



Chhattisgarh Swami Vivekanand Technical University, Bhilai (CG)
Diploma in Modern Office Management

Scheme of Studies Examination

Semester – I

With effect from Session: 2025-26

Sl. No.	Board of Studies (BOS)	Courses (Subject)	Subject Code	Course Category	Period per Week			Scheme of Examination			Total Marks	Credits	Teaching hours/Semester	Assessment hours (Assignment/ Practical file)
					L	T	P	Theory/Lab						
								ESE	CT	TA				
1.	Humanities	Communication Skills	2040A01DT046	AEC	3	1	-	50	10	10	70	4	60	15
2.	MOM	Financial Accounts	2040A02AT040	BFC	2	1	-	100	20	20	140	3	45	15
3.	MOM	Computer Fundamentals & Applications	2040A03DT040	AEC	2	1	-	100	20	20	140	3	45	10
4.	MOM	Commercial Calculation	2040A04AT040	BFC	2	1	-	100	20	20	140	3	45	10
5.	Information Technology	Cyber Threats and Awareness	2040A05FT033	VAC	1	-	-	50	10	10	70	1	15	15
6.	MOM	Financial Accounts (Lab)	2040A01AL040	BFC	-	-	2	40	-	20	60	1	30	10
7.	MOM	Commercial Calculation (Lab)	2040A02AL040	BFC	-	-	2	40	-	20	60	1	30	10
8.	MOM	Computer Fundamentals & Applications (Lab)	2040A03DL040	AEC	-	-	2	40	-	20	60	1	30	10
9.	MOM	Computer Typing English –I (Lab)	2040A04CL040	SBS	-	-	8	100	-	50	150	4	120	10
10.	Humanities	Yoga & Meditation	2040A05FL046	VAC	-	-	2	-	-	20	20	-	30	15
11.	Civil Engineering	Civil Engg- Societal and Global Impact	2040A06FL020	VAC	-	-	1	-	-	40	40	-	15	15
12.		Library			-	-	1	-	-	-	-	-	-	-
	Total				10	04	18	620	80	250	950	21	465	135
	Total Learning Hours/Semester												600	

Note :

-CL (Classroom Learning), TL (Tutorial Learning), PL (Practical Learning, SL (Self Learning)

-Courses Category : AEC (Ability Enhancement Course), BFC (Basic Foundation Course) SBS(Skill Based Subject), IKS(Indian Knowledge System)

-Teaching, Assessment, Assignment and Practical files hours for the session are 15 Weeks,

-Student will go for one month Internal Office Training after Ist Semester Examination. The Assessment of the Internal Office Training will be done in II nd Semester.

- Theory –CT represent average of two class test of 20 marks each conducted during the semester
- If candidate is not securing minimum 50% passing marks in Practical and 60% Passing Marks in TA of any course then the candidate shall be declared as “Detained” in that semester
- If candidate is not securing minimum 35% passing marks in each Theory ESE then the candidate shall be declared as fail.
- If candidate is not securing minimum 35% passing marks in ESE in Theory Paper and 50% aggregate Marks obtain in ESE, CT, TA and Practical exam., then the candidate shall be declared as fail and will have to repeat exam in ESE of any two theory paper.
as per choice of candidate.
- **In Computer Typing** three experiment of total 100 marks at the END Semester, as per assessment scheme will be done. One mark deduction for two mistakes (Omission, typing duplication, spacing, paragraph setting and punctuation marks.) 50% score is must for passing



Chhattisgarh Swami Vivekanand Technical University, Bhilai (CG)
Diploma in Modern Office Management

Scheme of Studies Examination

Semester – II

With effect from Session: 2025-26

Sl. No.	Board of Studies (BOS)	Courses (Subject)	Subject Code	Course Category	Period per Week			Scheme of Examination			Total Marks	Credits	Teaching hours/ Semester	Assessment hours (Assignment/Practical file)	
					L	T	P	Theory/Lab							
								ESE	CT	TA					
1.	MOM	Computer Aided Financial Account	2040B01AT040	BFC	2	1	-	100	20	20	140	3	45	10	
2.	Civil Engineering	Environmental Engineering and Sustainable Development	2040B02AT020	BFC	2	1	-	100	20	20	140	3	45	10	
3.	MOM	M S Power Point & Internet	2040B03DT040	AEC	2	1	-	100	20	20	140	3	45	10	
4.	MOM	Computer Typing English –II	2040B04CT040	SBS	1	-	-	-	20	20	40	1	-	-	
5.	Humanities	Professional Communication & Language (Lab)	2040B01DL046	AEC	-	-	4	40	-	20	60	2	60	10	
6.	MOM	Computer Aided Financial Account (Lab)	2040B02AL040	BFC	-	-	2	40	--	20	60	1	30	10	
7.	MOM	M S Power Point & Internet (Lab)	2040B03DL040	AEC	-	-	2	40	-	20	60	1	30	10	
8.	MOM	Office Training (Lab)	2040B04CL040	SBS	-		4	100	-	50	150	2	60	10	
9.	MOM	Computer Typing English –II (30 W.P.M. with 10,000 Key Depression per hour) (Lab)	2040B05CL040	SBS	-	-	8	100	-	50	150	4	120	10	
10.	Humanities	Indian Constitution	2040B05ET046	IKS	1	-	-	-	-	20	20	1	30	10	
11.	Humanities	Universal Human Value-I	2040B06FT046	VAC	2	-	-	-	-	20	20	-	15	10	
12.	Humanities	Sports and Social / Community Service	2040B06FL046	VAC	-	-	2	-	-	20	20	-	15	5	
13.		Library			-	-	1	-	-	-	-	-	-	-	
				Total	11	03	23	620	80	300	1000	21	495	105	
				Total Learning Hours/ Semester									600		

