

दयानन्द महिला महाविद्यालय, कुरुक्षेत्र
सूचना

दिनांक 03.12.2021

महाविद्यालय की सभी छात्राओं को सूचित किया जाता है कि महाविद्यालय में निम्नलिखित "Value Added Course" (30 Hours) निःशुल्क चलाए जा रहे हैं, जिनमें किसी भी संकाय की छात्राएं Admission ले सकती हैं। ये Courses सामान्य Courses के साथ चलाए जा रहे हैं। इससे सम्बन्धित जानकारी व Admission लेने हेतु निम्न प्राध्यापिकाओं से दिनांक 10.12.2021 तक सम्पर्क करें।

Retail Management	Mrs. Minakshi Thakral Mrs. Sapna Arora
Basics of Marketing	Mrs. Minakshi Thakral Mrs. Sapna Arora
Stress Management	Mrs. Urmila Singh Dr. Urmila Panghal
Yoga	Dr. Anu Chauhan
Nutrition & Fitness	Dr. Shweta Saini Ms. Upasana
मानव जीवन में नैतिक मूल्य	Dr. Suman Rajan Dr. Manjeet Dr. Seema Dr. Reeja Dr. Arti Aggarwal
Indian Constitution	Mrs. Saroj Bala
Indian National Movement	Dr. Rukmesh
Science Around Us	Mrs. Asha Malik Ms. Suman Rani

Principal
Dayanand Mahila Mahavidyalaya
Kurukshetra (Haryana)

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Convener
IQAC
Dayanand Mahila Mahavidyalaya
Kurukshetra

Principal
Dayanand Mahila Mahavidyalaya
Kurukshetra (Haryana)

श्रीमती मीनाक्षी ठाकुर
श्रीमती उर्मिला सिंह
डॉ० उर्मिला पंगवाल
श्रीमती सपना अरोड़ा
डॉ० सुमन राजान
डॉ० अनु चौहान
श्रीमती सरोज बाल
डॉ० रुक्मेश
श्रीमती अशा मलिक

Add on Course

Secretarial Practice

Syllabus

Theory Paper I

- Unit I Office Meaning, functions, importance, Principal departments of a modern office
- Unit II Filing & Indexing - meaning, importance, essentials of a good filing system, methods of filing & filing equipments.
- Unit III Office Appliances and Machines - A study of various types of commonly used appliances and Machines i.e. duplicator, accounting calculator, punch card machine, franker machine, weighing and folding machine, Sealing machine, cheque protector, coin sorter and time recorder.
- Unit IV Office Correspondence - Essentials of a good letter, drafting of business letter i.e. enquiry, quotations, order, advice, making payment & complaints.
- Unit V Theory of Stenography, Shorthand (Eng) theory. Introduction - Origin of shorthand with particular emphasis on Pitman shorthand definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials. Preliminary introduction of consonants, vowels, diphthongs and diphones

There will be 10 questions (two from each unit) and students will be required to attempt any five question in all.

Principal, Dayanand Mahila Mahavidyalaya, Kurukshetra (Haryana)

MS Chandra
3/01/19
Verified 10/Aug/2019

P-I - II, III each 50 marks

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Course outcomes

Add on Course

(Secretarial Practice)

CO1 :- The Course enable students to acquire knowledge about office, its functions and importance as Control and Coordination Centre of an organisation.

CO2 :- The Course will be enhance the understanding level about types of office in modern business world and its relation with other departments of an organisation.

CO3 :- The Course provide knowledge about filling of records its importance and system of filling including indexing used in present times.

CO4 :- The Course may the learner well versed with office machine and equipment used in modern office and other method of performing office work larger speed So that learner can apply the knowledge while working in the present business world.

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LN

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Kurukshetra (Haryana)

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Sec Prochie

DAYANAND MAHILA MAHAVIDYALYA , KURUKSHETRA

ADD-ON-COURSE (2021-22) in Secretarial Practice

SR NO	CLASS	ROLL NO	NAME	FATHER NAME	COURSE	RECEIPT NO	DATE OF ADMISSION	RELIGION	CASTE
1	B.COM IST GEN	1212092003033	MAYANK SAINI	GURDYAL SINGH	SECRETARIAL PRACTICE	353	10.11.2021	HINDU	BC.B
2	B.COM IST GEN	1212092003048	RAYMAN	BALBIR SINGH	SECRETARIAL PRACTICE	376	22.12.2021	HINDU	GEN
3	B.COM IST GEN	1212092003070	MEGHA	SULENDER SINGH	SECRETARIAL PRACTICE	375	22.12.2021	HINDU	GEN
4	B.COM IIND SFS	120209003132	SHILPI	NEERAJ SHARMA	SECRETARIAL PRACTICE	792	23.12.2021	HINDU	GEN
5	B.COM IST GEN	1212092003006	DISHA	VINOD KUMAR	SECRETARIAL PRACTICE	377	28.12.2021	HINDU	GEN

Total enroll - 05

Total no. of students completed the course - 05

Sulchani
17/05/22

Jyoti

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DAYANAND MAHILA MAHA

VIDYALAYA, KURUKSHETRA

Class A.D.D. C.N. COURSE class start from 20-12-21 Subject Typing & Stt.
 Month December 2021, Jan 2022 Year 2021-22

Lectures Delivered in the Month

Sl. No.	Roll No.	Name	Lectures																
			20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
1	121092023037	Myank Saini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	1212042023006	Disha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	1212092003098	Rayman	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	1212092003070	Megha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	1212092003022	Shilpa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Previous Lecture																	Total Lectures				
20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	Last Attended	Previous Lect	Total	Shortage	House Test
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

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Control
 IQAC
 Dayanand Mahila Mahavidyalaya
 Kurukshetra

Day-
 Kurukshetra

DAYANAND MAHILA MAHA

VIDYALAYA, KURUKSHETRA

Address Sec Pr
 Month April, May, 12 April 2022
 Subject SH + Typing
 Year 2021-2022

Sr. No.	Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	210920331	Mayank Sun	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
2	300	Disha	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	304	Rayman	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	307	Megha	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	210920331	SK Sp	L	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Lectures Delivered in the Month																Total Lectures				House Test	Remarks					
Previous Lecture																Last Attended	Previous Lect	Total	Shortage							
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
EXAM ON →																						13-5-2022	PAPER-II	TN+SH		
																						14-5-2022	PAPER-I	60		

5/6/22

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Signature
 IQAC
 Dayanand Mahila Mahavidyalaya
 Kurukshetra

Pri... Mahavidyalaya
 Ds...
 Ku... (aryana)

