

GOVERNMENT OF KERALA
TECHNICAL EDUCATION DEPARTMENT

DIPLOMA IN SHORTHAND AND TYPEWRITING
RENAMED AS
DIPLOMA IN SECRETARIAL PRACTICE

REVISED CURRICULUM

1998

[G.O. (Rt.) No. 21/2003/H.Edn./(J) Dept. dated 6-1-2003]
(See Amendments as per G.O (Rt) No.1852/2006/H.Edn. dt 06.12.06

GOVERNMENT OF KERALA

Abstract

Education – Technical Government Commercial Institutes -the revised syllabus of Diploma in Shorthand and Typewriting and renamed as Diploma in Secretarial Practice- Modified - Orders issued

HIGHER EDUCATION (J) DEPARTMENT

G.O (Rt)No.1852/2006/H.Edn.

Thiruvananthapuram, dated 6-12-2006

- Read:- 1) G.O (Rt) No.21/2003/H.Edn tvpm dated 06.01.2006
2) Letter . No. C4/31373/2006 dtd 11/10/2006 from the Director of Technical Education, Thiruvananthapuram.

ORDER

The Government have revised the syllabus for Diploma in Shorthand and Typewriting of the Government Commercial Institutes and also renamed the Diploma in Shorthand and Typewriting as "Diploma in Secretarial Practice". Vide the Government Order read above from the academic year 2003-04. The director of Technical Education vide letter read above has reported that due to the basic errors in the revised syllabus relating to valuation method, leads to mass failure of students in the examination for Diploma in Secretarial Practice and hence requested to modify the method of valuation.

Government have examined the revised syllabus in detail and are pleased to modify it as appended with this order.

The Government or order cited above shall stands modified to this extend from the date of that order that is 6/1/2003.

(By Order of the Governor)

G.VIKRAMAN
UNDER SECRETARY.

To

1. The director of Technical education, Thiruvananthapuram
2. The Controller of Technical Examinations, Thiruvananthapuram
3. The Commissioner for Government Examinations, Pareeksha Bhavan,Poojappura, Thiruvananthapuram.
4. The Director, LBS Centre for Science & Technology, Palayam, Thiruvananthapuram
5. The Director, Institute of Human Resources Development, Vazhuthacaud, Thiruvananthapuram

SF/OC

Forwarded/ By Order

SECTION OFFICER

**RULES AND REGULATIONS OF THE
DIPLOMA COURSE
UNDER THE STATE BOARD OF TECHNICAL EDUCATION, KERALA
(See amendments as per GO(Rt) No:1852/2006/ H Edn dated 06/12/2006)**

1.DURATION OF THE COURSE.

The Diploma Course will be of two academic years duration with Public Examination at the end of each year.

2.ELIGIBILITY FOR ADMISSION

Candidates who have obtained a pass in the SSLC/T.H.L.C or its equivalent are eligible for admission to the diploma course provided that they have completed 15 years of age and not completed 23 years as on the 1st of June of the year in which admission is sought.

3.SELECTION

Selection shall be made ranking the candidates as follows:

The percentage of marks obtained in the S.S.L.C or its equivalent shall be taken as the base and marks obtained in English shall be added to that. In the case of candidates who have failed to obtain a pass in the first appearance of the qualifying examination, five marks each shall be derated for each such chance. (Eg..those who have passed in the second chance shall lose 5 marks, those who took three chances shall lose 10 marks from the total arrived at as above).

Those with higher qualification such as Pre-degree or its equivalent shall be awarded 10 marks.

In the event of a tie the percentage of marks obtained in English in the qualifying examination shall be taken as the deciding factor.

4. RESERVATION

Of the total seats 10 percent shall be reserved for Scheduled castes/ Scheduled Tribe students. Seats not filled up by the SC candidates will go to the ST candidates and vice versa. Seats not filled up by SC/ST candidates shall be filled up by the OEC candidates.

5 .MEDIUM OF INSTRUCTION

The Medium of instruction in all theory and practical subjects (except Malayalam Shorthand and Typewriting) shall be English.

6. INSTRUCTIONAL DURATION

a) The academic year (Preliminary) shall consist of 32 five day weeks of instruction excluding the period of examination. For the final year it shall be 36 five day weeks.

b) The course shall follow the yearly pattern with annual examinations being held in March/April each year. There shall be supplementary examinations in September/October for the benefit of candidates who have failed to secure a pass in the annual examinations.

c) There shall be seven periods of instruction a day from 9.30 am to 4.00 pm and the total periods a week shall be 35.

7. MINIMUM ATTENDANCE

a) A candidate must secure a minimum of 80% attendance to be eligible to sit for the annual examination each year.

- b) In the case of a student who for medical reasons could not obtain the above minimum but has 65% or more attendance, the Superintendent at his/her discretion may permit him/her to appear for the examination on his/her remitting the condonation fee.
- c) Under no circumstances shall a student be permitted to appear for the examination if he/she has failed to obtain 65% of attendance.

8. DAILY ATTENDANCE

- a) As already specified the class hours commence at 9.30 am.
- b) Attendance shall be taken at the commencement of each period and names of absentees marked in the list of absentees to be maintained by the class teacher.
- c) The present rule regarding attendance shall be retained i.e, for a period's absence in the fore noon, half-a-day's attendance shall be forfeited. The same is applicable for absence in the afternoon also.