Note :

- -CL (Classroom Learning), TL (Tutorial Learning), PL (Practical Learning, SL (Self Learning)
- -Courses Category : AEC (Ability Enhancement Course), BFC (Basic Foundation Course) SBS(Skill Based Subject), IKS(Indian Knowledge System)
- -Teaching, Assessment, Assignment and Practical files hours for the session are 15 Weeks,
- -Student will go for one month Internal Office Training after Ist Semester Examination. The Assessment of the Internal Office Training will be done in II nd Semester.
- Theory –CT represent average of two class test of 20 marks each conducted during the semester.
- If candidate is not securing minimum 50% passing marks in Practical and 60% Passing Marks in TA of any course then the candidate shall be declared as “Detained” in that semester
- If candidate is not securing minimum 35% passing marks in ESE in Theory Paper and 50% aggregate Marks obtain in ESE, CT, TA and Practical exam., then the candidate shall be declared as fail and will have to repeat exam in ESE of any two theory paper.
- **In Computer Typing One** experiment of total 100 marks at the END Semester, as per assessment scheme will be done. One mark deduction for two mistakes (Omission, typing duplication, spacing, paragraph, setting and punctuation marks.) 50% score is must for passing.



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI (C.G.)

Scheme of Teaching and Examination

Scheme for Diploma Modern Office Managment Third Semester (2040)

Sl. No.	Board of Studies (BOS)	Courses (Subject)	Subject Code	Course Category	Period per Week			Scheme of Examination			Total Marks	Credits	Teaching Hours/sem	Assessment hours/sem (Assignment/ Practical file)
					L	T	P	Theory/Lab						
								ESE	CT	TA				
1	MOM	Office Procedure and Correspondence	2040C01BT040	PCC	2	1	-	100	20	20	140	3	45	10
2	MOM	Principles of Cost Accounting	2040C02BT040	PCC	2	1	-	100	20	20	140	3	45	10
3	MOM	Desk Top Publishing-I	2040C03BT040	PCC	2	1	-	100	20	20	140	3	45	10
4	MOM	Fundamental Stenography – I (Hindi)	2040C04CT040	SBS-PCC	1	1	-	100	20	20	140	2	30	10
5		Fundamental Stenography – I (English)	2040C05CT040											
6	MOM	Computer Typing Hindi	2040C01CL040	SBS-PCC	1	1	-	--	20	20	40	2	30	10
7	MOM	Principles of Cost Accounting (Lab)	2040C02BL040	PCC	-	-	2	40	--	20	60	1	30	10
8	MOM	Desk Top Publishing-I (Lab)	2040C03CL040	PSC& SEC	-	-	4	40	--	20	60	2	60	10
9	MOM	* Fundamental Stenography – I (Hindi) (Lab) (Speed @ 40 wpm)	2040C04CL040	SBS-PCC	-	-	4	80	--	20	100	2	60	10
10		* Fundamental Stenography – I (English) (Speed @ 40 wpm) (Lab)	2040C05CL040											
11	MOM	** Computer Typing Hindi (Lab) (25 wpm & 8000 key Depression per	2040C06CL040	SBS-PCC	-	-	4	100	--	20	120	2	60	10
12	Humanities	Indian Traditional Knowledge: Science and Practices	2040C06ET046	IKS	1	-	-	-	-	20	20	1	15	10
13	CSE	Idea and Innovation (Lab)	2040C07FL022	VAC	-	-	2			30	30	1	30	10
	Humanities	Personality Development	2040C07DT046	AEC	1	-	-	-	-	10	10	-	15	10
	--	Library			-	1	-	-	-	-	-	-	15	-
Total					12	6	10	660	100	240	1000	21	420	180
TotalLearning Hours/Semester													600	

L- Lecture, P- Practical, ESE- End Semester Exam, CT- Class Test, TA- Teacher Assessment

Note: Abbreviations of Course category

BFS Basics Foundation Subject

BSC Basic Science Courses

PCC Professional Core Courses

VAC Value Added Course

SBS Skilled Based Subject (Branch Specific)

IKS Indian Knowledge System

AEC Ability Enhancement Course

MNC AU Mandatory Non Credit Courses – Audit Course