

**EXAMINATION IN SECRETARIAL PRACTICE APRIL 2019
REVISION 2016 (NEW SCHEME)
II SEMESTER (REGULAR AND SUPPLEMENTARY)**

DAY AND DATE	TIME	SUBJECTS	CODE
16.05.2019 Thursday	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT - II	1621
18.05.2019 Saturday	9.00 AM TO 12 NOON	ACCOUNTANCY – II	1622
21.05.2019 Tuesday	9.00 AM TO 12 NOON	BUSINESS STUDIES-II	1623
24.05.2019 Friday	SHORTHAND ENGLISH –PART A&B		1624
	9.00 AM TO 9.07 AM	PART-A DICTATION	1624 A
	9.15 AM TO 10.45 AM	TRANSCRIPTION	
	11.00 AM TO 1.00 PM	PART-B THEORY	1624 B
	TYPEWRITING ENGLISH		
25.05.2019 Saturday	BATCH - I		
	9.00 AM TO 9.10 AM	PART-A SPEED TEST	1625 A
	9.30 AM TO 11.00 AM	PART –B MANUSCRIPT	1625 B
	BATCH-II		
	11.15 AM TO 11.25 AM	PART-A SPEED TEST	1625 A
	11.45 AM TO 1.15 PM	PART –B MANUSCRIPT	1625 B
	BATCH-III		
	2.00 PM TO 2.10 PM	PART-A SPEED TEST	1625 A
	2.30 PM TO 4.00 PM	PART –B MANUSCRIPT	1625 B
27.05.2019 Monday	BATCH - IV		
	9.00 AM TO 9.10 AM	PART-A SPEED TEST	1625 A
	9.30 AM TO 11.00 AM	PART –B MANUSCRIPT	1625 B
	BATCH-V		
	11.15 AM TO 11.25 AM	PART-A SPEED TEST	1625 A
	11.45 AM TO 1.15 PM	PART –B MANUSCRIPT	1625 B
	BATCH-VI		
	2.00 PM TO 2.10 PM	PART-A SPEED TEST	1625 A

	2.30 PM TO 4.00 PM	PART –B MANUSCRIPT	1625 B
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REVISION 2016 (NEW SCHEME)

IV SEMESTER (REGULAR & SUPPLEMENTARY)

DAY AND DATE	TIME	SUBJECTS	CODE
15.05.2019	9.00 AM TO 12 NOON	SECRETARIAL PRACTICE	1641
Wednesday			
17.05.2019	SHORTHAND ENGLISH		
Friday	9.00 AM TO 9.07 AM	PART- A DICTATION	1642 (A)
	9.15 AM TO 10.45 AM	TRANSCRIPTION	
20.05.2019	9.00 AM TO 9.06 AM	PART-B ELABORATION DICTATION	1642 (B)
Monday	9.15 AM TO 11.15 AM	ELABORATION OF NOTES	
	11.30 AM TO 11.33 AM	PART-C CONDENSATION DICTATION	1642 ©
	11.40 AM TO 12.40 AM	TRANSCRIPTION	
22.05.2019	SHORTHAND MALAYALAM		
wednesday	9.00 AM TO 9.07 AM	PART-A DICTATION	1643 (A)
	9.15 AM TO 10.45 AM	TRANSCRIPTION	
	11.00 AM TO 12.30 PM	PART- B THEORY	1643 (B)
24.05.2019	TYPEWRITING MALAYALAM		
Friday	BATCH I		
	9.00 AM TO 9.10 AM	PART –A SPEED TEST	1646 (A)
	9.25 AM TO 10.55 AM	PART – B MANUSCRIPT	1646 (B)
	BATCH II		
	11.00 AM TO 11.10 AM	PART –A SPEED TEST	1646 (A)
	11.25 AM TO 12.55 AM	PART – B MANUSCRIPT	1646 (B)
	BATCH III		
	2.00 PM TO 2.10 PM	PART –A SPEED TEST	1646 (A)
	2.25 PM TO 3.55 PM	PART – B MANUSCRIPT	1646 (B)
25.05.2019	BATCH – IV		
Saturday	9.00 AM TO 9.10 AM	PART –A SPEED TEST	1646 (A)
	9.25 AM TO 10.55 AM	PART – B MANUSCRIPT	1646 (B)
	BATCH V		
	11.00 AM TO 11.10 AM	PART –A SPEED TEST	1646 (A)
	11.25 AM TO 12.55 AM	PART – B MANUSCRIPT	1646 (B)
	BATCH VI		
	2.00 PM TO 2.10 PM	PART –A SPEED TEST	1646 (A)
	2.25 PM TO 3.55 PM	PART – B MANUSCRIPT	1646 (B)

