406	HSC	Shorthand English	-	-	4	2	6	3
2426407	HSC	Shorthand Hindi	-	-	4	2	6	3
Total			15	-	16	14	45	30

Note: Prefix will be added to Course Code if applicable (T for Theory Paper, P for Practical Paper and S for Term Work)

Legend:

CI: Classroom Instruction (Includes different instructional/implementation strategies i.e. Lecture (L), Tutorial (T), Case method, Demonstrations, Video demonstration, Problem based learning etc. to deliver theoretical concepts)

LI: Laboratory Instruction (Includes experiments/practical performances /problem-based experiences in laboratory, workshop, field or other locations using different instructional/implementation strategies)

Notional Hours: Hours of engagement by learners, other than the contact hours for ensuring learning.

TW: Term work (includes assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self Learning, MOOCs, spoken tutorials, online educational resources etc.

C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

Semester - IV Assessment Scheme

Course Codes	Category of Course	Course Titles	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
			Theory Assessment (TA)		Term work & Self-Learning Assessment (TWA)		Lab Assessment(LA)		
			Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426401	PCC	Principle of Management	30	70	20	30	-	-	150
2426402	PCC	Management Accountancy	30	70	-	-	20	30	150
2426403	PCC	Secretarial Practice	30	70	20	30	-	-	150
2426404	PCC	Money and Banking	30	70	20	30	-	-	150
2426405	HSC	Hindi E-Typing	30	70	20	30	20	30	200
2426406	HSC	Shorthand English	-	-	20	30	20	30	100
2426407	HSC	Shorthand Hindi	-	-	20	30	20	30	100
Total			150	350	120	180	80	120	1000

Note: Prefix will be added to Course Code if applicable (T for Theory Paper, P for Practical Paper and S for Term Work)

Legend:

- PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)
 PLA: Progressive Laboratory Assessment (includes process and product assessment using rating Scales and rubrics)
 TWA: Term work & Self Learning Assessment (Includes assessment related to student performance in assignments, seminars, micro projects, industrial visits, self-learning, any other student activities etc.

Note:

- ETA & ELA are to be carried out at the end of the term/ semester.
- Term Work is to be done by the students under the guidance of internal faculty but its assessment will be done **internally (40%)** as well as **externally (60%)**. Assessment related to planning and execution of Term Work activities like assignment, micro project, seminar, and self-learning is to be done by internal faculty (Internal Assessment) whereas assessment of output/product/ presentation related to these activities will be carried out by external faculty/expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

- A) **Course Code** : 2426401(T2426401 /S2426401)
- B) **Course Title** : Principle of Management
- C) **Pre-requisite Course(s)** :
- D) **Rationale** :

The course provides an over view of management and gives knowledge regarding evolution of management. It examines the functions of management and discuss necessary skills & functions required for official manager. It gives Sound understanding about decision making and various principles of effective delegation and it provide knowledge about Recruitment, Selection Comparative study of Centralization & Decentralization of authority.

- E) **Course Outcomes (COs):** After the Completion of the course, teachers are expected to ensure the accomplishment of following course outcomes by the learners. For this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psychomotor & Affective) in classrooms/ laboratory/ workshop/ field/ industries.

After completion of the course, the students will be able to-

- CO-1** To explain the evolution of management and its principles.
- CO-2** Understand the Planning function of Management.
- CO-3** Able to understand about decision making and factors influencing decision making.
- CO-4** Understand the theory, principles of organizing.
- CO-5** Understand the nature purpose of Recruitment, Selection and able to describe meaning elements, nature & functions of direction.

F) Suggested Course Articulation Matrix (CAM):

Course Outcomes (COs)	Programme Outcomes(POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-	-	-
CO-2	2	2	2	1	1	-	-	-	-
CO-3	2	3	1	1	1	1	1	-	-
CO-4	2	2	1	1	-	-	-	-	-
CO-5	3	3	2	-	1	-	1	-	-

Legend: High (3), Medium (2), Low (1) and No mapping (-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs is optional.

G) Teaching & Learning Scheme:

Course Code	Course Title	Scheme of Study (Hours/Week)					
		Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
		L	T				
2426401	Principle of Management	03	-	-	02	05	04

Legend:

CI: Classroom Instruction (Includes different instructional/implementation strategies i.e. Lecture (L), Tutorial (T), Case method, Demonstrations, Video demonstration, Problem based learning etc. to deliver theoretical concepts)

LI: Laboratory Instruction (Includes experiments/practical performances /problem-based experiences in laboratory, workshop, field or other locations using different instructional/Implementation strategies)

Notional Hours: Hours of engagement by learners, other than the contact hours for ensuring learning.

TW: Term Work (includes assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self Learning, MOOCs, spoken tutorials, online educational resources etc.

C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

H) Assessment Scheme:

Course Code	Course Title	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
		Theory Assessment (TA)		Term Work & Self Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426401	Principle of Management	30	70	20	30	-	-	150

Legend:

PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)

PLA: Progressive Laboratory Assessment (includes process and product assessment using rating Scales and rubrics)

TWA: Term work & Self Learning Assessment (Includes assessment related to student performance in assignments, seminars, micro projects, industrial visits, self-learning, any other student activities etc.)

Note:

- ETA & ELA are to be carried out at the end of the term/ semester.
- Term Work is to be done by the students under the guidance of internal faculty but its assessment will be done **internally (40%)** as well as **externally (60%)**. Assessment related to planning and execution of Term Work activities like assignment, micro project, seminar, and self-learning is to be done by internal faculty (Internal Assessment) whereas assessment of output/product/ presentation related to these activities will be carried out by external faculty/expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Class room instruction (CI, laboratory instruction (LI), Term Work (TW) And self-Learning (SL). Students are expected to demonstrate the attainment of Theory Session Outcome (TSOs) and Lab Session Outcome (LSOs) Leading to attainment of cost outcomes (COs) upon the completion of the course. While Curriculum detailing NEP 2020 related reforms like green skills, Sustainability, multidisciplinary aspects, society connect Indian Knowledge system (IKS) and others must be integrated appropriately

J) Theory Session Outcomes (TSOs) and Units: T2426401

Major Theory Session Outcomes (TSOs)	Units	Relevant Cos Number(s)
1. What do you mean by management? 2. What is function of management? 3. Explain the social responsibility of management. 4. Explain the four natures of management.	UNIT-1.0: Management 1.1 Meaning 1.2 Nature 1.3 Function 1.4 Social responsibility of management.	CO1
1. What do you mean by planning? 2. Write the definition of planning. 3. Write the different types of planning. 4. Explain some nature of planning.	UNIT-2.0: Planning 2.1 Definition 2.2 nature 2.3 types, steps.	CO2
1. What do you mean by decision making? 2. Write the definition of decision making. 3. Write some steps in decision making. 4. Write the different types of decision making. 5. Discuss the factor influencing of decision making.	UNIT-3.0: Decision Making 3.1 Types of decision 3.2 steps in decision 3.3 factors influencing decision making.	CO3
1. Write the meaning and principles of organizing. 2. Explain the theory of organizing & structure. 3. What is element of delegation? 4. Write the delegation and its meaning of organizing. 5. Write the principles of effective delegations. 6. Difference between centralization and decentralization.	UNIT-4.0: Organizing 4.1 Meaning and principles. 4.2 Theory of organizing. 4.3 Steps in organizing. 4.4 Organizing structures. 4.5 Delegation and its meaning. 4.6 Element of delegation. 4.7 Principles of effective delegation. 4.8 Centralization and decentralization of authority.	CO4
1. Write down the nature of Staffing? 2. What is Purpose of Staffing? 3. What is Recruitment of Staffing? 4. What is the main purpose of recruitment? 5. What is Selection? 6. Define direction also explain the function. 7. Explain Unity of Command? 8. Write the difference between Unity of Command and Overlapping Direction.	UNIT-5.0: Staffing & Direction 5.1 Nature and Purpose 5.2 Recruitment 5.3 Selection 5.4 Meaning, Elements 5.6 Nature & Functions 5.7 Unity of Command Vs Overlapping Direction	CO5

Note: One major TSO may require more than one theory session/period.

K) Suggested Term Work and Self Learning: S2426401 Some sample suggested assignments, micro project and other activities are mentioned here for reference.

a. Assignments:

1. Prepare an assignment on unity of command & elements of direction.
2. Write a detailed essay on direction, meaning, Nature and Functions.
3. Prepare an assignment on motivation & theory of motivation.
4. Make a project report on coordination meaning and importance.
5. Prepare an assignment on Principles of Coordination and types of Coordination.
6. Describe its functions of a manager as applicable to an industry.
7. Prepare an assignment regarding contribution of F.W Taylor.

b. Other Activities:

1. Seminar Topics:

- a) Meaning Characteristics of a good leader.
- b) Comparative study of different controlling system.
- c) Span of Control.
- d) Henry Fayol referred as “**Father of Modern Management**” Justify it.

2. Visits:

- a. Visit to Establishment section at GWP, Patna.
- b. Administrative office of any government department.
- c. Administrative section in Bank.

L) Suggested Course Evaluation Matrix: The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

COs	Course Evaluation Matrix						
	Theory Assessment (TA)**		Term Work Assessment (TWA)			Lab Assessment (LA)#	
	Progressive Theory Assessment (PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work & Self-Learning Assessment			Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)
			Assignments	Micro Projects	Other Activities*		
CO-1	20%	20%	20%	20%	20%		
CO-2	20%	20%	20%	20%	20%		
CO-3	20%	20%	20%	20%	20%		
CO-4	20%	20%	20%	20%	20%		
CO-5	20%	20%	20%	20%	20%		
Total Marks	30	70	20	20	10		
			50				

Legend:

*: Other Activities include self- learning, seminar, visits, surveys, product development, software development etc.

** : Mentioned under point- (N)

: Mentioned under point-(O)

Note:

- The percentage given are approximate
- In case of Micro Projects and End Laboratory Assessment (ELA), the achieved marks will be equally divided in all those COs mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exit survey need to be used which comprises of questions related to achievement of each COs.

M) Suggested Specification Table for End Semester Theory Assessment: Specification table represents the reflection of sample representation of assessment of cognitive domain of full course.

