

MANGALORE UNIVERSITY

STATE EDUCATION POLICY 2024
(w.e.f. 2024-25)

B.A.DEGREE PROGRAMME **SECRETARIAL PRACTICE**

MODEL PROGRAMME CURRICULUM STRUCTURE

MANGALORE UNIVERSITY
STATE EDUCATION POLICY - 2024

SUBJECT: SECRETARIAL PRACTICE
(Syllabus for implementation w.e.f. 2024-25) (for B.A. Degree Programme)

PREAMBLE:

Secretarial Practice being a highly job-oriented subject, needs regular revision of its syllabus in order to remain relevant in the fast-changing employment market. Presently, recruiters give paramount importance to Soft-Skills like effective communication, positive attitude and spirit of team-work besides competent professional skills.

Keeping this broad framework in mind, the BOS in Secretarial Practice prepared a draft syllabus and placed it before the BOS for consideration.

The BOS after detailed discussion of all the pertinent issues at its special meeting held on July 9, 2024 approved the following syllabus specially drafted for the State Education Policy-2024 with clearly spelt out objectives.

A Summary Chart showing the Semester-wise distribution of Academic content, Scheme of examination and Teaching work-load is given.

PROGRAMME OUTCOMES:

At the end of the programme a student of Secretarial Practice is expected to acquire a fairly reasonable competence in the following areas:

- Secretarial skills and Soft-Skills for performing job-related tasks.
- Knowledge of basic Accountancy and hands on training using Tally ERP.9 with GST.
- Understanding of Innovative Banking, Stock Market, Personal Investment Planning and computation of Personal Tax.
- Able to manage Microsoft Office Applications, Desktop Publishing, Google Apps and HTML Programs
- Develop critical and strategic thinking of HR policies and initiatives
- Equip students with the knowledge of best practices in Corporate Governance and ethical decision making.

PROGRAMME SPECIFIC OUTCOMES:

- Able to work harmoniously as a contributing member of a team to achieve organizational goals.
- Students acquire adequate knowledge of computer applications
- Career advancement as an Accountant, Office Assistant, personal Secretary, HR Manager, PROs in Corporate Sector.
- Developing and Honing of Soft-Skills will effectively enhance both personal and professional careers

OUR VISION: In Pursuit of Academic Excellence
OUR MISSION: Striving for Success.

Career opportunities:

- Company Secretary
- Executive Assistant
- Administrative Assistant
- Office Manager
- Personal Secretary
- Corporate Service Executive
- Records Manager
- HR Manager
- Customer Service Representative
- Office Assistant
- Personal Assistant
- Receptionist
- Administrative Co-Ordinator
- Marketing Manager
- Data Entry Operator
- Freelance opportunities

MANGALORE UNIVERSITY

B.A.DEGREE PROGRAMME CURRICULUM STRUCTURE AND SCH EME OF EXAMINATIONS

SECRETARIAL PRACTICE

for implementation w.e.f. 2024–2025

I Semester B.A Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory Paper-I	Secretarial Skills	03	03	20	80	100	3
Practical-I	Computer Based and Spoken English Skills (Practical-I)	04	03	10	40	50	2

II Semester B.A Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory Paper-II	Soft - Skills & Personality Development	03	03	20	80	100	3
Practical-II	Computer Based and Spoken English Skills (Practical-II)	04	03	10	40	50	2

III Semester B.A. Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory Paper-III	Human Resource Management	03	03	20	80	100	3
Practical-III	Computer Based and Spoken English Skills (Practical-III)	04	03	10	40	50	2
Elective	Career Management	02	02	10	40	50	2

IV Semester B.A. Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory Paper-IV	Business Communication and Correspondence	03	03	20	80	100	3
Practical-IV	Computer Based and Spoken English Skills (Practical-IV)	04	03	10	40	50	2
Elective	Employability Skill Development	02	02	10	40	50	2
Skill Enhancement Course (Practical)	Innovative Photo and Video Editing Techniques	02	02	10	40	50	2

V Semester B.A. Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory (Paper-V)	Company Secretary and Meetings	03	03	20	80	100	3
Theory (Paper-VI)	Fundamentals of Accountancy	03	03	20	80	100	3
Practical-V	Computer Based and Spoken English Skills (Practical-V)	04	03	10	40	50	2
Skill Enhancement Course (Practical)	Internship	02	02	10	40	50	2

