

TYPEWRITING (HINDI, ENGLISH)
(322/323)

Basic Infrastructure required for a batch of 25 students.

A. One Theory Room- 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 Equipment Lab/Office

Manual Typewriter (minimum 10 No.). The typewriter should be in a good working condition, with Annual Maintenance Contract.

C Stationery

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

D. Reference books and instructional material

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

E. Qualification of Faculty

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.

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