Unit Title and Number	Total Classroom Instruction (CI) Hours	Relevant COs Number (s)	Total Marks	ETA (Marks)		
				Remember (R)	Understanding (U)	Application & above (A)
Unit-1.0 Management	9	CO1	10	4	4	2
Unit-2.0 Planning	8	CO2	12	4	7	1
Unit-3.0 Decision Making	9	CO3	10	6	6	2
Unit-4.0 Organizing	10	CO4	12	4	8	1
Unit-5.0 Staffing & Direction	12	CO5	16	8	10	2
Total Marks	48	-	70	26	35	9

Note: Similar table can also be used to design class/mid-term/ internal question paper for progressive assessment.

N) Suggested Learning Resources:

(a) Books:

S. No.	Book Name	Author(s)	Publisher
1.	Principles of Management	J.K. Mitra	Oxford university press
2.	Principles of Management	Nirmal Kumar	Atlantic
3.	Principles of Management	Neeru Vasisht	Taxmann
4.	Principles of Management	Peter Eichhorn. Ian Towers	Springer Cham
5.	Principles of Management	Arora R.N.	S. Chand
6.	Principles of Management	Charles W L Hill	Mcgraw Hill Education

(b) Online Educational Resources:

1. <https://open.umn.edu>
2. <https://cl3bxy9euw4e147>.
3. <https://openstax.org>
4. <https://baou.edu.in>
5. <https://books.google.com>
6. <https://onlinebooks.library.upenn.edu>

Note: Teachers are requested to check the creative commons license status/ financial implications of the suggested, online educational resources before use by the students.

- A) **Course Code** : 2426402(T2426402/P2426402)
- B) **Course Title** : Management Accountancy
- C) **Pre- requisite Course(s)** :
- D) **Rationale** :

Management Accounting is the essential tech. of management with rising costs and striking of profit margin, the need to plan and control is gaining vital importance. Management Accounting has immense potentially to meet the growing complex, informative needs of planners, decision-makers and controllers of modern commercial and Industrial enterprises.

- F) **Course Outcomes (COs):** After the completion of the course, teachers are expected to ensure the accomplishment of following course outcomes by the learners. For this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psychomotor and Affective) in classroom/ laboratory/ workshop/ field/ industry.

After completion of the course, the students will be able to-

- CO-1** Explain accounting concept single and double entry system.
- CO-2** Describe financial statement consignment and joint venture.
- CO-3** State the different types of accounts.
- CO-4** Able to understand about the settlement of accounts and insolvency partner.
- CO-5** Explain insolvency Accounts, Hire purchase installment, Royalties Budget and Budgetary control.

G) Suggested Course Articulation Matrix (CAM):

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO- 1	PSO- 2
CO-1	3	2	-	1	-	1	-	-	-
CO-2	2	2	2	1	1	-	-	-	-
CO-3	2	3	1	1	1	1	1	-	-
CO-4	2	2	1	1	-	-	-	-	-
CO-5	3	3	2	-	1	-	1	-	-

Legend: High (3), Medium (2), Low (1) and No mapping (-)

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H) Teaching & Learning Scheme:

Course Code	Course Title	Scheme of Study (Hours/Week)					
		Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
		L	T				
2426402	Management Accountancy	03	-	04	-	07	05

Legend:

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C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

I) Assessment Scheme:

Course Code	Course Title	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
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		Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426402	Management Accountancy	30	70	-	-	20	30	150

Legend:

PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)

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K) Theory Session Outcomes (TSOs) and Units: T2426402

Major Theory Session Outcomes (TSOs)	Units	Relevant Cos Number(s)
TSO1.a Define the term management accounting? TSO1.b Discuss the scope of management accounting? TSO1.c What is the various function of management accounting? TSO1.d What do you mean by double entry system? TSO1.e what is journal and what is a ledger in a accounting? TSO1.f What is depreciation in accounting system? TSO1.g What is inventory valuation? TSO1.h What is profit and loss accounts?	Unit – 1.0: Concept of Management Accounting 1.1 Concept, Impact and Scope 1.2 Double entry system, Book and accounts 1.3 Journal and ledger 1.4 Depreciation accounting and Inventory accounting & Valuation 1.5 Profit and Loss accounting	CO1
TSO 2a. What is statement of financial position? TSO 2b. Explain the nature and importance of financial statement? TSO 2c. What is financial analysis? TSO 2d. Difference between cash flow statement and fund flow statement? TSO 2f. What is consignment and joint venture? And also write its features? TSO 2g. What is the average due date?	Unit – 2.0: Financial Statements 2.1 Statements of financial position 2.2 Its nature and Importance 2.3 Analysis of financial statement 2.4 Cash flow statement, funds flow statement 2.5 Consignment joint venture account current 2.6 Average and due date	CO2
TSO 3a. What is receipt and payment account? TSO 3b. Which type of account is receipt and payment account? TSO 3c. What is income and expenditure answer in one sentence? TSO 3d. What types of account is income and expenditure? TSO 3e. What question can the balance sheet? TSO 3f. What is the partnership account admission of a new partner? TSO 3g. What happens to a partnership firm if one partner dies? TSO 3h. How is the admission of a new partner calculated? TSO 3i. What are the rights of a new partner	Unit-3.0: Receipt and Payment Accounts 3.1 Receipt and payment accounts, Income and Expenditure accounts, balance sheet. 3.2 Partnership accounts, General account, Problem relating to admission, retirement and death of a partner.	CO 3
TSO 4a. What is general partnership example? TSO 4b. What is the structure of a general partnership? TSO 4c. What is the settlement of my account? TSO 4d. What types of account is settlement? TSO 4e. What is the insolvency of all partners? TSO 4f. What are the legal consequences of insolvency of a partner?	Unit-4.0: Partnership Accounts-II 4.1 i) General ii) settlements of accounts 4.2 iii) Entries in books iv) sale to a company 4.3 v) Insolently of partner.	CO4

Major Theory Session Outcomes (TSOs)	Units	Relevant Cos Number(s)
TSO 5a. What is Insolvency in accounting? TSO 5b. What are the two types of Insolvency? TSO 5c. What are the conditions for Insolvency? TSO 5d. How do you calculate instalment amount hire Purchase? TSO 5e. What is Research method of Instalment in Hire purchase? TSO 5f. What is Budget control and types of Budgetary control? TSO 5g. What is nature of budget and budgeting control? TSO 5h. What are the seven types of budgeting? TSO 5i. What is nature of budgeting? TSO 5j. What are three types of budget?	Unit-5.0: Insolvency Accounts 5.1 Insolvency Accounts 5.2 Hire Purchase Instalment Royalties 5.3 Budget and Budgetary Control Nature and type of budgets preparation of budget Human aspect of budgetary Control.	CO5

Note: One major TSO may require more than one theory session/period.

L) Suggested Laboratory (Practical) Session Outcomes (LSOs) and List of Practical: P2426402

Practical/Lab Session Outcomes (LSOs)	S. No.	Laboratory Experiment/Practical Titles	Relevant COs Number(s)
LSO1.1 Prepare a table of differences between double entry system, book keeping and single-entry system LSO1.2 Write the process of depreciation of inventory. LSO1.3 Explain the condition where you depreciate inventory.	1.	Unit-1 1.1 Difference between double entry system book keeping and single-entry system prepare a trial balance. 1.2 Process of Accounting for inventory and depreciation.	CO1
LSO2.1 What is statement of financial position. LSO2.2 What is Consignment? LSO2.3 What is joint venture?	2.	Unit-2 2.1 Analysis financial statement, cash flow statement and fund flow statement. 2.2 Difference between Consignment and joint venture. 2.3 Features of joint venture	CO2
LSO3.1 Prepare a (a) Receipt and payment accounts (b) Income and Expenditure Accounts	3.	Unit-3 3.1 Develop an Income and Expenditure Accounts shut 3.2 Develop a balance sheet	CO3
LSO4.1 Prepare a list of Consequences of insolvency of a partners? LSO4.2 Prepare a structure of general partnership	4.	Unit-4 4.1 Explain (a) Settlement of Accounts (b) Entries of books (c) Insolvency of partners	CO4
LSO5.1 Prepare an instalment of hire purchase system LSO5.2 Prepare a budget for an advertising agency.	5.	Unit-5 5.1 Hire purchase system Installment, Royalties Budget and Budgetary control	CO5

M) Suggested Course Evaluation Matrix: The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

Cos	Course Evaluation Matrix						
	Theory Assessment (TA)**		Term Work Assessment (TWA)			Lab Assessment (LA)#	
	Progressive Theory Assessment (PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work & Self-Learning Assessment			Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)
			Assignments	Micro Projects	Other Activities*		
CO-1	20%	20%	-	-	-	20%	20%
CO-2	20%	20%	-	-	-	20%	20%
CO-3	20%	20%	-	-	-	20%	20%
CO-4	20%	20%	-	-	-	20%	20%
CO-5	20%	20%	-	-	-	20%	20%
Total Marks	30	70	-	-	-	20	30
			-				

Legend:

*: Other Activities include self- learning, seminar, visits, surveys, product development, software development etc.

**: Mentioned under point- (N)

#: Mentioned under point-(O)

Note:

- The percentage given are approximate
- In case of Micro Projects and End Laboratory Assessment (ELA), the achieved marks will be equally divided in all those COs mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exit survey need to be used which comprises of questions related to achievement of each COs.

N) Suggested Specification Table for End Semester Theory Assessment: Specification table represents the reflection of sample representation of assessment of Simple cognitive domain of full course.

Unit Title and Number	Total Classroom Instruction (CI) Hours	Relevant COs Number (s)	Total Marks	ETA (Marks)		
				Remember (R)	Understanding (U)	Application & above (A)
Unit-1.0 Concept of Management Accounting	7	CO1	10	4	4	2
Unit-2.0 Financial Statements	8	CO2	10	4	7	1
Unit-3.0 Receipt and Payment Accounts	7	CO3	10	4	4	2
Unit-4.0 Partnership Accounts II	8	CO4	12	4	7	1
Unit-5.0 Insolvency Accounts	10	CO5	20	6	8	2
Total Marks	48	-	70	26	35	9

Note: Similar table can also be used to design class/mid-term/ internal question paper for progressive assessment.

