



## SYLLABUS OF DIPLOMA IN TRAINING MANAGEMENT

As per the guidelines of NSQF it is expected to include Skill component of the courses can vary from 60 % to 70% of the total credits, and the balanced credits shall be of general education component. In this syllabus Skill component is of 60% and General Component is of 40% i.e. respectively 18 credits and 12 Credits for Practical's and Theory.

### Semester wise Papers and Workload.

Semester I				Semester II			
Papers	Type	Credits	Hrs	Papers	Type	Credits	Hrs
Paper I	Theory	2.4	36	Paper I	Theory	2.4	36
Paper II	Theory	2.4	36	Paper II	Theory	2.4	36
Paper III	Theory	2.4	36	Paper III	Theory	2.4	36
Paper IV	Theory	2.4	36	Paper IV	Theory	2.4	36
Paper V	Theory	2.4	36	Paper V	Theory	2.4	36
Paper VI	Practical	4	120	Paper VI	Practical	4	120
Paper VII	Practical	4	120	Paper VII	Practical	4	120
Paper VIII	Practical	4	120	Paper VIII	Practical	4	120
Hands on Training	Hands on Training	06	180	Hands on Training	Hands on Training	06	180
		30	720			30	720
<b>Total Credits in a year 60/ 1440 Hrs</b>							



**Diploma in Training Management:-  
Outline of the Syllabus**

Semester I		Semester II	
Theory Paper I DTT111	Training Management Part:-I (36 L)	Theory Paper I DTT 211	Training Management Part:-II (36 L)
Theory Paper II DTT 112	Management- Part:-I (36 L)	Theory Paper II DTT 212	Management- Part:-II (36 L)
Theory Paper III DTT 113	Secretarial practice- Part:-I (36 L)	Theory Paper III DTT 213	Secretarial practice Part:-II (36 L)
Theory Paper IV DTT 114	Accounting, Auditing and Financial Management - I (36 L)	Theory Paper IV DTT 214	Accounting, Auditing and Financial Management- II (36 L)
Theory Paper V DTT 115	Basics of Computers - I (36L)	Theory Paper V DTT 215	Basics of Computers - II (36L)
Practical Paper I DTP 116	Practicals based on Accounting, Auditing and Financial management – I (30 p)	Practical Paper I DTP 216	Practicals based on Accounting, Auditing and Financial Management- II (30 P)
Practical Paper II DTP 117	Basics of Computer - I (30 P)	Practical Paper II DTP 217	Basics of Computer - II (30 P)
Practical Paper III DTP 118	Practicals based on Secretarial Practice Part I (30 P)	Practical Paper III DTP 218	Practicals based on Secretarial Practice Part II (30 P)



**Semester: - First (30 Credits)**

**Paper: - I: -Core Subject: -INTRODUCTION TO TRAINING MANAGEMENT PART: - I  
(36 L)**

**Course Outcome: -**

1. Understand the concepts related to training management.
2. Demonstrate the roles, skills and functions of training.
3. Analyze effective application of training management knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
4. Understand the complexities associated with training management of human resources in the organizations and integrate the learning in handling these complexities.

<b>1.</b>	<b>Introduction to Training Management</b> Introduction, Definitions, Meaning, Need, Functions, Scope, Role, Advantages of Training Management.	<b>08</b>
<b>2</b>	<b>Office Organization</b> Training Business and Office Organization, Definition, Characteristics, Importance of Organization and Training, Benefits of Good Organization, Principals of Organization Formal and Informal Training Organization, Types of Organization, Organization Chart, Training Manuals, Authorities and Responsibilities, Delegation of Work, Centralization and Decentralization of Authority	<b>12</b>
<b>3</b>	<b>Training Infrastructure</b> Introduction, Principles, Location, Building, Preparing the Layout, New Trends in Layout, Accommodation, Training Office / Division /Room Environment, Lighting, Ventilation, Interior, Noise, Dust, Physical Hazards, Sanitary, Cleanliness, Security, Fire Fighting equipment, Temperature Control, Drinking Water, Pantry Management, Sanitization,	<b>12</b>
<b>4</b>	<b>Training SOPs:</b> Training programmers system, Yearly colander, Flow of Work, Procedures, SOPs, Reception and Hospitality	<b>04</b>