28.05.2019	TYPEWRITING ENGLISH		
Tuesday	BATCH I		
	9.00 AM TO 9.10 AM	PART –A SPEED TEST	1645 (A)
	9.25 AM TO 11.25 AM	PART – B MANUSCRIPT	1645 (B)
	BATCH II		
	11.45 AM TO 11.55 AM	PART –A SPEED TEST	1645 (A)
	12.10 PM TO 2.10 PM	PART – B MANUSCRIPT	1645 (B)
	BATCH III		
	2.30 PM TO 2.40 PM	PART –A SPEED TEST	1645 (A)
	2.50 PM TO 4.50 PM	PART – B MANUSCRIPT	1645 (B)
29.05.2019	BATCH IV		
Wednesday	9.00 AM TO 9.10 AM	PART –A SPEED TEST	1645 (A)
	9.25 AM TO 11.25 AM	PART – B MANUSCRIPT	1645 (B)
	BATCH V		
	11.45 AM TO 11.55 AM	PART –A SPEED TEST	1645 (A)
	12.10 PM TO 2.10 PM	PART – B MANUSCRIPT	1645 (B)
	BATCH VI		
	2.30 PM TO 2.40 PM	PART –A SPEED TEST	1645 (A)
	2.50 PM TO 4.50 PM	PART – B MANUSCRIPT	1645 (B)

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

DAY AND DATE	TIME	SUBJECTS	CODE
	TYPEWRITING ENGLISH		
	BATCH -I		
15.05.2019 Wednesday	9.00 AM TO 9.10 AM	TYPEWRITING ENGLISH SPEED TEST	1006 A & B
	9.30 AM TO 11 AM	MANUSCRIPT	
	BATCH -II		
	11.15 AM TO 11.25 AM	SPEED TEST	1006 A & B
	11.45 AM TO 01.15 PM	MANUSCRIPT	
	BATCH -III		
	2.00 PM TO 2.10 PM	SPEED TEST	1006 A & B
	2.30 PM TO 4.00 PM	MANUSCRIPT	
16.05.2019	SHORTHAND ENGLISH		
Thursday	9.00 AM TO 9.07 AM	SECTION –A DICTATION	1005 A
	9.15 AM TO 10.20 AM	TRANSCRIPTION	
	10:30 AM TO 12.30 PM	SECTION – B THEORY	1005 B
17.05.2019	9.00 AM TO 12 NOON	COMPUTER APPLICATION FOR BUSINESS	1004
Friday			
18.05.2019	9.00 AM TO 12 NOON	BUSINESS COMMUNICATION	1003
Saturday			
20.05.2019	9.00 AM TO 12 NOON	ACCOUNTANCY	1002
Monday			
21.05.2019	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH	1001
Tuesday			

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

DAY AND DATE	TIME	SUBJECTS	CODE
15.05.2019	TYPEWRITING MALAYALAM		
Wednesday	BATCH -I		
	9.00 AM TO 9.10 AM	PART-A SPEED TEST	2008 A
	9.25 AM TO 10.55 AM	PART –B MANUSCRIPT	2008 B
	BATCH -II		
	11.00 AM TO 11.10 AM	PART-A SPEED TEST	2008 A
	11.25 AM TO 12.55 PM	PART –B MANUSCRIPT	2008 B
	BATCH -III		
	2.00 PM TO 2.10 PM	PART-A SPEED TEST	2008 A
	2.25 PM TO 3.55 PM	PART –B MANUSCRIPT	2008 B
16.05.2019	TYPEWRITING ENGLISH		
Thursday	BATCH -I		
	9.00 AM TO 9.10 AM	PART- A SPEED TEST	2007 A
	9.25 AM TO 11.25 AM	MANUSCRIPT	2007 B
	BATCH -II		
	11.35 AM TO 11.45 AM	PART- A SPEED TEST	2007 A
	12.00 NOON TO 2.00 PM	MANUSCRIPT	2007 B
	BATCH -III		
	2.10 PM TO 2.20 PM	PART- A SPEED TEST	2007 A
	2.30 PM TO 4.30 PM	MANUSCRIPT	2007 B
17.05.2019	SHORTHAND MALAYALAM		2006 A
Friday	2.00 PM TO 2.07 PM	SECTION – A DICTATION	
	2.15 PM TO 3.45 PM	TRANSCRIPTION	
	4.00 PM TO 5.00 PM	SECTION – B THEORY	2006 B
20.05.2019	SHORTHAND ENGLISH PAPER – I		2005 A
Monday	1.00 PM TO 1.07 PM	SECTION –A DICTATION	
	1.15 PM TO 2.45 PM	TRANSCRIPTION	
	3.00 PM TO 4.30 PM	SECTION – B THEORY	
21.05.2019	SHORTHAND ENGLISH PAPER - II		2005 B
Tuesday	1.00 PM TO 1.03 PM	SECTION – A CONDENSATION DICTATION	
	1.10 TO 1.55 PM	TRANSCRIPTION	
	2.00 PM TO 2.06 PM	SECTION- B ELABORATION	
	2.15 PM TO 4.15 PM	ELABORATION OF NOTES	
22.05.2019	1.00 PM TO 4.00 PM	BUSINESS STUDIES	2004
Wednesday			

24.05.2019	2.00 PM TO 5.00 PM	ACCOUNTANCY	2003
Friday			
25.05.2019	1.00 PM TO 4.00 PM	SECRETARIAL PRACTICE	2001
Saturday			


SAJI. T

Joint Controller