O) Suggested Learning Resources:**(a) Books:**

S. No.	Book Name	Author(s)	Publisher
1.	Fundamentals of cost Accounting	H.V. Jhamb	Ane Books Pvt Ltd, NewDelhi
2.	Cost Accounting, Text and Problems	M.N.Arora	S.Chand & Co.Ltd. NewDelhi
3.	Accounting, Principles and Methods	S.P. Jain and K.L.Narang	Kalyani Publishers, Jalandhar
4.	Introduction to Accountancy	T.S. Grewal	-
5.	Principles of Management Accounting	Dr. S.N. Maheshwari	-

(b) Online Educational Resources:

1. <https://kamrajcollege.ac.in>
2. <https://egovernance.uncom.in>
3. <https://rccmindore.com>
4. <https://www.tppl.org.in>
5. <https://www.ugc.gov.in>

Note: Teachers are requested to check the creative commons license status/ financial implications of the suggested, online educational resources before use by the students.

- A) Course Code : 2426403(T2426403/S2426403)
- B) Course Title : Secretarial Practice
- C) Pre-requisite Course(s) :
- D) Rationale :

There is a great demand for qualified secretaries. Diploma holder student can perform this work effectively & efficiently. This subject gives knowledge that what a company secretary shall do under law and should do in discharging his functions. To acquaint student with secretarial practice. It provides introductory knowledge and functions of a company. Knowledge prepares draft of a notice, Agenda and minutes. It also gives knowledge on company meeting and their types. Able to form an idea of proxy, quorum etc. and drafting of notice.

- E) **Course Outcomes (COs):** After the Completion of the course, teachers are expected to ensure the accomplishment of following course outcomes by the learners. For this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psychomotor & Affective) in classrooms/ laboratory/ workshop/ field/ industries.

After completion of the course, the students will be able to-

- CO-1** Explain the functions of a company secretary.
- CO-2** Describe different types of company meeting.
- CO-3** State about issue of share, debenture and transfer of shares.
- CO-4** State the right duties liabilities and responsibility of Director, Manager & Chairman.
- CO-5** Identify different types of meeting Proceeding.
- CO-6** Prepare 2D and 3D drawings as per the given requirements using CAD software.

F) Suggested Course Articulation Matrix (CAM):

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-	-	-
CO-2	2	2	2	1	1	-	-	-	-
CO-3	2	3	1	1	1	1	1	-	-
CO-4	2	2	1	1	-	-	-	-	-
CO-5	3	3	2	-	1	-	1	-	-

Legend: High (3), Medium (2), Low (1) and No mapping (-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs is optional.

G) Teaching & Learning Scheme:

Course Code	Course Title	Scheme of Study (Hours/Week)					
		Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
		L	T				
2426403	Secretarial Practice	03	-	-	02	05	04

Legend:

CI: Classroom Instruction (Includes different instructional/implementation strategies i.e. Lecture (L), Tutorial (T), Case method, Demonstrations, Video demonstration, Problem based learning etc. to deliver theoretical concepts)

LI: Laboratory Instruction (Includes experiments/practical performances /problem-based experiences in laboratory, workshop, field or other locations using different instructional/Implementation strategies)

Notional Hours: Hours of engagement by learners, other than the contact hours for ensuring learning.

TW: Term Work (includes assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self Learning, MOOCs, spoken tutorials, online educational resources etc.

C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

H) Assessment Scheme:

Course Code	Course Title	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
		Theory Assessment (TA)		Term Work& Self Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426403	Secretarial Practice	30	70	20	30	-	-	150

Legend:

PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)

PLA: Progressive Laboratory Assessment (includes process and product assessment using rating Scales and rubrics)

TWA: Term work & Self Learning Assessment (Includes assessment related to student performance in assignments, seminars, micro projects, industrial visits, self-learning, any other student activities etc.)

Note:

- ETA & ELA are to be carried out at the end of the term/ semester.
- Term Work is to be done by the students under the guidance of internal faculty but its assessment will be done **internally (40%)** as well as **externally (60%)**. Assessment related to planning and execution of Term Work activities like assignment, micro project, seminar, and self-learning is to be done by internal faculty (Internal Assessment) whereas assessment of output/product/presentation related to these activities will be carried out by external faculty/expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Class room instruction (CI, laboratory instruction (LI), Term Work (TW) And self-Learning (SL). Students are expected to demonstrate the attainment off Theory Session Outcome (TSOs) and Lab Session Outcome (LSOs) Leading to attainment of cost outcomes (COs) upon the completion of the course. While Curriculum detailing NEP 2020 related reforms like green skills, Sustainability, multidisciplinary aspects, society connect Indian Knowledge system (IKS) and others must be integrated appropriately.

J) Theory Session Outcomes (TSOs) and Units: T2426403

Major Theory Session Outcomes (TSOs)	Units	Relevant COs Number(s)
TSO 1a. What are the Functions of a secretary? TSO 1b. What are the types of secretaries? TSO 1c. What is the qualification of a secretary? TSO 1d. What is the process of appointment of a company secretary? TSO 1e. What are rights duties and functions of a company secretary? TSO 1f. What is depreciation in accounting system? TSO 1g. What is inventory valuation? TSO 1h. What is profit and loss accounts?	Unit-1.0: Concept of Secretarial Practice 1.1 Types of secretaries and their function. 1.2 Company Secretary Qualification, appointment role and Function Rights, Duties and Liabilities of a company secretary. Drafting of agenda and minutes.	CO1
TSO 2a. What are the types and function of a company? TSO 2b. How is Memorandum of association useful for a company? TSO 2c. What are articles of association? and which company must have Aloe? TSO 2d. How many types of ownership are there? TSO 2e. What is the main objective of prospectus: and what is the aim of prospectus? TSO 2f. What is the requirement of certificate of commencement.? TSO 2g. Why are shares and debentures important? TSO 2h. What are the types of shares and dividends in share market? TSO 2i. Which are better dividend stocks or bonds? TSO 2j. What are the steps involved in the formation of a company?	Unit-2.0: Different type of companies 2.1 Function of a company, types of companies. 2.2 Memorandum of association, piercing corporate level. 2.3 Articles of association, piercing corporate level. 2.4 Prospectus 2.5 Certificate of commencement 2.6 Share capital and Debenture, Types of shares, Bonds, stock market, dividend. 2.7 Secretarial practice involved in formation of company.	CO2
TSO 3a. What are Steps involved in the issue of shares? TSO 3b. Difference between Primary and Secondary Market. TSO 3c. What if forfeiture and reissue of shares and debentures? TSO 3d. What is the difference between a share warrant and a share certificate? TSO 3e. What is share transfer and What is meant by transmission of share?	Unit-3.0: Issue of Share and Debenture 3.1 Issue of share and Debenture involved there in share application short allotment calls primary and secondary Market. 3.2 Forfeiture and Reissue of Shares and Debenture 3.3 Share certificate and Share warrant. 3.4 Share Transfer and Transmission.	CO3
TSO 4a. What are the power and duties of director? TSO 4b. What are the powers and duties of managing director? TSO 4c. What is the process of appointment of a manager?	Unit-4.0: Company Management 4.1 Appointment, Duties and Power of a Director 4.2 Appointment, Duties and Power of a managing Director.	CO4

Major Theory Session Outcomes (TSOs)	Units	Relevant COs Number(s)
TSO 4d. What are the powers and duties of company secretary?	4.3 – Appointment, Appointment, Duties and Power of a Director.	
TSO 5a. What are the types of company meetings? TSO 5b. What is the procedure of a board meeting? TSO 5c. What is the purpose of an AGM meeting?	Unit-4.0: Company Meeting 5.1 Types of company meeting. 5.2 Secretarial work regarding constituent of a meeting, convening AGM, proceeding of Board Meeting.	CO5

Note: One major TSO may require more than one theory session/period.

K) Suggested Term Work and Self Learning: S2426403 Some sample suggested assignments and other activities are mentioned here for reference.

a. Assignments:

- i. Procedure of conducting meeting.
- ii. Preparation of Agenda.
- iii. How to prepare an agenda for a meeting sample?
- iv. What is a quorum? For a quorum to be present should there be enough participants who can provide the necessary votes to approve a corporate act?
- v. How do I prepare for my vote Centre assignment?

a. Other Activities:

Seminar Topics:

- Discuss on functions of secretary
- Explain the process of appointment of a company secretary
- Comparative study of share certificate and share warrant
- Guide lines for preparing meeting agenda and minutes.
- Discuss about forfeiture and reissue of shares and debentures.
- Discuss the appointment duties and power of a director.
- Discuss the appointment, duties and power of a manager.
- Discuss the appointment, duties and power of a secretary.

Visits: Visiting following places would provide students an opportunity to see the application of various branches of Secretarial Practice in different fields. This will also help students to comprehend the career opportunities available in the field of Secretarial Practice.

- Visits to establishment section of museum.
- Visits to office of planetarium.
- Directorate of different government department.
- Visits to personnel department of an organization.
- Visits to establishment section of a software company.

- L) Suggested Course Evaluation Matrix:** The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

COs	Course Evaluation Matrix						
	Theory Assessment (TA)**		Term Work Assessment (TWA)			Lab Assessment (LA)#	
	Progressive Theory Assessment (PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work& Self-Learning Assessment			Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)
			Assignments	Micro Projects	Other Activities*		
CO-1	15%	20%	20%	20%	15%	-	-
CO-2	15%	15%	15%	15%	25%	-	-
CO-3	20%	15%	20%	15%	20%	-	-
CO-4	20%	20%	20%	20%	20%	-	-
CO-5	10%	10%	10%	10%	10%	-	-
CO-6	15%	20%	20%	20%	15%	-	-
Total Marks	30	70	20	20	10	-	-
			50				

Legend:

*: Other Activities include self- learning, seminar, visits, surveys, product development, software development etc.

**: Mentioned under point- (N)

#: Mentioned under point-(O)

Note:

- The percentage given are approximate
- In case of Micro Projects and End Laboratory Assessment (ELA), the achieved marks will be equally divided in all those COs mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exit survey need to be used which comprises of questions related to achievement of each COs.