VI Semester B.A. Secretarial Practice Degree Programme

Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
		Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
Theory (Paper-VII)	Personal Investment and Tax Planning	03	03	20	80	100	3
Theory (Paper-VIII)	Innovative Banking	03	03	20	80	100	3
Practical-VI	Computer Based and Spoken English Skills (Practical-VI)	04	03	10	40	50	2
Skill Enhancement	Project	02	03	10	40	50	2

Course							
--------	--	--	--	--	--	--	--

SUMMARYCHART

SEMESTER	COURSE	COURSE TITLE
FIRST SEMESTER	Theory (Paper-I)	Secretarial Skills
	Practical-I	Computer Based and Spoken English Skills (Practical-I)
SECOND SEMESTER	Theory (Paper-II)	Soft-Skills and Personality Development
	Practical-II	Computer Based and Spoken English Skills (Practical-II)
THIRD SEMESTER	Theory (Paper-III)	Human Resource Management
	Practical-III	Computer Based & Spoken English Skills (Practical-III)
	Elective	Career Management
FOURTH SEMESTER	Theory (Paper-IV)	Business Communication and Correspondence
	Practical-IV	Computer Based & Spoken English Skills (Practical-IV)
	Elective	Employability Skill Development
	Skill Enhancement Course (Practical)	Innovative Photo and Video Editing Techniques
FIFTH SEMESTER	Theory (Paper-V)	Company Secretary and Meetings
	Theory (Paper-VI)	Fundamentals of Accountancy
	Practical-V	Computer Based & Spoken English Skills (Practical-V)
	Skill Enhancement Course	Internship

SIXTH SEMESTER	Theory (Paper VII)	Personal Investment and Tax Planning
	Theory (Paper-VIII)	Innovative Banking
	Practical-VI	Computer Based & Spoken English Skills (Practical-VI)
	Skill Enhancement Course	Project

MANGALORE UNIVERSITY
SEP 2024 Syllabus for B.A. Secretarial
Practice (for implementation w.e.f. 2024-25)
(for B.A. Degree Programme)

I B.A.–I SEMESTER

PAPER I: SECRETARIAL SKILLS

Teaching Hours per week: 3 Hours

Credit: 3

Max. Marks: 100 (SEE-80 + I.A.-20)

UNIT I: SECRETARY

- 1.1 Meaning
- 1.2 Qualities and qualifications
- 1.3 Role of a Secretary
- 1.4 Types of Secretaries and Functions
 - 1.4.1 Executive Secretary
 - 1.4.2 Private Secretary
 - 1.4.3 Secretary of an Association
 - 1.4.4 Secretary of a Co-operative Society
 - 1.4.5 Secretary of a Government Department
 - 1.4.6 Company Secretary

13 Hrs.

UNIT II: FRONT OFFICE MANAGEMENT AND TRAVEL ARRANGEMENTS

- 2.1 Front Office Management and attributes of Front Office Personnel
- 2.2 Business Travel
- 2.3 Modes of Transport and Travel Agencies
- 2.4 Air/Train Tickets Reservations, Booking Accommodation
- 2.5 Online Railway/Airline booking
- 2.6 Preparing Travel Itinerary
- 2.7 Documents required for International Travel

13 Hrs.

UNIT III: RECORDS MANAGEMENT

3.1 Records and Information Management

- 3.1.1 Meaning and Objectives
- 3.1.2 Essentials of good filing
- 3.1.3 Classification of files
- 3.1.4 Advantages of Filing
- 3.1.5 Centralized and De-centralized filing
- 3.1.6 E-filing
- 3.1.7 Indexing–Objectives and advantages

13 Hrs.

UNIT IV: ATTITUDES AND ATTRIBUTES

4.1 Attitudes

- 4.1.1 Team-spirit
- 4.1.2 Group dynamics
- 4.1.3 Cooperation
- 4.1.4 Professionalism
- 4.1.5 Self-Discipline
- 4.1.6 Proactive

4.2 Attributes

- 4.2.1 Self-esteem-(Meaning, importance, technique)
- 4.2.2 Self-confidence (Meaning, importance, technique)
- 4.2.3 Punctuality
- 4.2.4 Communication skills
- 4.2.5 Positive work ethic
- 4.2.6 Honesty & Confidentiality