**References:-**

1. *Principles of management by Callie Daum, published by Vibrant Publishers*
2. *A Handbook of Training Management by Kenneth R. Robinson*



3. *Designing and Developing Training Programmes* by Janis Fisher Chan published by Wiley.
4. *Training and Development: Enhancing Communication and Leadership Skills*, by Steven A. Beebe, Timothy P. Mottet and K. David Roach, 2012
5. *Telling Ain't Training- 2nd Editions*, by Harold D. Stolovitch and Erica

**Paper II: - Core Subject: - MANAGEMENT-I (36 Lectures)**

**Course Outcomes:**

1. Acquire the knowledge of Management Process.
2. Understand and apply the management function.
3. Planning organizing, staffing, directing and controlling meet the challenges of modern Management.

<b>1.</b>	<b>Introduction to Management:</b> Office Management: Meaning, definition, Importance, Principals of Office Management, Elements of Office Management, Functions of Office Management, Office Manager, Functional Office Management, Administrative Office Management, Information Management.	<b>10</b>
<b>2</b>	<b>Introduction to Marketing Management:</b> Sales: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. Marketing: Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages. Customer Services- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>10</b>
<b>3</b>	<b>Introduction to Human Resource Management:</b> Human Resource Management and Labour Relations- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>08</b>
<b>4</b>	<b>Introduction to Inventory Management:</b> Procurement and Inventory Management- Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>04</b>
<b>5</b>	<b>Basic Economics:</b> Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages.	<b>02</b>
<b>6</b>	<b>Event Management:</b> Introduction, Definition, Importance, Scope, Elements, Advantages, Disadvantages, Types of events.	<b>02</b>
<b>References:-</b>		





1. *Principles of Management - Koontz & O'Donnel*
2. *The Management Process - R S Davar*
3. *Essentials of Management - Koontz & O'Donnel Tralel McGraw Hill Publishing House*
4. *Business Administration - Mritunjoy Banerjee*
5. *Principles & Practice - T N Chhabra, Dhanapat Rai & Co. Of Management.*

### **Paper III: - SECRETARIAL PRACTICE-1 (36 Lectures)**

**Course Outcome: -**

1. To familiarize the students with the activities of a modern office.
2. Role of a Private Secretary in an office besides gaining essential skills in handling of various office operations.
3. To know the functions of Executive Assistant to write rapidly and accurately, the knowledge of art of writing spoken sounds with the help of principles.

<b>1</b>	<b>Introduction to the Business Law and Ethics</b>	<b>02</b>
<b>2</b>	<b>Training Organization:</b> Organization of the Meetings, Training Sessions, Orientation to Faculties	<b>04</b>
<b>3</b>	<b>Records Keeping:</b> Records Management, Importance, Good Filing System, Classification and Arrangement of Files, Filing Equipment, Methods, Indexing, Filing Routine, Manual, Records Retention, Evaluation, Records Making, Discarding.	<b>15</b>
<b>4</b>	<b>Basic Communication:</b> Communication, Spoken English, Letter, Minutes, Reports, Advertisement, Notice writing, Preparation of brochures, Application Form, Feedback Forms, Feedback Analysis, Report Writing, Testimonials.	<b>15</b>

**References:-**

- Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.*  
*P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi*  
*Chawla, Shailesh K. Essential Business Communication, Mayur Paper Back.*



Campbell, Jeremy. *Grammatical Man*. Simon & Schuster.

**Paper IV:-ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT – I (36 Lectures)**

**Course Outcome: -**

1. Understand Double entry system and principles.
2. Record the business transactions in journal, ledger and trail balance.
3. Apply depreciation methods and prepare bank reconciliation statement.
4. Prepare financial statements and company final accounts.
5. Know the concepts of cost and management accounting.
6. Know the concepts of Auditing with its significance and role in accounting.