- M) Suggested Specification Table for End Semester Theory Assessment:** Specification table represents the reflection of sample representation of assessment of cognitive domain of full course.

Unit Title and Number	Total Classroom Instruction (CI) Hours	Relevant COs Number (s)	Total Marks	ETA(Marks)		
				Remember (R)	Understanding (U)	Application & above(A)
Unit-1.0 Concept of Secretarial Practice	8	CO1	12	4	4	4
Unit-2.0 Different type of companies	10	CO2	14	4	8	2
Unit-3.0 Issue of Share and Debenture	8	CO3	12	4	4	4
Unit-4.0 Company Management	10	CO4	14	4	6	4
Unit-5.0 Company Meeting	12	CO5	18	4	6	8
Total Marks	48	-	70	20	28	22

Note: Similar table can also be used to design class/mid-term/internal question paper for progressive assessment.

N) Suggested Learning Resources:**(a) Books:**

S. No.	Book Name	Author(s)
1.	A Text Book of Secretarial Practice	Ashok K Bagrial
2.	Secretarial Practice	M.C. Kuchhal
3.	Business organization and Management	Jagdish Prakash
4.	Business organization Management and Administration	Dr. Asthana
5.	Company Secretarial Practice	Prof. V. Balachandran & P.K. Ghosh

(b) Online Educational Resources:

1. <https://www.icsi.edu>
2. <https://static.collegedekho.com>
3. <https://www.barnesandnoble.com>
4. <https://www.neerajbooks.com>
5. <https://www.sjjc.edu.in>

Note: Teachers are requested to check the creative commons license status/ financial implications of the suggested, online educational resources before use by the students.

- A) Course Code : 2426404(T2426404/S2426404)
- B) Course Title : Money and Banking
- C) Pre-requisite Course(s) :
- D) Rationale :

The students should be aware with the Banking system, types of accounts; a Bank maintains types of Banks, types of cheques, procurement of loans etc.

In modern day practices a secretary has to deal with many duties which control the market, like inflation deflation index number etc. For a successful secretary he or she should have knowledge of money, factors affecting inflation index number and continuing of surplus.

This course is designed to provide the students with a thorough understanding of the importance of money and banking in various economies. It aims to provide the students with an introduction to understand the concept of money, theories of money supply and money demand and working of monetary policy

- E) **Course Outcomes (COs):** After the Completion of the course, teachers are expected to ensure the accomplishment of following course outcomes by the learners. For this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psychomotor & Affective) in classrooms/ laboratory/ workshop/ field/ industries.

After completion of the course, the students will be able to-

- CO-1** Explain and discuss about evolution of money.
- CO-2** Understand the comparative study of inflation and deflation.
- CO-3** Describe the Classification and working of commercial banks.
- CO-4** Understand the types of accounts.
- CO-5** Describe loan and advances.

F) Suggested Course Articulation Matrix (CAM):

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-	-	-
CO-2	2	2	2	1	1	-	-	-	-
CO-3	2	3	1	1	1	1	1	-	-
CO-4	2	2	1	1	-	-	-	-	-
CO-5	3	3	2	-	1	-	1	-	-

Legend: High (3), Medium (2), Low (1) and No mapping (-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs is optional.

G) Teaching & Learning Scheme:

Course Code	Course Title	Scheme of Study (Hours/Week)					
		Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
		L	T				
2426404	Money and Banking	03	-	-	04	07	05

Legend:

CI: Classroom Instruction (Includes different instructional/implementation strategies i.e. Lecture (L), Tutorial (T), Case method, Demonstrations, Video demonstration, Problem based learning etc. to deliver theoretical concepts)

LI: Laboratory Instruction (Includes experiments/practical performances /problem-based experiences in laboratory, workshop, field or other locations using different instructional/Implementation strategies)

Notional Hours: Hours of engagement by learners, other than the contact hours for ensuring learning.

TW: Term Work (includes assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self Learning, MOOCs, spoken tutorials, online educational resources etc.

C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

H) Assessment Scheme:

Course Code	Course Title	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
		Theory Assessment (TA)		Term Work& Self Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426404	Money and Banking	30	70	20	30	-	-	150

Legend:

PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)

PLA: Progressive Laboratory Assessment (includes process and product assessment using rating Scales and rubrics)

TWA: Term work & Self Learning Assessment (Includes assessment related to student performance in assignments, seminars, micro projects, industrial visits, self-learning, any other student activities etc.)

Note:

- ETA & ELA are to be carried out at the end of the term/ semester.
- Term Work is to be done by the students under the guidance of internal faculty but its assessment will be done **internally (40%)** as well as **externally (60%)**. Assessment related to planning and execution of Term Work activities like assignment, micro project, seminar, and self-learning is to be done by internal faculty (Internal Assessment) whereas assessment of output/product/ presentation related to these activities will be carried out by external faculty/expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Classroom Instruction (CI), Laboratory Instruction (LI), Term Work (TW) and Self Learning (SL). Students are expected to demonstrate the attainment of Theory Session Outcomes (TSOs) and Lab Session Outcomes (LSOs) leading to attainment of Course Outcomes (COs) upon the completion of the course. While curriculum detailing, NEP 2020 related reforms like Green skills, Sustainability, Multidisciplinary aspects, Society connect, Indian Knowledge System (IKS) and others must be integrated appropriately.

J) Theory Session Outcomes (TSOs) and Units: T2426404

Major Theory Session Outcomes (TSOs)	Units	Relevant COs Number(s)
TSO 1a. What is Barter and Exchange? TSO 1b. What are the five advantages and disadvantages of barter system? TSO 1c. What is money and evaluation of money? TSO 1d. What is the brief definition of money? And its nature. TSO 1e. What are the characteristics of money? TSO 1f. What is money function and importance? TSO 1g. What are the different types of money? TSO 1h. What is the importance of money in today's society? TSO 1i. What are some advantages and disadvantages of money? TSO 1j. What is evaluation in money?	Unit-1.0: Evaluation of Money 1.1 Meaning of exchange & Barter system 1.2 Advantage and disadvantage of Barter system 1.3 Introduction & evaluation of Money 1.4 Definition of Money 1.5 Nature of Money 1.6 Characteristics of Money 1.7 Function & importance of Money 1.8 Different types of Money 1.9 Importance of Money in present time. 1.10 Advantage & disadvantage of Money 1.11 Evaluation of good money.	CO1
TSO 2a. What explains Inflation? Give example. TSO 2b. What are the causes of inflation and how to control inflation? TSO 2c. What is difference between inflation and deflation? TSO 2d. What are the causes of deflation? How can it be controlled? TSO 2e. What is an index number? TSO 2f. What are the types and uses of index numbers? TSO 2g. Where the limitations of an index number?	Unit-2.0: Inflation and Deflation 2.1 Meaning of Inflation 2.2 Causes of Inflation and steps taken to control inflation 2.3 Meaning of Deflation 2.4 Cause effects of deflation and steps taken to control deflation 2.5 Comparative study of Inflation & Deflation 2.6 Meaning of Index Number 2.7 Types of Index Number use & their limitation.	CO2
TSO 3a. What is the definition and the classification of banking? TSO 3b. What is a bank and its kind? TSO 3c. What do you mean by Commercial bank? TSO 3d. What are the functions of Commercial bank? TSO 3e. What is bank's main source of bank funds?	Unit-3.0: Banking 3.1 Definition and classification of Banking? 3.2 Definition of Bank 3.3 Kind of Bank 3.4 Commercial Bank 3.5 Definition of Commercial Bank 3.6 Function of Commercial Bank 3.7 Sources of banking funds	CO3
TSO 4a. What is the meaning of current accounts? TSO 4b. What precautions should be taken by a bank while opening a current account? TSO 4c. What is difference between Joint and Trust account? TSO 4d. What are the different types of deposits?	Unit-4.0: Accounts of Customer and their deposits 4.1 Meaning of current – accounts 4.2 Precaution to be taken while opening a current account 4.3 Joint Account 4.4 Trust Account 4.5 Different types of deposits	CO4
TSO 5a. What is a short-term loan and advances? TSO 5b. What is the difference between cash credit and overdraft? TSO 5c. What do you mean by discounting of bills? TSO 5d. What is a letter of credit? TSO 5e. What are the precautions to be taken by the banker? TSO 5f. What is the main difference between a pledge and a mortgage?	Unit-5.0: Loan and Advances 5.1 Loan and Advances 5.2 Cash credits 5.3 Overdrafts 5.4 Discounting of bills 5.5 Letters of Credits 5.6 Loans on securities 5.7 Death or in solving of a security.	CO5

Note: One major TSO may require more than one theory session/period.

K) Suggested Term Work and Self Learning: S2426404 Some sample suggested assignments and other activities are mentioned here for reference.

a. Assignments:

1. Explain voting roll and proxies in a meeting.
2. Write the Process of Resolution.
3. What is the format of a resolution paper?
4. How to prepare accounts for audit?
5. What are the steps in preparing for an audit?
6. How are annual accounts prepared?
7. How do you prepare an audit report?
8. How to write a legal assignment?

b. Other Activities:

i. Seminar Topics:

1. List the Characteristics, function and Importance of money
2. Discuss about evolution of money.
3. List out the causes of inflation and deflation

c. Visits: - Visiting following places would provide students an opportunity to see the application of various branches of Money & Banking in different fields. This will also help students to comprehend the career opportunities available in the field of Money & Banking.

- Visits to Government bank.
- Visits to Private bank.
- company

L) Suggested Course Evaluation Matrix: The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

COs	Course Evaluation Matrix						
	Theory Assessment (TA)**		Term Work Assessment (TWA)			Lab Assessment (LA)#	
	Progressive Theory Assessment (PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work& Self-Learning Assessment			Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)
			Assignments	Micro Projects	Other Activities*		
CO-1	20%	20%	15%	-20%	10%	-	-
CO-2	15%	20%	20%	20%	15%	-	-
CO-3	15%	15%	15%	15%	25%	-	-
CO-4	20%	15%	20%	15%	20%	-	-
CO-5	20%	20%	20%	20%	20%	-	-
CO-6	10%	10%	10%	10%	10%	-	-
Total Marks	30	70	20	20	10	-	-
			50				

Legend:

- *: Other Activities include self- learning, seminar, visits, surveys, product development, software development etc.
 **: Mentioned under point- (N)
 #: Mentioned under point-(O)

Note:

- The percentage given are approximate
- In case of Micro Projects and End Laboratory Assessment (ELA), the achieved marks will be equally divided in all those COs mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exit survey need to be used which comprises of questions related to achievement of each COs.

