

Secretarial Practice PA/PS Package Course
(422,423, 424, 425, 426, 427 & 464)

Secretarial Practice

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 - 01 no.
 3. **Stationery**
 - Chalks/board markers, files, white papers, stapler, punching machine OHPs etc.
- B. Equipment Lab./Office**
1. Computer (latest version with required software's) - 01 no.
 2. Printer and photocopier - 01 each
 3. Telephone - 01 no.
 4. Fax - 01 no.
 5. Filing cabinet - 01 no
 6. Sources of reference viz. telephone directory, railway/air time table, appointment register, visitor's diary, message sheet etc.
- C. Batch size** – 50 x 1 for PA/PS Package course. 20 x 5 for Secretarial Practice, stand-alone course
- D. Reference book and instructional material** – Appropriate reference books by reputed authors in the field of Secretarial Practice should be available.
- E. Faculty** – Minimum **one** instructor who has Bachelors degree with Diploma in Secretarial Practice. Experience of teaching Secretarial Practice for at least one year preferred.

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.

NOTE:- The infrastructure at the center 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

Typewriting(E & H) - 422/423

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**
 - Flat surface tables - 10 nos.
(2.5. feet approx.)
 - Armless chairs - 10 nos.
 - Chalkboard/white board - 01 no.
 - Display board/charts - 01 no.
 - A table and a chair for instructor
 - 3. Stationery**
Chalks/board markers, typing paper, typewriting ribbons stop watch, carbon paper, hard and soft brushes, dusters folders etc
- B. Equipment (Lab/Office)** - Manual Typewriters: 10 nos. The typewriters should be in good working condition, with AMC (Annual Maintenance Contract) from a reputed repair/maintenance company
- C. Batch size** - 50 x 1 for PA/PS Package course and 20 x 5 for Typewriting stand-alone course.
- D. Reference books and instructional material** - Appropriate reference books by reputed authors in the field of Typewriting should be available.
- E. Faculty** - The centre should appoint minimum one Instructor who has Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/Typewriting/Stenography. Experience of teaching typewriting for at least one year preferred.

NOTE:

The infrastructure at the center should proportionally increase with the increase in student enrolment.

Stenography (H & E) - 424/425

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 - 01 no.
 4. **Stationery**
 - Chalks/board markers, shorthand notebooks, shorthand pencils, carbon paper etc.
- B. Practical Room (Typing Lab):**
1. **Room size** - 10 x 15 sq.ft.
 2. **Equipment** – Manual Typewriters : 10 nos. (The typewriters should be in good working condition, with AMC (Annual Maintenance Contract) from a reputed repair/maintenance company)
 3. **Furniture**
 - Flat surface tables -10 nos.
(2.5. feet approx.)
 - Armless chairs -10 nos.
 - Chalkboard/white board - 01 no.
 - Display board/charts - 01 no.
 - A table and a chair for Instructor - 01 each
 4. **Stationery**
 - Chalks/board markers, typing paper, typewriting ribbons stop watch, carbon paper, hard and soft brushes, dusters folders etc.
- C. Batch Size** – 50 x 1 for PA/PS Package course and 20 x 5 for stand-alone course
- D.** Reference books and instructional material – Appropriate reference books by reputed authors in the field of Stenography should be available.
- E. Faculty** – Minimum one Instructor who has Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/Stenography. Professional Experience of teaching Stenography for at least one year preferred.

NOTE: The infrastructure at the center should proportionally increase with the increase in student enrolment.

Word Processing - 427

For a batch size of 20 students, the following requirements and tools are required:

Hardware Requirement :

- Ten computers (Pentium IV)
- One Printer -Inkjet or Laser Jet
- Internet connection and UPS

Software Requirement : Licensed version s of following Software

- MS Office Package, windows 98 or higher version
- Antivirus

Qualification of Faculty: Following qualification is desirable for the faculty taking theory or practical class:

BCA/PGDCA/A level from DOEACC from any recognized University or institute

Or

Graduate with CCA from NIOS

Batch size : A center will admit 20 students in a batch and maximum intake will be 5 batch.

Size of class room : The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 200 sq. feet.