

Diploma in Modern Secretarial Practice(412-415)

Basic Infrastructure for a batch of minimum 10 students.

A. One Theory Room - Room should be well ventilated and properly lighted

1. **Room Size** - 12 x 15 sq. feet

2. **Furniture**

- Students Table - 10 nos.
- Armless chairs - 10 nos.
- Blackboard/White board - 01 no.
- Display board - 01 no.
- A table and a chair for instructor

B. Equipment Lab/office

- | | |
|---|---------|
| 1. Computer
(latest version with software like Windows 98 and MS Office) | 01 no. |
| 2. Printer | 01 no. |
| 3. photocopier | 01 no. |
| 4. Telephone | 01 no. |
| 5. Fax | 01 no. |
| 6. Filing cabinets | 01 no. |
| 7. Colour TV & DVD player | 01 each |

Sources of reference viz. telephone directory, railway/air time table, appointment register, visitor's diary, message sheet etc

Note : For other machines included in the syllabus, the students should be made acquainted with their working by providing on the job practical training/industry visits.

C. Computer Lab

1. **Room Size** - 10 x 15 sq. ft.

2. **Equipment**

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|---|---------|
| • Computer: Pentium 3 and above | 05 nos. |
| • Software Package viz. windows 98 and above, MS-Office | -- |
| • Printer | 01 no. |
| • Modem and Internet connection | -- |
| • CD Writer | -- |
| • Web Camera | 01 no. |
| • Speakers | 02 nos. |
| • LCD projector/OHP | 01 no. |

3. Furniture

- Computer Tables - 05 nos.
- Revolving chairs - 10 nos.
- Blackboard/white board - 01 no.
- Display board - 01 no.

4. Stationery

Computer paper, CDs, pen-drive, printer cartridge, white board marker/chalk DVDs etc.

- D. Batch Size:** 25 x 2 i.e.50 students (maximum intake in one year should not exceed 100 students)
- E. Reference material and instructional books** – Appropriate reference books by reputed authors in the field of Business Communications, Secretarial Procedures, Stenography and Computer Applications should be available.
- F. Faculty** (minimum one each) –
- (1) **Secretarial Procedure** (412) – Graduation with Secretarial Practice as one of the subjects of Diploma in Secretarial Practice.
 - (2) **Computer Application** (413) – BCA or PGDCA or Graduation with Computer Science as one of the subject or Diploma in Computer Applications
 - (3) **Business Communication** (414) – Graduation with Secretarial Practice or Office Management as one of the subjects or Diploma in Secretarial Practice
 - (4) **Shorthand Writing** (415) – Graduation with Stenography as one of the subject or Graduation with Diploma/certificate in Stenography or Diploma in Secretarial Practice and Teaching/professional experience of one year preferred.

NOTE:

A. The infrastructure at the centre should proportionally increase with the increase in student enrolment. However, the following equipments/tools can remain same:

- Colour TV & DVD player
- photocopier
- Telephone
- Fax
- Filing cabinets
- CD Writer
- Web camera
- Speakers
- LCD Projector