

STENOGRAPHY (HINDI & ENGLISH) **(324/325)**

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 / Stenography.
- Experience of teaching Stenography for at least one year preferred.

D. List of Tools and Equipment :

1. 2. Lab Equipment

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

3. 4. Furniture

- Flat Surface Tables 10 Nos.
- (2.5 Feet approx.)
- Revolving Chairs 10 Nos.
- Blackboard/ Whiteboard 1 No.
- Display Board and Charts 1 No.

5. 6. Stationery

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

7. 8. Reference books and instructional material

Appropriate reference books by reputed authors in the field of Secretarial Practice 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 :

25 x 4 i.e. 100 students (maximum intake in one year should not exceed 100 students).