M) Suggested Specification Table for End Semester Theory Assessment: Specification table represents the reflection of sample representation of assessment of cognitive domain of full course.

Unit Title and Number	Total Classroom Instruction (CI) Hours	Relevant COs Number (s)	Total Marks	ETA(Marks)		
				Remember (R)	Understanding (U)	Application & above(A)
Unit-1.0 Evaluation of Money	8	CO1	12	4	4	4
Unit-2.0 Inflation and Deflation	10	CO2	14	4	8	2
Unit-3.0 Banking	8	CO3	12	4	4	4
Unit-4.0 Accounts of Customer and their deposits	10	CO4	14	4	6	4
Unit-5.0 Loan and Advances	12	CO5	18	4	6	8
Total Marks	48	-	70	20	28	22

Note: Similar table can also be used to design class/mid-term/internal question paper for progressive assessment.

N) Suggested Learning Resources:

(c) Books:

S. No.	Book Name	Author(s)
1.	Money Banking & International Trade.	Padamdeo Naratan Sharma
2.	Banking Theory & System	K.K. Prabhakar
3.	Practical Banking	M. Radhashran
4.	Banking Law & Practices	T.T.Sethi

(d) Online Educational Resources:

1. <https://www.vedantu.com>
2. <https://open.umm.edu>
3. <https://www.moneybanking.com>
4. <https://ncert.nic.in>

Note: Teachers are requested to check the creative commons license status/ financial implications of the suggested, online educational resources before use by the students.

- A) **Course Code** : 2426405(T2426405/P2426405/P2426405)
- B) **Course Title** : Hindi E-Typing
- C) **Pre-requisite Course(s)** : Computer Skills
- D) **Rationale** :

To provide knowledge in typing, explain various types of typewriters, provide brief knowledge on classification of typewriter, provide knowledge on function of keyboard Improve your typing skills, provide instruction for good posture of sitting. Discussion about the use of table and chair by Typist.

It is expected the students should have the sound knowledge of this science to apply it in the practice. Through this course student will develop these skills and competency which are required in their professional career.

- E) **Course Outcomes (COs):** After the Completion of the course, teachers are expected to ensure the accomplishment of following course outcomes by the learners. For this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psychomotor & Affective) in classrooms/ laboratory/ workshop/ field/ industries.

After completion of the course, the students will be able to-

CO-1 Explain the various rows of Keyboard.

CO-2 Describe the various form of Typewriter.

CO-3 Explain the history of Typewriter.

CO-4 Describe the role of Manual Typewriter in different offices.

CO-5 Describe the use of E-Typewriter in modern era. Describe the important major parts of Typewriter.

F) **Suggested Course Articulation Matrix (CAM):**

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-	-	-
CO-2	2	2	2	1	1	-	-	-	-
CO-3	2	3	1	1	1	1	1	-	-
CO-4	2	2	1	1	-	-	-	-	-
CO-5	3	3	2	-	1	-	1	-	-

Legend: High (3), Medium (2), Low (1) and No mapping (-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs is optional.

G) Teaching & Learning Scheme:

Course Code	Course Title	Scheme of Study (Hours/Week)					
		Classroom Instruction (CI)		Lab Instruction (LI)	Notional Hours (TW+ SL)	Total Hours (CI+LI+TW+SL)	Total Credits (C)
		L	T				
2426405	Hindi E-Typing	03	-	04	02	09	06

Legend:

CI: Classroom Instruction (Includes different instructional/implementation strategies i.e. Lecture (L), Tutorial (T), Case method, Demonstrations, Video demonstration, Problem based learning etc. to deliver theoretical concepts)

LI: Laboratory Instruction (Includes experiments/practical performances /problem-based experiences in laboratory, workshop, field or other locations using different instructional/Implementation strategies)

Notional Hours: Hours of engagement by learners, other than the contact hours for ensuring learning.

TW: Term Work (includes assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self Learning, MOOCs, spoken tutorials, online educational resources etc.

C: Credits = (1 x CI hours) + (0.5 x LI hours) + (0.5 x Notional hours)

Note: TW and SL have to be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome of learning.

H) Assessment Scheme:

Course Code	Course Title	Assessment Scheme (Marks)						Total Marks (TA+TWA+LA)
		Theory Assessment (TA)		Term Work& Self Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressive Theory Assessment (PTA)	End Theory Assessment (ETA)	Internal	External	Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426405	Hindi E-Typing	30	70	20	30	20	30	200

Legend:

PTA: Progressive Theory Assessment in class room (includes class test, mid-term test and quiz using online/offline modes)

PLA: Progressive Laboratory Assessment (includes process and product assessment using rating Scales and rubrics)

TWA: Term work & Self Learning Assessment (Includes assessment related to student performance in assignments, seminars, micro projects, industrial visits, self-learning, any other student activities etc.)

Note:

- ETA & ELA are to be carried out at the end of the term/ semester.
- Term Work is to be done by the students under the guidance of internal faculty but its assessment will be done **internally (40%)** as well as **externally (60%)**. Assessment related to planning and execution of Term Work activities like assignment, micro project, seminar, and self-learning is to be done by internal faculty (Internal Assessment) whereas assessment of output/product/ presentation related to these activities will be carried out by external faculty/expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Classroom Instruction (CI), Laboratory Instruction (LI), Term Work (TW) and Self Learning (SL). Students are expected to demonstrate the attainment of Theory Session Outcomes (TSOs) and Lab Session Outcomes (LSOs) leading to attainment of Course Outcomes (COs) upon the completion of the course. While curriculum detailing, NEP 2020 related reforms like Green skills, Sustainability, Multidisciplinary aspects, Society connect, Indian Knowledge System (IKS) and other must be integrated appropriately.

J)

K) Theory Session Outcomes (TSOs) and Units: T2426405

Major Theory Session Outcomes (TSOs)	Units	Relevant Cos Number(s)
1. आधुनिक युग में टंकण के महत्व एवं टंकण के अनुदेशों का वर्णन करें। 2. टाइपराइटर एवं ई-टाइपराइटर में अन्तर स्पष्ट करें।	Unit – 1.0: टंकण विज्ञान का परिचयांकन, टाइपराइटर की उपयोगिता, महत्व और विकास। टंकणकल एवं कम्प्यूटर के अंतर बारे में जानकारी एवं टंकणकल अनुदेशों का वर्णन।	CO1
1. कम्प्यूटर के की-बोर्ड में कुल कितने कुँजी हैं। 2. मॉडीफायर की का कार्य स्पष्ट करें।	Unit – 2.0: कुंजीपटल संचालक संख्या या चौथी पंक्ति का संचालन, विशेष चिन्हों का प्रयोग, रोमन संख्याएं आदि का संचालन।	CO2, CO3
1. सुंदर प्रस्तुतीकरण के नियमों का उल्लेख करें। 2. पैराग्राफ टाइप करते समय कितना हाशिया छोड़ा जाता है।	Unit – 3.0: सुंदर प्रस्तुतीकरण के नियम हाशिए छोड़ना – समतल, बाएं, दाएं एवं उर्ध्वमुखी हाशिये छोड़ना। व्याकरणिक चिन्हों का प्रयोग एवं नियम।	CO3, CO4
1. वहनीय एवं हस्तचलित टंकण कल को परिभाषित करें। 2. कम्प्यूटर एवं लैप-टॉप के विकास का महत्व स्पष्ट करें।	Unit – 4.0: विभिन्न प्रकार की मशीनें- हस्तचालित मानक यंत्र, वहनीय, ध्वनी-रहित, ब्रेल-राइटर, इलेक्ट्रॉनिक यंत्र, कम्प्यूटर एवं लैप-टॉप का विकास।	CO4
▪ स्पर्श एवं दृश्य विधि का वर्णन करें। ▪ मानक टंकणकल के गुण एवं दोष का वर्णन करें।	Unit – 5.0: टंकण विधियाँ स्पर्श एवं दृश्य विधि का उल्लेख, मानक टंकणकल के गुण एवं दोष।	CO5

Note: One major TSO may require more than one theory session/period.

L) Suggested Laboratory (Practical) Session Outcomes (LSOs) and List of Practical: P2426405

Practical/Lab Session Outcomes (LSOs)	Laboratory Experiment/Practical Titles	Relevant Cos Numbers
1. की-बोर्ड पर होम रो की कौन सी कुंजिया होती है। 2. कैप्स लॉक और शिफ्ट कुँजी में क्या अंतर हैं?	1. की-बोर्ड पर होम-रो का अभ्यास एवं कुँजी का संचालन।	CO1
1. टाइपिंग करते समय स्पेस बार का प्रयोग कैसे किया जाता है। 2. टाइपिंग गति को शब्द प्रति मिनट में मापने की विधि समझाए।	2. टाइपिंग की-बोर्ड पर स्पेस बार एवं गति और शुद्धता के बारे में समझाना।	CO2, CO3
1. टाइपिंग में टच टाइपिंग क्या है? 2. टाइपिंग करते समय बैकस्पेस और डिलीट	3. टाइपिंग की विधि एवं महत्व को समझाना।	CO3, CO4

Practical/Lab Session Outcomes (LSOs)	Laboratory Experiment/Practical Titles	Relevant Cos Numbers
कुंजी का उपयोग कब किया जाता है।	3.1 कुंजी पटल का संचालन। 3.2 दो शब्द एवं तीन शब्द वाले शब्दों का अभ्यास।	
1. न्यूमेरिक की पैड का प्रयोग किन परिस्थितियों में किया जाता है? 2. टाइपिंग के दौरान फंक्शन कीज का उपयोग किस लिए किया जाता है?	4. भावों के विभाजन एवं चार्ट बनाने पैराग्राफ टंकित करने, आवेदन टंकित करने, एवं विशेष चिह्नों यथा नंबरिंग की फॉक्सनिंग की एवं मोडिफायर की का प्रयोग एवं अभ्यास करना।	CO4
1. टाइपिंग में शुद्धता बढ़ाने के लिए किन-किन नियमों का पालन करना चाहिए। 2. हिंदी टाइपिंग के लिए इनस्क्रिप्ट की बोर्ड लेआउट क्या होता है।	5. सुंदर प्रस्तुतीकरण एवं अनुदेशों के बारे में समझाना।	CO5

M) Suggested Term Work and Self Learning: S2426405 Some sample suggested assignments, microproject and other activities are mentioned here for reference.