13 Hrs.

COURSE OBJECTIVES:

- To evaluate the different types of Secretaries
- To analyze the functions discharged by a secretary
- To understand the concept and methods of Records Management
- Analyze the Filing and Indexing systems
- Evaluate and imbibe the attitudes and attributes that need to be inculcated by a secretary to be efficient in his/her work.
- To gain in depth knowledge on Business travel
- To understand the importance of the Documents required for domestic or foreign travel (National or International)
- To gain proficiency in preparing an Itinerary

COURSE OUTCOMES:

On completion of this course the students will be able to

- Understand the basic concepts of Secretaryship
- Study the functions discharged by a secretary
- Master the types of Secretaries
- Understand the concepts and methods of Records Management
- Analyze the filing and indexing systems
- Evaluate and imbibe the attitudes and attributes that need to be inculcated by a secretary to be efficient in his/her work.
- Gain proficiency in travel arrangement

BOOKS FOR REFERENCE:

1. Chopra R.K. – Office Management – Himalaya Publishing House
2. Raman B.S. –
Office Management and Communication, United Publishers
3. R.C. Agarwal, Piyush Shalya, Office Management, SBPD Publishing House, Agra, Uttar Pradesh, 2021.
4. Pillai R.S.N., Office Management Paperback, S Chand & Company, Bengaluru, 2010.
5. Betty L. Schroeder (Author), Diane Routhier Graf (Author), Office Administration 5th Edition, Prentice Hall, 5th edition 2004
6. Ann-
Margaret Jacob, Office Administration for CSEC, Oxford University Press, Revised Edition, 2014.
7. Alex K Dr., Soft Skill, S. Chand Publishing, reprint 2010
8. Anchukandam Thomas, Kuttianimattathil Jose, Grow Free Live Free, Krishtu Jyothi Publications, Bangalore, second revised edition 1998
9. Batra Promod, Simple ways to manage stress, Think INC, 2000 10. Bharathi T Dr., Personality Development, Neelkamal Publications Pvt. Ltd., reprint 2004
11. Jois P V Dr. –
Dynamics of Personality, Vijaya Publishing, Bangalore, 2010 12. Pekelis V, Realize your Potential, Mir Publishers Moscow, 1st Edition, 1987
13. Sherfield, Montgomery & Moody, Developing Soft Skills, Pearson Education, 4th Edition, 2005
14. Wallace & Masters, Personality Development, South Western Cengage Learning, Reprint 2009

SCHEME OF EXAMINATION: THEORY (PAPER - I)
SECRETARIAL PRACTICE
IB. AISEMESTER

PAPER I: SECRETARIAL SKILLS

Teaching Hours per week: 3 Hours

Credit: 03
Max. Marks: 100
(SEE-80+I.A20)

UNIT-I

- | | |
|---|-------------|
| 1. To answer any TWO questions out of Three | 2 x 5 = 10 |
| 2. To answer any ONE question out of Two | 1 x 10 = 10 |

UNIT-II

- | | |
|---|-------------|
| 3. To answer any TWO questions out of Three | 2 x 5 = 10 |
| 4. To answer any ONE question out of Two | 1 x 10 = 10 |

UNIT- III

- | | |
|---|-------------|
| 5. To answer any TWO questions out of Three | 2 x 5 = 10 |
| 6. To answer any ONE question out of Two | 1 x 10 = 10 |

UNIT- IV

- | | |
|---|-------------|
| 7. To answer any TWO questions out of Three | 2 x 5 = 10 |
| 8. To answer any ONE question out of Two | 1 x 10 = 10 |

SECRETARIAL PRACTICE 56 Hrs.
IB.A-I SEMESTER: PRACTICAL-I

COMPUTER BASED AND SPOKEN ENGLISH SKILLS

Teaching Hours per week: 4 Hours

Credit: 0

Max. Marks: 50 (SEE 40 + I.A. - 10)

