

DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE NOVEMBER 2017

REVISION 2016 (NEW SCHEME)

I SEMESTER (REGULAR AND SUPPLEMENTARY)

DAY AND DATE	TIME	SUBJECTS	CODE
04.12.2017	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH AND	1611
Monday		PERSONALITY DEVELOPMENT	
06.12.2017	9.00 AM TO 12 NOON	ACCOUNTANCY – I	1612
Wednesday			
08.12.2017	9.00 AM TO 12 NOON	BUSINESS STUDIES-I	1613
Friday			
12.12.2017		TYPEWRITING ENGLISH SPEED TEST	1615
Tuesday	9.00 AM TO 9.10 AM	BATCH – I	
	9.30 AM TO 9.40 AM	BATCH – II	
	10.10 AM TO 10.20AM	BATCH – III	
	10.40 AM TO 10.50 AM	BATCH – IV	
	11.10 AM TO 11.20 AM	BATCH –V	
	11.40 AM TO 11.50 AM	BATCH – VI	
13.12.2017	9.00 AM TO 11.00 AM	SHORTHAND ENGLISH -I	1614
Wednesday			

REVISION 2016 (NEW SCHEME)

III SEMESTER (REGULAR)

DAY AND DATE	TIME	SUBJECTS	CODE
05.12.2017	9.00 AM TO 12 NOON	BUSINESS COMMUNICATION	1631
Tuesday			
07.12.2017	9.00 AM TO 9.07 AM	SHORTHAND ENGLISH PAPER I	1632 A (D7)
Thursday	9.15 TO 10.45	TRANSCRIPTION	
	11 AM TO 12.30 PM	SHORTHAND ENGLISH PAPER II	1632 B
11.12.2017	9.00 AM TO 10.00 AM	SHORTHAND MALAYALAM	1633
Monday			
13.12.2017		TYPEWRITING MALAYALAM SPEED TEST	1636
Wednesday	9.00 AM TO 9.10 AM	BATCH – I	

	9.30 AM TO 9.40 AM	BATCH – II	
	10.10 AM TO 10.20AM	BATCH – III	
	10.40 AM TO 10.50 AM	BATCH – IV	
	11.10 AM TO 11.20 AM	BATCH –V	
	11.40 AM TO 11.50 AM	BATCH – VI	
14.12.2017		TYPEWRITING ENGLISH BATCH – I	1635
Thursday	9.00 AM TO 9.10 AM	SPEED TEST	
	9.25 AM TO 10.55 AM	MANUSCRIPT	
		BATCH II	
	11.00 AM TO 11.10 AM	SPEED TEST	
	11.25 AM TO 12.55 AM	MANUSCRIPT	
		BATCH III	
	2.00 PM TO 2.10 PM	SPEED TEST	
	2.25 PM TO 3.55 PM	MANUSCRIPT	
15.12.2017		TYPEWRITING ENGLISH BATCH – IV	1635
Friday	9.00 AM TO 9.10 AM	SPEED TEST	
	9.25 AM TO 10.55 AM	MANUSCRIPT	
		BATCH V	
	11.00 AM TO 11.10 AM	SPEED TEST	
	11.25 AM TO 12.55 AM	MANUSCRIPT	
		BATCH VI	
	2.00 PM TO 2.10 PM	SPEED TEST	
	2.25 PM TO 3.55 PM	MANUSCRIPT	

REVISION 2010 (OLD SCHEME) SUPPLEMENTARY**I YEAR**

DAY AND DATE	TIME	SUBJECTS	CODE
04.12.2017	9.00 AM TO 12 NOON	ACCOUNTANCY	1002
Monday			
05.12.2017	9.00 AM TO 9.10 AM	TYPEWRITING ENGLISH SPEED TEST	1006
Tuesday	9.30 AM TO 11 AM	MANUSCRIPT	
	11.15 AM TO 11.25 AM	SPEED TEST	
	11.45 AM TO 01.15 PM	MANUSCRIPT	
06.12.2017	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH	1001
Wednesday			
08.12.2017	9.00 AM TO 12 NOON	BUSINESS COMMUNICATION	1003
Friday			
12.12.2017	9.00 AM TO 12 NOON	COMPUTER APPLICATIONS FOR BUSINESS	1004
Tuesday			
13.12.2017	9.00 AM TO 9.07 AM	SHORTHAND ENGLISH DICTATION	1005 (A) D7
Wednesday	9.15 AM TO 10.20 AM	TRANSCRIPTION	
	10.30 AM TO 12.30 PM	SHORTHAND THEORY	1005 (B)

REVISION 2010 (OLD SCHEME) SUPPLEMENTARY**II YEAR**

DAY AND DATE	TIME	SUBJECTS	CODE
04.12.2017	1.00 PM TO 4 PM	SECRETARIAL PRACTICE	2001
Monday			
05.12.2017	1.00 PM TO 4 PM	ACCOUNTANCY – II	2003
Tuesday			
06.12.2017	1.00 PM TO 4 PM	BUSINESS STUDIES	2004
Wednesday			
07.12.2017		TYPEWRITING ENGLISH	2007 (A&B)

Thursday			
	9.00 AM TO 9.10 AM	TYPEWRITING ENGLISH SPEED TEST	
	9.25 AM TO 11.25 AM	MANUSCRIPT	
	11.35 AM TO 11.45 AM	TYPEWRITING ENGLISH SPEED TEST	
	12 NOON TO 2.00 PM	MANUSCRIPT	
	2.10 PM TO 2.20 PM	TYPEWRITING ENGLISH SPEED TEST	
	2.30 PM TO 4.30 PM	MANUSCRIPT	
08.12.2017		TYPEWRITING MALAYALAM	2008(A&B)
Friday			
	9.00 AM TO 9.10 AM	TYPEWRITING ENGLISH SPEED TEST	
	9.25 AM TO 10.55 AM	MANUSCRIPT	
	11.00 AM TO 11.10 AM	TYPEWRITING ENGLISH SPEED TEST	
	11.25 AM TO 12.55 AM	MANUSCRIPT	
	2.00 PM TO 2.10 PM	TYPEWRITING ENGLISH SPEED TEST	
	2.25 PM TO 3.55 PM	MANUSCRIPT	
11.12.2017		SHORTHAND MALAYALAM	
Monday	1.00 PM TO 1.07 PM	DICTATION	2006 (A)
	1.15 PM TO 2.45 PM	TRANSCRIPTION	
	3.00 PM TO 4.00 PM	THEORY	2006 (B)
12.12.2017		SHORTHAND ENGLISH	2005 (A)(a)
Tuesday	1.00 PM TO 1.07 PM	DICTATION	D7
	1.15 PM TO 2.45 PM	TRANSCRIPTION	
	3.00 PM TO 4.30 PM	THEORY	2005 (A) (b)
13.12.2017	1 PM TO 1.03 PM	SHORTHAND ENGLISH – CONDENSATION DICTATION	2005 (B) (a)
Wednesday	1.10 PM TO 1.55 PM	TRANSCRIPTION	
	2.00 PM TO 2.06 PM	DICTATION - ELABORATION	2005 (B) (b)
	2.15 PM TO 4.15 PM	TRANSCRIPTION	

The Practical Examinations shall be conducted conveniently from 15/12/2017 onwards.