9. SCHEME OF EXAMINATION AND AWARD OF MARKS.

- a) The scheme of examination shall consist of external end examination and internal assessment based on periodicals tests, assignments and attendance.
- b) The total marks for end examinations in the theory papers shall be 50, and for practical, marks shall vary depending on the subject. A detailed break up is given else where.
- c) Each paper is to carry maximum mark of 25 marks as the sessional out of which 5 marks is for attendance (for attendance above 90%, full marks (5) is awarded and proportionate reduction for attendance below 90%); 10 marks for assignments (2 assignments of 5 marks each) and 10 marks for tests (2 tests of 5 marks each). No separate minimum is required in sessional marks for pass. However, subject minimum of 40% excluding sessional marks (which is the existing rule) and 45% in the total marks of all subjects including sessional marks. (i.e 180/400 in I year and 360/800 in II year) is required for a pass. (Amended) As per amendment order minimum required for a pass is 40% in written as well as total for each subject.
- d) All the end examinations in theory papers shall be of three hours duration. As for the practical papers it shall vary depending upon the nature of subjects.
- e) The question paper for each theory paper shall consist of objective type questions, essay type questions and short notes. The question papers shall touch all aspects of the syllabus. No portion in the syllabus shall be left un-touched.

10. RULES FOR PROMOTION FROM FIRST YEAR TO SECOND YEAR.

A candidate shall be allowed in to the Final Year Diploma class provided he/she has attended the preliminary class fulfilling the Rules regarding attendance. He/she must also have registered his/her name for the public examination.

11. CLASSIFICATION OF SUCCESSFUL CANDIDATES.

- a) A candidate shall be declared to have passed the Diploma Course only if he /she has secured a pass in all theory and practical papers in both preliminary and final years of study.
- b) There will be four classes of passed candidates, viz,
First class with Distinction (75% marks and above)
First class (60% and above but below 75%)
Second Class (50% and above but below 60%)
Third Class (40% and above but below 50%)
- c) The total marks of the preliminary and final years shall be considered separately for the above classification.

d) A candidate shall be awarded first class with Distinction or first Class or Second Class only if he/ she has passed the respective examinations in the first attempt itself.

A candidate who obtains a pass in subsequent appearances shall be awarded Third Class only.

**SCHEME OF EXAMINATION
PRILIMINARY(as per amendment orders)**

No	Subcode	Subject	Maximum Marks			Minimum marks required for pass	
			End Exam	Internal	Total	End Exam	Total
1	1051	Shorthand (English Lower)	100	25	125	40	50
2	1052	Typewriting (English Lower)	100	25	125	40	50
3	1053	Book keeping	50	25	75	20	30
4	1054	Commerce Business English	50	25	75	20	30

Note: The examination for Subject codes 1051 & 1052 are as in the same standard of Kerala Government Technical Examination in Shorthand (English Lower Grade) & Typewriting (English Lower Grade). The subject code 1051 consists of 2 papers & 1052 consists of 3 papers. No separate paper minimum for pass 3 subject.

Sub. Code	Papers	Examination	External Marks	Remark
1051	Shorthand (English) Paper I	10 mts Dictation & 1 Hours. 30 mts Transcription	50	20% Marks will be allotted for neatness and legibility of outlines, and 80 % marks for transcription
	Shorthand (English) Paper I	2 Hrs.	50	
1052	Typewriting (English) Paper I (Speed)	15 minutes	40	
	Typewriting (English) Paper I	1 hr.30 mts	40	
	Typewriting- Practical	15 mts/candidates	20	

FINAL (As per amendment order)

No	Sub.Code	Subject	Maximum Marks			Minimum marks required for pass	
			End Exam	Internal	Total	End Exam	Total
1	2051	Shorthand (English-Higher)	150	25	175	60	70
2	2052	Shorthand (Malayalam)	100	25	125	40	50
3	2053	Typewriting(English- Higher)	150	25	175	60	70
4	2054	Typewriting (Malayalam)	100	25	125	40	50
5	2055	Book-Keeping II	50	25	75	20	30
6	2056	Commerce, Computer Word Processing & Software Packages	100	25	125	40	50

Note: The examination for subject codes 2051, 2052, 2053 & 2054 are as in the same standard of Kerala Government Technical Examination in Shorthand (English Higher Grade), Shorthand (Malayalam Lower Grade), Typewriting (English Higher Grade & Typewriting (Malayalam Lower Grade). The subject code 2051,2053 & 2056 consist of 3 papers and 2052 & 2054 consists of 2 papers. No separate paper minimum for pass a subject

Sub Code	Papers	Examination	External Marks	Remark
2051	Shorthand (English) per III	10 mts Dictation & 2 hrs Transcription	50	20% Marks will be allotted for neatness and legibility of outlines, and 80% marks for transcription
	Shorthand (English) Paper IV	2 hrs (Excluding time for dictation)	50	
	Shorthand (English) Paper V	3 hrs (10 mts Dictation)	50	
2052	Shorthand (Malayalam)- Paper I	10 mts Dictation & 1 hr 30 mts Transcription	50	20% Marks will be allotted for neatness and legibility of outlines and 80% marks for transcription.
	Shorthand (Malayalam)- Paper I	1 hour	50	

2053	Typewriting (English Speed) Paper III	15 minutes	50	
	Typewriting (English) per IV	2 hrs	50	
	Typewriting – Practical II & Viva	1 hr/Candidates	50	
2054	Typewriting (Malayalam- Speed) Paper I	15 mts	50	
	Typewriting (Malayalam) Paper I	1 hr 30 mts	50	
2056	Commerce Computer Software Packages	1 Hr (Theory) 1 Hr (Theory)	25 25	
	Computer Word Processing	1 Hr (Practical)	50	