1. COMPUTER BASED SKILLS

- **Typing Master - Keyboard Skills - 10 words per minute**
 - a) Keyboard practice: Home Row, Top Row, Bottom Row
 - b) Special characters and numbers
 - c) Word drill, Sentences Drill, Paragraph Drill, Text Drill
 - d) Practice of Typing Test Passages
- **MS Word**
 - a) Font Formatting: Font Style, Font Size, Font Color, Word Art
 - b) Paragraph Formatting: Indentation, Alignment, Line Spacing
 - c) Applying two/three columns, Drop cap,
 - d) Inserting Bullets and Numbering, Find and Replace
 - e) Borders, Page Border and Shading
 - f) Inserting pictures, Text wrap, Shapes
 - g) Inserting Header and Footer
 - h) Foot Note, End Note
 - i) Inserting Table
 - j) Working with Tab settings

2. SPOKEN ENGLISH SKILLS

- **Self-Introduction**

TASKS:

1. Working out exercises on building vocabulary.
2. To work out accuracy and speed building exercises using Typing Master
3. To pay special attention to pronunciation, tone, proper pause and gesture.
4. To work with MS Word document.

COURSE OBJECTIVES:

- To start learning for placing the fingers on the keyboard and gradually move to typing length paragraphs accurately at a moderate typing skill.
- To focus on Touch Typing i.e. typing without seeing the keyboard.
- To learn Creating, editing and formatting text documents.

- To have a knowledge of creating Tables using MS Word options
- To Search a required text in a voluminous document made simple by learning the art of finding and replacing a text or Paragraph
- To develop Public Speaking Skills and communication skills by strengthening the vocabulary and framing of sentences

COURSE OUTCOMES:

On completion of this course students will be able to

- Complete practice of maneuver of the computer keyboard by touch method.
- Students can improve their typing skills and accuracy.
- work fluently with various components of MS Word.
- Present well formatted tables using all the features available in MS Word.
- Students develop Self-confidence through Spoken English Skills.
- Students develop the Communication Skills using English Language by strengthening the vocabulary and framing of sentences.

BOOKS FOR REFERENCE:

1. Saxena Sanjay, A first course in Computers, Vikas Publishing House (P) Ltd.
2. Rapidex Computer course- Pustak Mahal Publications
3. Bansal, R.K. & Harrison, J.B. – Spoken English, Orient Longman Madra Presentation- Tech Media Manish Plaza, Darya Ganj, New Delhi-2
4. Wills, Jane – Teaching English through English, ELBS, Longman, England
5. N.P. Mohan & Sing, - Speaking English Effectively, Macmillan India, New Delhi

SCHEME OF EXAMINATION

**SECRETARIAL PRACTICE
IB.A-I SEMESTER: PRACTICAL-I**

COMPUTER BASED AND SPOKEN ENGLISH SKILLS

Teaching Hours per week: 4 Hours

Credit: 02

**Max. Marks:
50 (SEE 40 + I.A. -
10)**

1. COMPUTER BASED SKILLS

- | | |
|---|----------|
| • Typing Master - Keyboard Skills - (10 words per minute) | 10 marks |
| • MS Word (3 questions of 5 marks each) | 15 marks |

2. SPOKEN ENGLISH SKILLS

- | | |
|---------------------|----------|
| • Self-Introduction | 05 marks |
|---------------------|----------|

Class Record	05 marks
Viva Voce	05 marks

**SECRETARIAL PRACTICE
I BA-II SEMESTER**

PAPER II: SOFT-SKILLS AND PERSONALITY DEVELOPMENT

Teaching Hours per week: 3 Hours

Credit: 03

Max.

**Marks: 100 (SEE-
80 + I.A.-20)**

UNIT I: SOFT SKILLS AND EMOTIONAL QUOTIENT

1.1 Soft Skills

- 1.1.1 Definition & Meaning
- 1.1.2 Importance and Attributes

1.2 Emotional Intelligence

- 1.2.1 Meaning
- 1.2.2 Components
- 1.2.3 Consequences of low and high EQ

1.3 Key skills in building EQ

- 1.3.1 Self-awareness
- 1.3.2 Self-management
- 1.3.3 Social Awareness
- 1.3.4 Relationship Management

13 Hrs.

UNIT II: SELF-DEVELOPMENT SKILLS

2.1 Stress Management

- 2.1.1 Definition & Meaning
- 2.1.2 Causes and symptoms of distress;
- 2.1.3 Techniques for management of stress.