1	Booking Keeping and Accounting: Introduction, Basis, Definition, Usage, Advantages, Application	08
2	Trial Balance: Introduction, Basis, Definition, Usage, Advantages, Application.	08
3	Introduction to Computerized Accounting Packages: Introduction, Basis, Definition, Usage, Advantages, Application.	10
4	Cost and Management Accounting: Introduction, Meaning, Significance, Usage, Elements, Role.	05
5	Auditing: Introduction, Meaning, Significance, Usage, Elements, and Role.	05

**Refreneces:-**

- S.R.N Pillai & Bhagavathi *Introduction to Accountancy S.Chand & Company Ltd New Delhi*
- J.R. Monga, *Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi*
- S.N. Maheshwari, *Financial Accounting, Vikas Publication, New Delhi*
- P.C. Tulsian, *Financial Accounting, Tata McGraw Hill, New Delhi*
- Ashok Sehgal and Deepak Sehgal, *Fundamentals of Financial Accounting, Taxmann, New Delhi*
- R. NarayanaSwamy, *"Financial Accounting" PHI Pvt., New Delhi*
- Ashok Sehgal and Deepak Sehgal, *Fundamentals of Financial Accounting, Taxmann, New Delhi*
- CA (Dr.) P.C. Tulsian S.C. Gupta S. *Financial Accounting Chand Publication New Delhi.*



## Paper V: - COMPUTER - I (36 Lectures)

### Course Outcomes: -

1. Apply Information Technology in business
2. Understand the computer basics related to hardware and software.
3. Acquire practical knowledge about MS Word, MS Excel, MS Power point and application.

1	Introduction: Introduction to Computer, Basics of computer and Windows	05
2	MS Office: Introduction. Microsoft Word: Apply heading styles: Insert the table of contents, Update as needed, How to create a bibliography or works cited page in Word. Introduction to Excel: Microsoft Excel: Title Bar, Menu Bar, Column Headings, Row Headings, Name Box, Formula bar, Cell, Navigation buttons. Introduction to Power Point: Power Point Presentation: Table Of Content, Table Of Contents With Page Numbers In PowerPoint, The Table Of Contents In PowerPoint, Table Of Content Templates From Slide Uplift, Types Of Table Of Content Templates.	15
3	Introduction to Cyber Security: Cyber Security: Application security, Information or data security, Network security, Disaster recovery/business continuity planning, Operational security, Cloud security.	10
4	Computer Hardware: Introduction, Projector, Printer, Xerox, Scanning.	02
5	Computer Online Communication: Introduction, Types, Advantages, Uses, Conference Calls, Zoom meetings, Online Training, Record management.	04

### References:-

- *Absolute Beginner's Guide to Computer Basics, Michael Miller.*
- *Fundamental of Computers, AkashSaxena, Kratika Gupta.*
- *Fundamentals of Information Technology, Alexis and Mathew.*
- *Computer Fundamentals, P.K. Sinha.*
- *Principles of Typewriting, D.P. Bhatia and S.S. Sangal.*
- *Microsoft Word 2010 Step by Step (Microsoft) by Joyce Cox and Joan*
- *Lambert. MS Word 2000 Thumb Rules and Details, Snigdha Banerjee.*



- *Word 2010 All-in-One for Dummies, Doug Lowe and Ryan C. Williams.*

**Paper VI: - Practical Based on Paper I and II (30 P) Needs title of 30 Practicals**

1	Booking Keeping : Journals 1	4
2	Journals 2	4
3	Journals 3	4
4	Journals 4	4
5	Journals 5	4
6	Introduction to Computerised Accounting Packages 1	4
7	Introduction to Computerised Accounting Packages 2	4
8	Ledger Accounts 3	4
9	Ledger Accounts 4	4
10	Ledger Accounts 5	4
11	Financial Statements. 1	4
12	Financial Statements. 2	4
13	Financial Statements. 3	4
14	Financial Statements. 4	4
15	Trial Balance 1	4
16	Trial Balance 2	4
17	Trial Balance 3	4
18	Trial Balance 4	4
19	Trial Balance 5	4
20	Cost and Management Accounting 1	4
21	Cost and Management Accounting 2	4
22	Cost and Management Accounting 3	4
23	Cost and Management Accounting 4	4
24	Cost and Management Accounting 5	4





25	Cost and Management Accounting 6	4
26	Introduction to Auditing 1	4
27	Introduction to Auditing 2	4
28	Introduction to Auditing 3	4
29	Introduction to Auditing 4	4
30	Introduction to Auditing 5	4