क्र०सं०	विवरणी
1	टंकण विज्ञान का परिचयांकन
2	कुंजीपटल संचालक
3	टाइप करने की तैयारी - दूसरी पंक्ति का आधार पंक्ति या अभ्यास - दो शब्द एवं तीन शब्द वाले शब्दों का अभ्यास
4	सुंदर प्रस्तुतीकरण के नियम
5	कुंजीपटल संचालक टाइप करने एवं बैठने का ढंग
6	टंकण विधियाँ, दृश्य एवं स्पर्श विधि

7	सचित्र वर्णन, टंकणकल एवं ई-टाइपिंग
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- N) Suggested Course Evaluation Matrix:** The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. Their response/performance of each student in each of these designed activities is to be used to calculate CO attainment.

COs	Course Evaluation Matrix						
	Theory Assessment (TA)**		Term Work Assessment (TWA)			Lab Assessment (LA)#	
	Progressive Theory Assessment (PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work & Self Learning Assessment			Progressive Lab Assessment (PLA)	End Laboratory Assessment (ELA)
			Assignments	Micro Projects	Other Activities*		
CO-1	20%	20%	15%	20%	10%	20%	15%
CO-2	15%	20%	20%	20%	15%	15%	20%
CO-3	20%	15%	15%	20%	25%	20%	15%
CO-4	20%	20%	25%	20%	25%	20%	25%
CO-5	25%	25%	25%	20%	25%	25%	25%
Total Marks	30	70	20	20	10	20	30
			50				

Legend:

*: Other Activities include self- learning, seminar, visits, surveys, product development, software development etc.

**: Mentioned under point- (N)

#: Mentioned under point-(O)

Note:

- The percentage given are approximate
- In case of Micro Projects and End Laboratory Assessment (ELA), the achieved marks will be equally divided in all those COs mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exit survey need to be used which comprises of questions related to achievement of each COs.

- O) Suggested Specification Table for End Semester Theory Assessment:** Specification table represents the reflection of sample representation of assessment of cognitive domain of full course.

Unit Title and Number	Total Classroom Instruction (CI)Hours	Relevant Cos Number(s)	Total Marks	ETA (Marks)		
				Remember(R)	Understanding(U)	Application & above(A)
Unit-1.0 टंकण विज्ञान का परिचयांकन, टाइपराइटर की उपयोगिता, महत्व और विकास। टंकणकल एवं कम्प्यूटर के अंतर बारे में जानकारी एवं टंकणकल अनुदेश	8	CO-1	12	4	4	4
Unit-2.0 कुजीपटल संचालक संख्या या चौथी पंक्ति का संचालन, विशेष चिह्नों का प्रयोग, रोमन संख्याएं आदि का संचालन।	10	CO-2	14	4	8	2
Unit-3.0 सुंदर प्रस्तुतीकरण के नियम ,हाशिए छोड़ना – समतल ,बाएं, दाएं एवं ध्वमुखी हाशिये छोड़ना। व्याकरणिक चिह्नों का प्रयोग एवं नियम	8	CO-3	12	4	4	4
Unit-4.0 विभिन्न प्रकार की मशीनें— हस्तचालित मानक यंत्र, वहनीय, ध्वनी-रहित, ब्रेल-राइटर, इलेक्ट्रॉनिक यंत्र, कम्प्यूटर एवं लैप-टॉप का विकास।	10	CO-4	14	4	6	4

Unit-5.0 टंकण विधियाँ स्पर्श एवं दृश्य विधि का उल्लेख ,मानक टंकणकल के गुण एवं दोष।	12	CO-5	18	4	6	8
Total	48	-	70	20	28	22

Note: Similar table can also be used to design class/mid-term/internal question paper for progressive assessment.

P) Suggested Instructional/Implementation Strategies: Different Instructional/Implementation Strategies may be appropriately selected, as per the requirement of the content/outcome. Some of them are Improved Lecture, Tutorial, Case Method, Group Discussion, Industrial visits, Industrial Training, Portfolio Based Learning, Role Play, Live Demonstrations in Classrooms, Lab, Field, Information and Communications Technology (ICT) Based Teaching Learning, Blended or flipped mode, Brainstorming, Expert Sessions, Video Clippings, Use of Open Educational Resources (OER), MOOCs etc.

Q) List of Major Laboratory Equipment, Tools and Software:

S. No.	Name of Equipment, Tools and Software	Broad Specifications	Relevant Experiment/Practical Number
1.	Typing machine	Hindi typing manual typewriter	All lessons
2.	Computer	Processor Intel Core i7 RAM 32 GB,Font Hindi Downloaded	
3.	Printer	High Speed Duplex Printer	
4.	Scanner	Extended field of view for capturing both large and small objects	

R) Suggested Learning Resources:

(a) Books

S. No	Titles	Author (s)
1	Typewriter Made Easy For beginners by Dr.O.P. Kuthiala	Omkar Nath Verma
2	Typewriting Speed and Accuracy. Dr.O.P. Kuthiala	Omkar Nath Verma
3	Manak Computer Typing	ANSUL VERMA

(b) Online Educational Resources:

1. <https://www.typing.com>
2. <https://www.typingbaba.com>
3. <https://www.typingmaster.com>
4. <https://www.typelit.io>

Note: Teachers are requested to check the creative commons license status/ financial implications of the suggested, online educational resources before use by the students.

A)	Course Code	: 2426406(P2426406/S2426406)
B)	Course Title	: Shorthand English
C)	Pre- requisite Course(s)	: Language skill, Typing
D)	Rationale	:

The performance of the personnel working in modern offices depends, to a large extent, on the proficiency with which they can take dictation. Many of the confidential matters have to be written in shorthand before final communication is sent to different quarters/ parties. It is necessary that students acquire an accurate and good speed of shorthand so that they are able to perform in the modern offices effectively. Through a series of courses on stenography these skills can be imparted to the students. Hence the introduction of the subject in the curriculum of Modern Office Practice.

The main aim of diploma holders is to perform Stenographer/ Executive assistant/ Secretarial duties on behalf of the boss. Therefore, one must be well conversant with relevant sources of information and be alert and active with detailed knowledge to perform assignment as per direction of the office.

A) Course Outcomes (COs): After the completion of the course, teachers are expected to ensure the accomplishment of following course outcome by the learners for this, the learners are expected to perform various activities related to three learning domains (Cognitive, Psycho motor and affective) in classroom/ laboratory/ office.

After completion of the Course, the student should be able to:

- CO1 = Explain the importance of Shorthand.
- CO2 = Describe Consonants strokes.
- CO3 = Vowel and Gramalogues
- CO4 = Acquaint student with transcription.
- CO5 = Prepare the students more thoroughly for shorthand dictation and transcription by way of applying simple and logical shorthand principles.

B) Suggested Course Articulation Matrix (CAM):

Course Outcomes (Cos)	Program Outcomes (POs)							Program specific outcomes (POs)	
	PO-1 Basic and Discipline specific knowledge	PO-2 Problem analysis	PO-3 Professional skills	PO-4 Problem solving	PO-5 Digital working skill	PO-6 Awareness about ethical practice	PO-7 Life long learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-		
CO-2	2	2	2	1	1	-	-		
CO-3	2	3	1	1	1	1	1		
CO-4	2	2	1	1	-	-	-		
CO-5	3	3	2	-	1	-	1		

Legend-High (3), Medium (2), Low (1) and No mapping (-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs is optional.

A) Teaching and Learning Scheme:

Course code	Course Title	Scheme of study (hours/week)					
		Classroom instruction (CI)		Lab Instruction (LI)	National Hours (TW+SL)	Total hours (LI+TW+SL)	Total credits (c)
		L	T				
2426406	Shorthand English lab	-	-	04	02	06	03

Note: Prefix will be added to course code if applicable (T for theory paper, p for practical paper and S for term work)

Legend: CI: Classroom Instruction (includes different instructional/ implementation strategies lecture (L), Tutorial (T), case method, Demonstrations, video demonstration, problem based learning etc. to deliver theoretical concepts)

LI: Laboratory instruction (includes experiments/ practical performances / problem based experiences in laboratory.

Workshop, field or other locations using different instructional \implementation strategies.

National hours: Hours of engagement by learns, other than the contact hours for ensuring learning.

TW: Term Work (Include assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL:Self learning MOOCs, spoken tutorials, online educational resources etc.)

C: Credits = (1x CI hours) + (0.5 x LI hours) + (0.5 x notional hours)

NOTE:

Be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome off learning.

H Assessment scheme:

Course code	Course Title	Assessment Scheme (Marks)						Total marks (TWA+L A)
		Theory Assessment(TA)		Term Work & Self-Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressive theory Assessment (PTA)	End theory Assessment (ETA)	Internal	External	Progressive lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426406	Shorthand English	-	-	20	30	20	30	100

Note: Prefix will be added to course code if applicable (T for theory paper , P for practical paper and S for Term Work)

Legend:

PTA: Progressive theory assessment in class room (includes class test, mid-term test and quiz using online \offline modes)

PLA: progressive laboratory assessment (includes process and product assessment using rating scales and rubrics)

TWA: Term work &self-learning assessment (includes assessment related to student performance in assessments seminars micro projects, industrial visits, self – learning, any other student activities etc.)

