

SECRETARIAL PRACTICE PA/PS PACKAGE COURSE **(483/484/464/424/425/426)**

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 who has 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).