**Paper VII: - Practical Based on Paper III (30 P)**

1	Business Law and Ethics 1	4
2	Business Law and Ethics 2	4
3	Organisation of the Meetings 1	4
4	Organisation of the Meetings 2	4
5	Communication, Spoken English	4
6	Records Management 1	4
7	Records Management 2	4
8	Records Management 3	4
9	Letter, Minutes, Reports	4
10	Good Filing System 1	4
11	Good Filing System 2	4
12	Classification and Arrangement of Files 1	4
13	Classification and Arrangement of Files 2	4
14	Classification and Arrangement of Files 3	4
15	Classification and Arrangement of Files 4	4
16	Advertisement	4
17	Notice writing	4



18	Methods	4
19	Filing Equipment 1	4
20	Filing Equipment 2	4
21	Filing Equipment 3	4
22	Filing Equipment 4	4
23	Filing Equipment 5	4
24	Indexing 1	4
25	Indexing 2	4
26	Filing Routine 1	4
27	Filing Routine 2	4
28	Business Law and Ethics	4
29	Organisation of the Meetings 1	4
30	Organisation of the Meetings 2	4

**Paper VIII: - Practical Based on Paper V (30 P)**

1	Introduction to Computer	4
2	Introduction to Computer	4
3	Basics and Windows	4
4	Basics and Windows	4
5	Microsoft Word 1	4
6	Microsoft Word 2	4
7	Microsoft Word 3	4
8	Microsoft Word 4	4
9	Microsoft Word 5	4
10	Microsoft Word 6	4
11	Microsoft Word 7	4
12	Microsoft Excel 1	4
13	Microsoft Excel 2	4
14	Microsoft Excel 3	4



15	Microsoft Excel 4	4
16	Microsoft Excel 5	4
17	Microsoft Excel 6	4
18	Microsoft Excel 7	4
19	Microsoft Excel 8	4
20	Power Point Presentation 1	4
21	Power Point Presentation 2	4
22	Power Point Presentation 3	4
23	Power Point Presentation 4	4
24	Power Point Presentation 5	4
25	Power Point Presentation 6	4
26	Power Point Presentation 7	4
27	Power Point Presentation 8	4
28	Internet surfing 1	4
29	Internet surfing 2	4
30	Internet surfing 3	4

**Semester: - Second (30 Credits)**

**Paper: - I: - Core Subject: - Training Management - II (36 L)**

**Course Outcomes:**

1. As a result of participating in training management course, students will be able to evaluate Vision, Mission, and Policy of the organization.
2. Student will be able to describe the Training's standard operating procedure in 360 degree.
3. As a result of completing the course, students will be able determine the time and cost benefits and shortcomings of the department.

1	<b>Vision and Mission:</b> Training Policy, Vision, Mission Statements, Office Accommodation, Preparing the Layout, Open and Private Offices, New Trends in Office Layout.	12
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2	<b>Training SoPs:</b> Office Systems, Flow of Work, Procedures, SOPs, Reception and Hospitality, Office Automation, Mechanization, Office Machines, Travel Arrangements.	15
3	General Insurance, Tax Returns, Calculations of Electricity Bills, Corporation Taxes, Utility Bills Etc.	05
4	Office Stationery and Supplies, Procurement, Keeping the cost down, storage, Re order quantity, issue of stationery and supplies, control.	04

**References:-**

1. Training in Management Skills by Phillip L. Hunsaker
2. Seven Trends in Corporate Training and Development by IBRAIZ TARIQUE
3. Virtual Training Tools and Templates by CINDY HUGGETT
4. Training in Management Skills BY Phillip L. Hunsaker (Author), Dale Dilamarter (Author)

**Paper: - II: - Management-II**

**Course Outcomes:**

1. To help the students gain understanding of the functions and responsibilities of managers.
2. To provide them tools and techniques to be used in the performance of the managerial job in various fields of management.

1	Sales, Marketing and Customer Services Management- Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications.	04
2	Human Resource Management and Labour Relations, Recruitment and Orientation: Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Applications.	08
3	Procurement and Inventory Management: Introduction, Meaning, Significance, Need, Objectives, Advantages, Disadvantages, Uses, Applications	05
4	Economics- Meaning, Nature, Scope and Importance of Business Economics, Concept of Micro and Macro Economics, Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations, Basic Concepts: Household, Consumer, Firm, Plant and Industry, Goals of Firms- Economic and	15





	Non Economic.	
5	Event Management- Introduction, Meaning, Definition, Nature, Scope, Characteristics, Advantages, Types of Events.	04