Note:

- Separate passing is must for progressive and end semester assessment for both theory and practical.
- ETA & ELA are to be carried out at the end of the term / semester.
 - Term work is to be done by the students under the guidance of internal faculty but its assessment will be done internally (40%) as well as externally (60%). assessment related to planning and execution of Term Work activities like assessment, micro project, and seminar and self – learning is to be done by internal faculty (internal assessment) Whereas assessment of output / product / presentation related to these activities will be carries out by external faculty /expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Class room instruction (CI), laboratory instruction (LI), Term Work (TW) And self-Learning (SL). Students are expected to demonstrate the attainment off Theory Session Outcome (TSOs) and Lab Session Outcome (LSOs) Leading to attainment of cost outcomes (COs) upon the completion of the course. While Curriculum detailing NEP 2020 related reforms like green skills, Sustainability, multidisciplinary aspects, society connect Indian Knowledge system (IKS) and others must be integrated appropriately.

J) Suggested Laboratory (Practical) Session Outcomes(LSOs) and List of Practical's: P2426406

<u>Major Practical session outcomes</u>	<u>Unit</u>	<u>Relevant COS number</u>
1 what do you mean by shorthand? 2 Make figure of sitting Posture of shorthand writer 3 Name and figure of essential elements using shorthand.	Unit-1- Introduction of shorthand 1.1 Meaning 1.2 Sitting Posture 1.3 Essential elements	CO1
1 Prepare a table of all consonants in shorthand. 2 write all straight strokes consonants in shorthand. 3 Make ten words using joined of strokes	Unit -2 Classification of Consonants 2.1 Practice of consonants with length, angle, size, direction, thickness, etc. 2.2 Practice of Straight Strokes Upward Downward & Vertical movement of strokes 2.3 Practice of Curves strokes 2.4 Joining of strokes.	CO2
1. write all sign of long vowel in shorthand. 2. write all sign of short vowel in shorthand. 3. Make ten words using vowel.	Unit-3 Vowel 3.1 long vowel 3.2 short vowel 3.3 Intervening Vowels and Position. 3.4 Placing of Vowels.	Co3

1 Write ten first place Grammalogues in shorthand. 3 Write ten second Place Grammalogues in Shorthand. 4 Write ten third place Grammalogues in Shorthand. 5 Shorthand. 6 Write two sentences in shorthand using Grammalogues.	Unit-4 Grammalogues, Punctuation Signs and logogram. 4.1 Short Forms (Grammalogues) 4.2 Punctuation Signs	CO4
1 Practice for the alternative form of R and H. 2 Identify diphthongs and trip hones. 3 Make use of phraseography and the qualities of good phraseogram. 4 Practice of circles S and Z, stroke S and Z, large circle.	Unit -5 use of alternatives signs for R & H, Practice of Diphthongs in a stork, practice of Phraseography, circles, Hooks and loop in shorthand.	CO5

K) Suggested Term Work and Self learning: S2426406 some sample suggested assignments, micro project and other activities are mentioned here for reference.

A Assignments: Questions/ Problems/Numerical/Exercise to be provided by the course teacher in line with targeted COs.

1. Prepare an assignment on Shorthand and Importance of shorthand.
2. Explain consonants with all symbols and direction.
3. Explain vowel in shorthand Write the types of vowels.
4. Explain grammalogues with example.
5. Prepare an assignment on using tools for shorthand writing.

B Micro Project

1. Prepare a chart for consonants
2. prepare a project for how to be a good stenographer.
3. Prepare a comparative study on shorthand and computer typing.
4. Prepare a list of using shorthand tools.
5. Prepare an assignment on good and bad posture during shorthand writing.
6. Prepare an assignment on the scop of the shorthand.

C Other Activities

1. **Seminar Activities**
 - a. Seminar on Accuracy and Speed.
 - b. The study on how to make shorthand writing is more effective.
 - c. Study about Importance of shorthand.
 - d. Study about basic scope of shorthand.
 - e. Study on the structure of shorthand.

2. Visit

- Visit to office.
- Visit to secretariat
- Visit to Nearby retailer's market.
- Visit to different Bank

3 Self-learning topics:

- Speech writing
- News report writing
- Shorthand transcription and typing will be done in computer.
- Shorthand practice: Dictation of paragraphs from different books, news papers, magazines etc. & their transcription.

L) Suggested Course Evaluation Matrix:

The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

COs	Course Evaluation Matrix						
	Theory Assessment(TA)**		Term Work Assessment(TWA)			Lab Assessment(LA)#	
	Progressive Theory Assessment(PTA)	End Theory Assessment(ETA)	Term Work & Self Learning Assessment			Progressive Lab Assessment(PLA)	End Laboratory Assessment(ELA)
			Assignments	Micro Projects	Other Activities		
CO-1	—	—	20%	20%	10%	25%	25%
CO-2	—	—	10%	20%	15%	20%	20%
CO-3	—	—	15%	15%	25%	20%	20%
CO-4	—	—	20%	15%	20%	25%	25%
CO-5	—	—	25%	20%	20%	15%	15%
Total Marks			20	20	10	20	30
			50			50	

Legend:* Other Activities includes self-learning, seminar, visits, surveys, product development, software development etc.

#:* Mentioned under point-(N)

#: Mentioned under point-(O)

Note:

- The percentage given are approximate.
- In case of Micro Projects and End Laboratory Assessment(ELA), The achieved marks will be equally divided in all those Cos mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exits survey need to be used which comprises of question related to achievements of each Cos.

M) Suggested Assessment Table for Laboratory (Practical) Matrix:

Sl. No.	Laboratory Practical Titles	Relevant Cos Number(S)	PLA/ELA		
			Performance		Viva-voice (%)
			PRA* (%)	PDA** (%)	
1	Practice of strokes, their joining, direction and shape according to the Work Book and the exercises from the text book.	CO1	30	60	10
2	Practice of vowels, long and short vowels diphthongs, and punctuation marks.	CO2	20	50	10
3	Practice of Grammalogues and make sentences	CO3	30	60	10
4	Phreseography	CO4	30	60	10
5	Tools Description	CO5	20	60	10

N) RECOMMENDED BOOKS

1. Pitman shorthand Instructor & Key Publisher Sir Issac Pitman
2. Pitman Shorthand – New Course For A.H.Wheeler & Ci. (P)Ltd. Road Allahabad Sir Issac Pitman
3. Pitman Shorthand Writing Exercises & Examination tests New- Era – Edition For For A.H.Wheeler & Ci. (P)Ltd.
Road Allahabad
4. Shorthand Made Easy For O.P. Kuthiala

Online classes

- 1 <https://unacademy.com>
- 2 <https://www.pitman-training.com/>
- 3 <https://nssbooks.com>

A)	Course Code	: 2426407(P2426407/S2426407)
B)	Course Title	: Shorthand Hindi
C)	Pre- requisite Course(s)	: Language skill, Typing
D)	Rationale	:

The performance of the personnel working in modern offices depends, to a large extent, on the proficiency with which they can take dictation. Many of the confidential matters have to be written in shorthand before final communication is sent to different quarters/ parties. It is necessary that students acquire an accurate and good speed of shorthand so that they are able to perform in the modern offices effectively. Through a series of courses on stenography these skills can be imparted to the students. Hence the introduction of the subject in the curriculum of Modern Office Practice.

The main **aim of diploma holders is to perform Stenographer/ Executive assistant/ Secretarial duties** on behalf of the boss. Therefore, one must be well conversant with relevant sources of information and be alert and active with detailed knowledge to perform assignment as per direction of the office.

- C) Course Outcomes (COs):** After the completion of the course, teachers are expected to ensure the accomplishment of following course outcome by the learners for this , the learners are expected to perform various activates related to three learning domains (Cognitive, Psycho motor and affective) in classroom/ laboratory/ office .

After completion of the Course, the student should be able to:

- CO1 = संकेतलिपि के महत्व से परिचय।
- CO2 = व्यंजन चिन्हों का ज्ञान
- CO3 = संकेतलिपि के स्वर, द्विस्वर एवं भाब्दचिन्हों का प्रयोग का ज्ञान।
- CO4 = छात्रों को वाक्यों में एवं प्रतिलेखन से परिचय।
- CO5 = सरल और तार्किक संकेतलिपि सिद्धांतों को लागू करके छात्रों को श्रुतलेख और प्रतिलेखन के लिए गहन रूप से तैयारी।

Suggested Course Articulation Matrix (CAM):

Course Outcomes (Cos)	Program Outcomes (POs)							Program specific outcomes (POs)	
	PO-1 Basic and Discipline specific knowledge	PO-2 Problem analysis	PO-3 Professionalism	PO-4 Problem solving	PO-5 Digital working skill	PO-6 Awareness about ethical practice	PO-7 Life long learning	PSO-1	PSO-2
CO-1	3	2	-	1	-	1	-		
CO-2	2	2	2	1	1	-	-		
CO-3	2	3	1	1	1	1	1		
CO-4	2	2	1	1	-	-	-		
CO-5	3	3	2	-	1	-	1		

Legend-High(3), Medium (2), Low(1)and No mapping(-)

* PSOs will be developed by respective programme coordinator at institute level. As per latest NBA guidelines, formulating PSOs Is optional.

B) Teaching and Learning Scheme:

Course code	Course Title	Scheme of study (hours/week)					
		Classroom instruction (CI)		Lab Instruction (LI)	National Hours (TW+SL)	Total hours (LI+TW+SL)	Total credits (c)
		L	T				
2426407	Shorthand Hindi	-	-	04	02	06	03

Note: Prefix will be added to course code if applicable (T for theory paper, p for practical paper and S for term work)

Legend:

CI: Classroom Instruction (includes different instructional/ implementation strategies lecture (L), Tutorial (T), case method, Demonstrations, video demonstration, problem based learning etc. to deliver theoretical concepts)

LI: Laboratory instruction (includes experiments/ practical performances / problem based experiences in laboratory.

Workshop, field or other locations using different instructional \implementation strategies.

National hours: Hours of engagement by learns, other than the contact hours for ensuring learning.

TW: Term Work (Include assignments, seminars, micro projects, industrial visits, any other student activities etc.)

SL: Self learning MOOCs, spoken tutorials, online educational resources etc.)

C : Credits = (1x CI hours) + (0.5 x LI hours) + (0.5 x notional hours)

NOTE:

Be planned by the teacher and performed by the learner under the continuous guidance and feedback of teacher to ensure outcome off learning.

