

## **SECRETARIAL PRACTICE (326)**

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 :**

Minimum One instructor having Bachelors degree with Diploma in Secretarial Practice/B.Com with Office Management as one of the subject. Experience of teaching Secretarial Practice for at least one year preferred.

**D. List of Tools and Equipment :**

**1. 2. Lab Equipment**

- |                                                              |       |
|--------------------------------------------------------------|-------|
| ➤ Computer                                                   | 1 No. |
| (latest version with software like Windows XP and MS Office) |       |
| ➤ Printer                                                    | 1 No. |
| ➤ Photocopier                                                | 1 No. |
| ➤ Telephone                                                  | 1 No. |
| ➤ File cabinets                                              | 1 No. |
| ➤ Colour TV                                                  | 1 No. |

**3. 4. Stationery**

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

**5. 6. 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).