#### References:-

Ao T V, Pereira D F, Recent Experiences in Human Resources Development. Pareek Udai, Rao, Designing and Managing Human Resource Systems. Spencer Lyte M, Calculating Human Resource Costs and Benefits. Cascio Wayne F, Costing Human Resources: The Financial Impact of Behaviour. Marketing Management Philip Kotler Pearson Publication Marketing Management Rajan Saxena McGraw Hill Education Microeconomics B. Douglas Bernheim and Michael D. Whinston Tata McGraw Hill New York Special Events: Twenty-First Century Global Event ... Joe Goldblatt Production Management, S. Chand, Martand T. Telsang

#### Paper: - III: SECRETARIAL PRACTICE – II

##### Course Outcomes:

1. Students are familiarizing with the activities in a modern office.
2. Students are familiarize smooth functioning of any organization the facilities provided to the
3. staff working in the office, the working environment, tools and equipments used in office.

1	<b>Business Law and Ethics:</b> Introduction, Types Of Business Laws, Meaning Of Ethics, Significance, Role, Relevance, Advantages.	07
2	<b>Organization Of The Meetings:</b> Meaning, Importance, Types Of Meetings, Meeting Room Booking, Time Sheet Maintenance.	06
3	<b>Records Management:</b> Importance, Good Filing System, Classification And Arrangement Of Files, Filing Equipment, Methods, Indexing, Filing Routine, Manual, Records Retention, Evaluation, Records Making, Discarding.	15
4	<b>Business Communication:</b> Introduction, Need, Scope, Types, Spoken English, Letter, Minutes, Reports, Advertisement, Notice writing, Preparation of brochures, Application Form, Feedback Forms, Feedback Analysis, Report	10



Writing, Testimonials.

**References:**

- Chhabra, T.N., Modern Business Organization, New Delhi, Dhanpat Rai & Sons.  
Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.  
P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi  
R.K. Chopra, Office Management, Himalaya Publishing House

**Paper IV: - ACCOUNTING, AUDITING AND FINANCIAL MANAGEMENT- II**

**Course Outcomes:**

1. To lay down a theoretical foundation for the recording of financial transactions concerning specialized area related to non-corporate entities and for preparing the related accounts or statements.
2. To lay a foundation for the preparations of financial statements from incomplete record.
3. To lay a foundation for understanding the Accounting procedure for Material cost and price methods

1	Advance Booking Keeping: Procedure Of Booking Keeping The Transactions, Procurement Of Record.	05
2	Trial Balance, Profit And Loss Account, Balance Sheet: Procedure And Preparation Of Trial Balance, Profit And Loss Account, Balance Sheet With Practical Examples.	07
3	Introduction to Computerized Accounting Packages- Tally, ERP, SAP	04
4	Cost And Management Accounting- Meaning Of Cost And Management Accounting, Calculation And Ascertainment Of Cost, Elements Of Cost, Cost Sheet. Management Accounting- Meaning, Importance, Role, Decision Making, Practical Approach.	15
5	Introduction To Auditing- Introduction, Definition, Types, Vouching, Checking, Errors, Detection Of Frauds, Auditor Role And Responsibilities.	05

**References:**

J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi



S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi

P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi

Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi

R. NarayanaSwamy, "Financial Accounting" PHI Pvt., New Delhi

Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann, New Delhi

## Paper V: - Computer-II

### Course outcomes:

1. Apply Information Technology in business
2. Understand the advanced concepts in computer basics related to hardware and software.
3. Acquire practical knowledge about MS Word, MS Excel, MS Power point and application.

1	<b>Advanced MS Office:</b> Introduction, Use of MS Office in Modern Businesses, Microsoft Word: Advanced Learning Of Word, Page Formatting, Macros, Lists, References And Citations, Track Changes. Microsoft Excel: Advanced Excel, Formulas, Lookup, Macros, Worksheets, Graphs, Analysis. Power Point Presentation: Slide Video, Animation etc.	15
2	<b>Cyber Security-</b> Meaning, role, significance, use of cyber security. Internet surfing, Email, Messaging, Down Loading, Up Loading, File Management.	10
3	<b>Use of Hardware and Online Communication:</b> Projector, Printer, Xerox, Scanning. Conference Calls, Zoom meetings, WhatsApp, Telegram Group Creation, Google Forms, Analysis.	11