2.2 Time Management

- 2.2.1 Definition, Meaning
- 2.2.2 Importance
- 2.2.3 Techniques for managing time effectively
- 2.2.4 Time matrix.

2.3 Goal Setting

- 2.3.1 Need
- 2.3.2 Rules for Goal Setting
- 2.3.3 SMART goals

2.4 Prioritization

2.4.1 Meaning

2.4.2 Need

13 Hrs.

UNIT III: EFFECTIVE COMMUNICATION

3.1 Meaning and Definition of Communication

3.2 Nature and Importance of Communication

3.3 Process of Communication

3.4 Barriers to effective Communication

3.4.1 Physiological Barriers

3.4.2 Physical Barriers

3.4.3 Cultural Barriers

3.4.4 Language Barriers

3.4.5 Gender Barriers

3.4.6 Interpersonal Barriers

3.4.7 Psychological Barriers

3.4.8 Emotional barriers

3.5 Types of Communication

3.5.1 Verbal Communication

3.5.2 Non-verbal Communication

3.5.3 Listening

3.5.4 Visual Communication

13 Hrs.

UNIT IV: INTERPERSONAL SKILLS

4.1 Johari Window:

4.1.1 Meaning

4.1.2 Four Quadrants of Johari Window Model

4.2 Team Building:

4.2.1 Meaning, Importance

4.2.2 Principles of Team work

4.2.3 Advantages of Team work

4.2.4 Stages of formation and techniques of building efficient teams

4.3 Conflict resolution:

4.3.1 Meaning, importance

4.3.2 Process of Conflict Resolution

4.3.3 Techniques of Conflict Resolution

13 Hrs.

COURSE OBJECTIVES:

- To Understand the concepts related to Soft- Skills and Emotional Intelligence

- To Evaluate their impact on the individual personality through techniques taught
- To develop communication skills by understanding the importance, process and types of communication
- To study the techniques of stress and time management
- To Understand the concept of goal setting and prioritization
- To Apply golden rules to achieve personal goals
- To Analyze the tips for team building and conflict resolution.
- To Apply the techniques to enhance his/her personality

COURSE OUTCOMES

On completion of this course the students will be able to

- Develop personality through Soft-Skills
- know the causes and effects of stress and coping with stress
- Become self-confident individuals by mastering inter-personal and team management
- Gain a thorough knowledge of Communications skills
- Manage Time effectively
- Understand the concept of goal setting and prioritization
- Achieve goals by applying golden rules of goal setting
- Analyze the tips for team building and conflict resolution.

BOOKS FOR REFERENCE:

1. Alex K Dr., Soft Skill, S.Chand Publishing, reprint 2010
2. Anchukandam Thomas, Kuttianimattathil Jose, Grow Free Live Free, Krishtu Jyothi Publications, Bangalore, second revised edition 1998
3. Batra Promod, Simple way to manage stress, Think INC, 2000
4. Bharathi T Dr., Personality Development, Neelkamal Publications Pvt.Ltd., reprint 2004
5. Jois P V Dr. – Dynamics of Personality, Vijaya Publishing, Bangalore, 2010
6. Pekelis V, Realize your Potential, Mir Publishers Moscow, 1st Edition, 1987
7. Sherfield, Montgomery & Moody, Developing Soft Skills, Pearson Education, 4th Edition, 2005.
8. Wallace & Masters, Personality Development, South Western Cengage Learning, Reprint 2009.
9. Mithra Barun K. – Personality Development & Soft Skills – Oxford University Press
10. Verma Shalini – Soft Skills for the BPO sector – Pearson
11. Effective Time Management - Rupa & Co. Calcutta
12. Khera, Shiv – You Can Win – Macmillan India, New Delhi

SCHEME OF EXAMINATION–THEORY

SECRETARIAL PRACTICE

IBA-II SEMESTER

PAPER II: SOFT-SKILLS AND PERSONALITY DEVELOPMENT

Teaching Hours per week: 3 Hours

Credit:

Max. Marks: 100 (SEE-80 + I.A.-20)

