

TYPEWRITING(ENGLISH, HINDI & URDU) (217, 218, 221, 322, 323, 364, 422, 423, 464)

Basic Infrastructure required for a batch of minimum 10 students.

A. One Theory Room - Room should be well ventilated and properly lighted.

1. **Room Size** -12 x 15 sq. feet.

2. Furniture

- Flat surface tables - 10 nos.
• (2.5. feet approx.)
- Armless chairs - 10 nos.
- Chalkboard/white board - 01 no.
- Display board/charts - 01 no.
- A table and a chair for instructor

3. Stationery

Chalks/board markers, typing paper, typewriting ribbons stop watch, carbon paper, hard and soft brushes, dusters folders etc

B. Equipment (Lab/Office) - Manual Typewriters: 10 nos. The typewriters should be in good working condition, with AMC (Annual Maintenance Contract) from a reputed repair/maintenance company

C. Batch size - 50 x 1 for PA/PS Package course and 20 x 5 for Typewriting stand-alone course.

D. Reference books and instructional material - Appropriate reference books by reputed authors in the field of Typewriting should be available.

E. Faculty - The centre should appoint minimum one Instructor who has Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/Typewriting/ Stenography. Experience of teaching typewriting for at least one year preferred.

NOTE:

The infrastructure at the centre should proportionally increase with the increase in student enrolment.