### References:

1. Microsoft Word 2010 Step by Step (Microsoft) by Curtis Frye.
2. Excel 2010 for Dummies, Greg Harvey.
3. Teach Yourself VISUALLY Excel 2010, Paul McFedries.
4. PowerPoint 2010 All-in-One for Dummies, Peter Weverka.
5. Microsoft Office PowerPoint 2010 Step by Step (Microsoft) by Joyce Cox and Joan





**Paper VI: - Practical Based on Paper I and II (30 P)**

1	Event Management 1	4
2	Event Management 2	4
3	Event Management 3	4
4	Event Management 4	4
5	Event Management 5	4
6	Event Management 6	4
7	Human Resource Management 1	4
8	Human Resource Management 2	4
9	Human Resource Management 3	4
10	Human Resource Management 4	4
11	Human Resource Management 5	4
12	Labour Relations 1	4
13	Labour Relations 2	4
14	Labour Relations 3	4
15	Labour Relations 4	4
16	Labour Relations 5	4
17	Recruitment and Orientation 1	4
18	Recruitment and Orientation 2	4
19	Recruitment and Orientation 3	4
20	Recruitment and Orientation 4	4
21	Office Stationery and Supplies 1	4
22	Office Stationery and Supplies 2	4
23	Office Stationery and Supplies 3	4
24	issue of stationery and supplies, control 1	4
25	issue of stationery and supplies, control 2	4
26	issue of stationery and supplies, control 3	4
27	issue of stationery and supplies, control 4	4
28	Office Accommodation, Preparing the Layout,	4





29	Open and Private Offices, New Trends in Office Layout 1	4
30	Open and Private Offices, New Trends in Office Layout 2	4

**Paper VII: - Practical Based on Paper III (30 P)**

1	Business Law and Ethics 1	4
2	Business Law and Ethics 2	4
3	Business Law and Ethics 3	4
4	Business Law and Ethics 4	4
5	Organisation of the Meetings 1	4
6	Organisation of the Meetings 2	4
7	Organisation of the Meetings 3	4
8	Organisation of the Meetings 4	4
9	Organisation of the Meetings 5	4
10	Records Management 1	4
11	Records Management 2	4
12	Records Management 3	4
13	Records Management 4	4
14	Records Management 5	4
15	Classification and Arrangement of Files 1	4
16	Classification and Arrangement of Files 2	4
17	Classification and Arrangement of Files 3	4
18	Classification and Arrangement of Files 4	4
19	Classification and Arrangement of Files 5	4
20	Classification and Arrangement of Files 6	4
21	Communication, Spoken English,	4
22	Filing Equipment 1	4
23	Filing Equipment 2	4
24	Filing Routine 1	4
25	Filing Routine 2	4
26	Letter writing	4



27	Minutes	4
28	Reports	4
29	Advertisement	4
30	Notice writing	4

**Paper VIII: - Practical Based on Paper V (30 P)**

1	Cyber Security 1	4
2	Cyber Security 2	4
3	Cyber Security 3	4
4	Internet surfing 1	4
5	Internet surfing 2	4
6	Internet surfing 3	4
7	Internet surfing 4	4
8	Internet surfing 5	4
9	Email, Messaging 1	4
10	Email, Messaging 2	4
11	Email, Messaging 3	4
12	Email, Messaging 4	4
13	Email, Messaging 5	4
14	Email, Messaging 6	4
15	Down Loading, Up Loading 1	4
16	Down Loading, Up Loading 2	4
17	Down Loading, Up Loading 3	4
18	Down Loading, Up Loading 4	4
19	Down Loading, Up Loading 5	4
20	Down Loading, Up Loading 6	4
21	Projector, Printer, Xerox, Scanning 1	4
22	Projector, Printer, Xerox, Scanning 2	4



23	Projector, Printer, Xerox, Scanning 3	4
24	Projector, Printer, Xerox, Scanning 4	4
25	Projector, Printer, Xerox, Scanning 5	4
26	Projector, Printer, Xerox, Scanning 6	4
27	Calls, Zoom meetings 1	4
28	Calls, Zoom meetings 2	4
29	Calls, Zoom meetings	4
30	Calls, Zoom meetings	4

Principal  
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