

DIPLOMA IN MODERN SECRETARIAL PRACTICE **(412/413/414/415/419)**

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 :

- **Secretarial Procedure (412)** - Graduation with secretarial practice as one of the subjects or Diploma in secretarial practice.
- **Computer Application (413)** - BCA or PGDCA or Graduation with Computer Science as one of the subject or Diploma in Computer Applications.
- **Business Communication (414)** - Graduation with Secretarial Practice or Office Management as one of the subject or Diploma in Secretarial Practice.
- **Shorthand Writing (415/419)** - Graduation with Stenography as one of the subject or Graduation with Diploma/ Certificate in Stenography or Diploma in Secretarial Practice and Teaching/Professional experience of one year preferred.

D. List of Tools and Equipment :

1. 2. Lab Equipment

- | | |
|---|---------|
| ➤ Computer
(latest version with software like
Windows XP and MS Office) | 10 Nos. |
| ➤ Network Printer | 1 No. |
| ➤ Photocopier | 1 No. |
| ➤ Telephone | 1 No. |
| ➤ File cabinets | 1 No. |
| ➤ Colour TV | 1 Each |
| ➤ Modem and Internet Connection | 2 Nos. |
| ➤ Web Camera | 2 Nos. |
| ➤ Speakers | 2 Nos. |
| ➤ LCD Projector / OHP | 1 No. |

3. **4. Furniture**
- | | |
|--------------------------|---------|
| ➤ Computer Tables | 10 Nos. |
| ➤ Revolving Chairs | 10 Nos. |
| ➤ Blackboard/ Whiteboard | 1 No. |
| ➤ Display Board | 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 Business Communications, Secretarial Procedures, Stenography and Computer Applications 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).