

# DIPLOMA IN MODERN SECRETARIAL PRACTICE (412-415)

Basic Infrastructure required for a batch of minimum 10 students.

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

- **Room Size** - 12 x 15 sq. feet
- **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<br>(latest version with software like Windows XP 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. <b>Room Size</b> – 10 x 15 sq. ft.                   |         |
| 2. <b>Equipment</b>                                     |         |
| • Computer: Pentium 4 and above                         | 05 nos. |
| • Software Package viz. windows XP 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 or 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:

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