

TYPEWRITING (HINDI, ENGLISH & URDU)
(217/218/221/ 322/323)

The institutions having the following requisite infrastructure, may apply for accreditation:

A. Classroom :

Class room for 25 students (Minimum area 225 sq. ft.) should have proper ventilation, well- illuminated black board/ white board and availability of adequate furniture including armless chairs.

B. Lab :

Room Size – 250 sq. feet

C. Faculty and Supporting Staff :

Following qualification is desirable for the faculty taking theory or practical class:

- Minimum one instructor having Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/ Typewriting/ Stenography.
- Experience of teaching typewriting for at least one year preferred.

D. List of Tools and Equipment :

1. Lab Equipment

Manual Typewriter (minimum 10 Nos.). The typewriter should be in a good working condition, with Annual Maintenance Contract.

2. Stationery

Computer Paper, CDs, Pen-drive, Printer Cartridge, White board marker/Chalk DVDs etc.

3. Reference books and instructional material

Appropriate reference books by reputed authors in the field of Typewriting should be available.

E. Physical Facilities :

The institution should have the facilities for Drinking water, bathrooms & toilets.

F. Library :

Library should have utility books/articles/magazines in related subject.

G. Batch Size :

20 x 5 i.e. 100 students (maximum intake in one year should not exceed 100 students).