

SECRETARIAL PRACTICE PA/PS PACKAGE COURSE

(422- 427, 464, 322- 327, 364)

Basic Infrastructure required 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.

1. Stationery

- Chalks/board markers, files, white papers, stapler, punching machine OHPs / Laptop & LCD 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/ B Com with Office Management as one of subject. Experience of teaching Secretarial Practice for at least one year preferred.

NOTE :

1. 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.

2. 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

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