

DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE NOVEMBER 2019

REVISION 2016 (NEW SCHEME)

I SEMESTER (REGULAR AND SUPPLEMENTARY)

DAY AND DATE	TIME	SUBJECTS	CODE
16.12.2019 Monday	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT	1611
18.12.2019 Wednesday	9.00 AM TO 12 NOON	ACCOUNTANCY – I	1612
20.12.2019 Friday	9.00 AM TO 12 NOON	BUSINESS STUDIES-I	1613
21.12.2019 Saturday	9.00 AM TO 11.00 AM	SHORTHAND ENGLISH -I	1614
31.12.2019 Tuesday		TYPEWRITING ENGLISH SPEED TEST	1615
	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	

REVISION 2016 (NEW SCHEME)III SEMESTER (REGULAR & SUPPLEMENTARY)

DAY AND DATE	TIME	SUBJECTS	CODE
17.12.2019	9.00 AM TO 12 NOON	BUSINESS COMMUNICATION	1631
Tuesday			
19.12.2019	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
21.12.2019	1.00 PM TO 2.00 PM	SHORTHAND MALAYALAM	1633
Saturday			
31.12.2019		TYPEWRITING MALAYALAM SPEED TEST	1636
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	
01.01.2020		TYPEWRITING ENGLISH BATCH – I	1635
Wednesday	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	
03.01.2020		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
16.12.2019 Monday	9.00 AM TO 9.10 AM	TYPEWRITING ENGLISH SPEED TEST	1006
	9.30 AM TO 11 AM	MANUSCRIPT	
	11.15 AM TO 11.25 AM	SPEED TEST	
	11.45 AM TO 01.15 PM	MANUSCRIPT	
17.12.2019 Tuesday	9.00 AM TO 12 NOON	COMMUNICATIVE ENGLISH	1001
18.12.2019 Wednesday	9.00 AM TO 12 NOON	ACCOUNTANCY	1002
19.12.2019 Thursday	9.00 AM TO 12 NOON	BUSINESS COMMUNICATION	1003
20.12.2019 Friday	9.00 AM TO 12 NOON	COMPUTER APPLICATIONS FOR BUSINESS	1004
21.12.2019 Saturday	9.00 AM TO 9.07 AM	SHORTHAND ENGLISH DICTATION	1005 (A) D7
	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
16.12.2019 Monday	1.00 PM TO 4 PM	SECRETARIAL PRACTICE	2001
17.12.2019 Tuesday	1.00 PM TO 4 PM	ACCOUNTANCY – II	2003
18.12.2019 Wednesday	1.00 PM TO 4 PM	BUSINESS STUDIES	2004
19.12.2019 Thursday		TYPEWRITING ENGLISH	2007 (A&B)
	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	
20.12.2019		TYPEWRITING MALAYALAM	2008(A&B)
Friday			
	9.00 AM TO 9.10 AM	TYPEWRITING MALAYALAM SPEED TEST	
	9.25 AM TO 10.55 AM	MANUSCRIPT	
	11.00 AM TO 11.10 AM	TYPEWRITING MALAYALAM SPEED TEST	
	11.25 AM TO 12.55 AM	MANUSCRIPT	
	2.00 PM TO 2.10 PM	TYPEWRITING MALAYALAM SPEED TEST	
	2.25 PM TO 3.55 PM	MANUSCRIPT	
21.12.2019		SHORTHAND MALAYALAM	
Saturday	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)
30.12.2019		SHORTHAND ENGLISH	2005 (A)(a)
Monday	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)
31.12.2019	1 PM TO 1.03 PM	SHORTHAND ENGLISH – CONDENSATION DICTATION	2005 (B) (a)
Tuesday	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 On the conclusion of theory examination.



SAJI. T

JOINT CONTROLLER OF TECHNICAL EXAMINATIONS