UNIT-I

1. To answer any TWO questions out of Three 2 x 5 = 10
2. To answer any ONE question out of Two 1 x 10 = 10

UNIT-II

3. To answer any TWO questions out of Three 2 x 5 = 10
4. To answer any ONE question out of Two 1 x 10 = 10

UNIT- III

5. To answer any TWO questions out of Three 2 x 5 = 10
6. To answer any ONE question out of Two 1 x 10 = 10

UNIT- IV

7. To answer any TWO questions out of Three 2 x 5 = 10
8. To answer any ONE question out of Two 1 x 10 = 10

**SECRETARIAL PRACTICE
IB.A-II SEMESTER:PRACTICAL-II**

56 Hrs.

COMPUTER BASED AND SPOKEN ENGLISH SKILLS

Teaching Hours per week:4Hours

**Credit:02
Max. Marks: 50
(SEE40+I.A.-10)**

1. COMPUTERBASEDSKILLS

- TypingMaster - KeyboardSkills:20wordsperminute
- AdobeInDesign
 - a) IntroductiontotheWorkspace
 - b) GettingtoKnowInDesign
 - c) SettingUpaDocumentandWorkingwithPages,WorkingwithObjects
 - d) FlowingText,EditingText
 - e) WorkingwithTypography, Colour, Styles,Transparency,
LongDocuments
 - f) ImportingandModifyingGraphics
 - g) CreatingTablesandAdobePDFDocumentswithFormFields
 - h) PrintingandExporting
 - i) ExportingforE-Readers

2.SPOKENENGLISHSKILLS

- Welcome Address and Introducingtheguest
- ProposingaVoteofThanks

COURSEOBJECTIVES:

- Toimprove Typingskillwithhigherspeedandmore accuracy
- TodescribewhatAdobeInDesignisandhowitcanbeused
- Todemonstratecreatingandviewingdocumentsaswellnavigatingworkspace
- Todemonstratepage creationandworkingwithtype
- Todemonstrateworkingwithgraphicsandformattingobjects
- TodevelopPublicSpeakingSkillsandreducestagefear

COURSE OUTCOMES:

- Students will be able to use touch typing skill with improved speed and accuracy
- Will be able to handle DTP Assignments Confidently
- Students obtain the knowledge of designing high quality Brouchers, Flyers, Business cards, Postcards, Book etc.
- They learn to create interactive forms
- Learn to create text, import text and work with text within a document
- Learn to draw shapes, alternative Layout features with just a click of mouse
- Students will be able to improve Public Speaking Skills with command over English language

BOOKS FOR REFERENCES:

1. Bittu Kumar, Adobe InDesign, V & S Publishers
2. Thomas M. Hill, (2013) How to design a book using Adobe InDesign, Launchpad Press
4. Robert Shufflebotham, (2011), InDesign in easy steps, In Easy Steps Publications
5. Kamallesh, Sadananda, Susheela, Punitha, Spoken English – A foundation course, Orient Longman (P) Ltd.
6. Desmond W. Evans, Improving English Skills, Wheeler Publisher

SCHEME OF EXAMINATION

**SECRETARIAL PRACTICE
IB.A-II SEMESTER: PRACTICAL-II**

COMPUTER BASED AND SPOKEN ENGLISH SKILLS

Teaching Hours per week: 4 Hours

Credit: 02

**Max. Marks:
50 (SEE 40 + I.A. -
10)**

1. COMPUTER BASED SKILLS

Keyboard Skills - Typing Master (20 words per minute)

10 marks

Adobe InDesign

15 marks

2. SPOKEN ENGLISH SKILLS

Introducing and welcoming the guest/
Proposing Vote of Thanks

05 marks

Class Record 05 marks

Viva Voce

05 marks

QUESTION PAPER PATTERN

I/II SEMESTER

Time: 3 Hours

Max. Marks: 80

UNIT-I

1. Answer any TWO out of Three

2x5=10

- a)
- b)
- c)

2. Answer any One

1x 10=10

- a)
- b)

UNIT-II

3. Answer any TWO out of Three

2x5=10

- a)
- b)
- c)

4. Answer any One

1x 10=10

- a)
- b)

UNIT-III

5. Answer any TWO out of Three

2x5=10

- a)
- b)
- c)

6. Answer any One

1x 10=10

- a)
- b)

UNIT-IV

7. Answer any TWO out of Three

$$2 \times 5 = 10$$

- a)
- b)
- c)

8. Answer any ONE

$$1 \times 10 = 10$$

- a)
- b)
