



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 | 2040A07FT033 | VAC | 1 | - | - | 50 | 10 | 10 | 70 | 1 | 15 | 15 |
| 6. | MOM | Financial Accounts (Lab) | 2040A01AL040 | BFC | - | - | 2 | 40 | - | 20 | 60 | 1 | 30 | 10 |
| 8. | MOM | Commercial Calculation (Lab) | 2040A02AL040 | BFC | - | - | 2 | 40 | - | 20 | 60 | 1 | 30 | 10 |
| 7. | MOM | Computer Fundamentals & Applications (Lab) | 2040A03DL040 | AEC | - | - | 2 | 40 | - | 20 | 60 | 1 | 30 | 10 |
| 8. | MOM | Computer Typing English –I (Lab) | 2040A04CL040 | SBS | - | - | 8 | 100 | - | 50 | 150 | 4 | 120 | 10 |
| 9. | Humanities | Yoga & Meditation | 2040A05FL046 | VAC | - | - | 2 | - | - | 20 | 20 | - | 30 | 15 |
| 10. | Civil Engineering | Civil Engg- Societal and Global Impact | 2040A06FL020 | VAC | - | - | 1 | - | - | 40 | 40 | - | 15 | 15 |
| | | 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 Catagery : AEC (Ability Enhancement Course), BFC (Basic Foundation Course) SBC(Skill Based Course), IKS(Indian Knowledge Course)

-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) SBC(Skill Based Course), 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.