H Assessment scheme:

Course code	Course Title	Assessment Scheme (Marks)						Total marks (TA+ TWA +LA)
		Theory Assessment(TA)		Term Work & Self-Learning Assessment (TWA)		Lab Assessment (LA)		
		Progressiv e theory Assessme nt (PTA)	End theory Assessment (ETA)	Internal	External	Progressive lab Assessment (PLA)	End Laboratory Assessment (ELA)	
2426407	Shorthand Hindi	-	-	20	30	20	30	100

Note: Prefix will be added to course code if applicable (T for theory paper, P for practical paper and S for Term Work)

Legend:

PTA: Progressive theory assessment in class room (includes class test, mid-term test and quiz using online \offline modes)

PLA: Progressive laboratory assessment (includes process and product assessment using rating scales and rubrics)

TWA: Term work & self-learning assessment (includes assessment related to student performance in assessments seminars micro projects, industrial visits, self – learning , any other student activities etc.)

Note:

- . Separate passing is must for progressive and end semester assessment for both theory and practical.

- ETA & ELA are to be carried out at the end of the term / semester.

Term work is to be done by the students under the guidance of internal faculty but its assessment will be done internally (40%) as well as externally (60%). assessment related to planning and execution of Term Work activities like assessment, micro project, and seminar and self – learning is to be done by internal faculty (internal assessment) Whereas assessment of output / product / presentation related to these activities will be carried out by external faculty /expert (External Assessment). However, criteria of internal as well as external assessment may vary as per the requirement of respective course. For valid and reliable assessment, the internal faculty should prepare checklist & rubrics for these activities.

I) Course Curriculum Detailing: This course curriculum detailing depicts learning outcomes at course level and session level and their attainment by the students through Class room instruction (CI, laboratory instruction (LI), Term Work (TW) And self-Learning (SL). Students are expected to demonstrate the attainment of Theory Session Outcome (TSOs) and Lab Session Outcome (LSOs) Leading to attainment of cost outcomes (COs) upon the completion of the course. While Curriculum detailing NEP 2020 related reforms like green skills, Sustainability, multidisciplinary aspects, society connect Indian Knowledge system (IKS) and others must be integrated appropriately.

J) Suggested Laboratory (Practical) Session Outcomes(LSOs) and List of Practical's: P2426406

<u>Major Practical session outcomes</u>	<u>Unit</u>	<u>Relevant COS number</u>
1 क वर्ग के सभी व्यंजन को संकेत लिपि में लिखें। 2 च वर्ग के सभी व्यंजनों को संकेत लिपि में लिखें। 3 ट वर्ग के सभी व्यंजन को संकेत लिपि में लिखें। 4 त वर्ग के सभी व्यंजन को संकेत लिपि में लिखें। 5 प वर्ग के सभी व्यंजन को संकेत लिपि में लिखें। 6 य,र,ल, ज्ञ वर्ग के सभी व्यंजन को संकेत लिपि में लिखें। 7 क, च, म, एवं ल व्यंजनों का मिलान करते हुए संकेत लिपि में दो-दो शब्द बनायें।	इकाई-1 व्यंजन एवं व्यंजन मिलान की विधि। 1.1 क वर्ग व्यंजन पर अभ्यास। 1.2 च वर्ग व्यंजन 1.3 ट वर्ग व्यंजन पर अभ्यास। 1.4 त वर्ग व्यंजन पर अभ्यास। 1.5 प वर्ग व्यंजन पर अभ्यास। 1.6 य,र,ल, ज्ञ व्यंजनों पर अभ्यास 1.7 व्यंजन मिलान की विधि पर अभ्यास।	CO1
1 संकेत लिपि के व्यंजनों पर दीर्घ स्वर एवं लघु स्वर के प्रयोग द्वारा दो-दो शब्द बनायें। 2 संकेत लिपि के व्यंजनों पर मध्यवर्ती स्वर के प्रयोग द्वारा दो-दो शब्द बनायें। 3 द्विध्वनिक एवं त्रिध्वनिक स्वर के प्रयोग द्वारा संकेत लिपि में 10 शब्द बनाएं।	इकाई-2 स्वर, एवं स्वर के प्रयोग द्वारा शब्द बनाने पर अभ्यास। 2.1 दीर्घ स्वर 2.2 लघु स्वर 2.3 मध्यवर्ती स्वर। 2.4 द्विध्वनिक एवं त्रिध्वनिक स्वर। 2.5 शब्द गति बढ़ाने पर अभ्यास।	CO2

1 शब्द चिन्ह एवं विराम चिन्ह के प्रयोग द्वारा संकेत लिपि में 05 वाक्य बनाएं	इकाई-3 शब्द चिन्ह एवं विराम चिन्ह पर अभ्यास एवं इनके प्रयोग द्वारा वाक्य बनाने पर अभ्यास।	CO3
1 दस वाक्यांशों को संकेत लिपि में लिखिए।	इकाई-4 वाक्यांश, उपसर्ग एवं प्रत्यय पर अभ्यास।	CO4
1 वृत्त एवं आंकड़े के प्रयोग द्वारा दस –दस शब्द बनाये। 2 संकेत लिपि लेखन में प्रयुक्त होने वाली साधनों को सचित्र दर्शाये।	इकाई-5 वृत्त, आंकड़े एवं चाप का शब्द बनाने पर अभ्यास एवं संकेत लिपि लेखन में प्रयुक्त होने वाली साधनों का अवलोकन।	CO5

K) Suggested Term Work and Self learning: some sample suggested assignments, micro project and other activities are mentioned here for reference.

A Assignments: Questions/ Problems/Numerical/Exercise to be provided by the course teacher in line with targeted COs.

- 1 संकेतलिपि एवं संकेतलिपि लेखन के महत्व पर असाईमेंट तैयार करें।
- 2 व्यंजन की व्याख्या करें एवं व्यंजन चिन्हों को दिा एवं आकार के साथ समझाएं।
- 3 स्वर की व्याख्या करें एवं उससे सभी प्रकारों के चिन्हों के साथ विवरणी तैयार करें।
- 4 भाब्दचिन्हों का उल्लेख उदाहरण के साथ करें।
- 5 संकेतलिपि लिखने में प्रयुक्त होने वाले सामग्रीयो पर एक असाईमेंट तैयार करें।

B Micro Project

- 1 Prepare a chart for consonants
- 2 prepare a project for how to be a good stenographer.
- 3 Prepare a comparative study on shorthand and computer typing.
- 4 Prepare a list of using shorthand tools.
- 5 Prepare an assignment on good and bad posture during shorthand writing.
- 6 Prepare an assignment on the History of the shorthand.

C Other Activities

Seminar Activities

- a Seminar on Accuracy and Speed.
- bThe study on how to make shorthand writing is more effective.
- c Study about Importance of shorthand.
- d Study about basic scope of shorthand.
- e Study on the structure of shorthand.

2. Visit

Visit to office.

- e. Visit to secretariat
- f. Visit to Nearby retailers market.
- g. Visit to different Bank

4 Self-learning topics:

- a Speech writing
- b News report writing
- c Shorthand transcription and typing will be done in computer.

L) Suggested Course Evaluation Matrix:

The course teacher has to decide and use appropriate assessment strategy and its weightage in theory, laboratory and Term Work for ensuring CO attainment. The response/performance of each student in each of these designed activities is to be used to calculate **CO attainment**.

COs	Course Evaluation Matrix						
	Theory Assessment(TA)**		Term Work Assessment(TWA)			Lab Assessment(LA)#	
	Progressive Theory Assessment(PTA) Class/Mid Sem Test	End Theory Assessment (ETA)	Term Work & Self Learning Assessment			Progressive Lab Assessment(PLA)	End Laboratory Assessment(ELA)
			Assignments	Micro Projects	Other Activities		
CO-1	—	—	20%	20%	10%	25%	25%
CO-2	—	—	10%	20%	15%	20%	20%
CO-3	—	—	15%	15%	25%	20%	20%
CO-4	—	—	20%	15%	20%	25%	25%
CO-5	—	—	25%	20%	20%	15%	15%
Total Marks			20	20	10	20	30
			50			50	

Legend: *: Other Activities includes self-learning, seminar, visits, surveys, product development, software development etc.

*: Mentioned under point-(N)

#: Mentioned under point-(O)

Note:

- The percentage given are approximate.
- In case of Micro Projects and End Laboratory Assessment(ELA), The achieved marks will be equally divided in all those Cos mapped with total experiments.
- For CO attainment calculation indirect assessment tools like course exits survey need to be used which comprises of question related to achievements of each Cos.

M) Suggested Assessment Table for Laboratory (Practical) Matrix:

Sl. No.	Laboratory Practical Titles	Relevant Cos Number(S)	PLA/ELA		
			Performance		Viva-voice (%)
			PRA* (%)	PDA**(%)	
1	संकेत लिपि के पाठ्यपुस्तक के अभ्यास के अनुसार संकेत चिन्हों उनके दि ॥ और आकार एवं मिलान विधि पर अभ्यास।	CO1	30	60	10
2	स्वर, दीर्घ स्वर , लघु स्वर, द्विस्वरों एवं विराम चिन्हों का अभ्यास।	CO2	20	50	10
3	भाब्दचिन्हों पर अभ्यास।	CO3	30	60	10
4	वाक्यों पर अभ्यास।	CO4	30	60	10
5	संकेतलिपि लिखने में प्रयुक्त होने वाले सामग्रीयो का अनुभव।	CO5	20	60	10

RECOMMENDED BOOKS

- 1 हिन्दी संकेत लिपि –डा० ऋषिलाल अग्रवाल ।
- 2 मानक आशुलिपि– केन्द्रीय प्रशिक्षण संस्थान, राजभाषा विभाग, गृह मंत्रालय, भारत सरकार।
- 3 हिन्दी संकेत लिपि– गया प्रसाद अग्रवाल अनुपम प्रकाशक, शिवकुटी, इलाहाबाद ।
- 4 हिन्दी शार्ट हैण्ड मैनुअल गया प्रसाद अग्रवाल युनिवर्सल बुक सेलस।

Online classes

- 1 <http://stenoindia.com/>
- 2 <https://www.pitman-training.com/>
- 3 <https://onlinegurukul.org>
- 4 <https://www.pitman-training.com>