

TIME TABLE
DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE
Apr-17
REVISION -2010 (NEW SCHEME)
IInd YEAR FINAL

<u>DAY AND DATE</u>	<u>TIME</u>	<u>SUBJECTS</u>	<u>CODE</u>
22.05.2017	9.00 AM to 12.00 Noon	Secretarial Practice	2001
Monday			
23.05.2017	9.00 AM to 12.00 Noon	Accountancy	2003
Tuesday			
24.05.2017	9.00 AM to 12.00 Noon	Business Studies	2004
Wednesday			
25.05.2017	9.00 AM to 9.07 am	Shorthand English - paper I	2005 A
Thursday		Dictation (section A)	
	9.15 am to 10.45 am	Transcription	
	11am to 12.30 pm	Shorthand English - paper II	
		Theory (Section-B)	
26.05.2017		Shorthand English - paper II	
Friday		Section -A	
	9.00 AM to 9.03 am	Condensation - Dictation	
	9.10 am to 9.55 am	Transcription	
	10 am to 10.06 am	Shorthand English - paper II	
		Elaboration (Section-B)	
		Dictation	
	10.15 am to 12.15 pm	Elaboration of notes.	2005 B
27.05.2017	9.00 AM to 9.07 am	Shorthand Malayalam	2006 A
Saturday		Dictation (Section A)	
	9.15 am to 10.45 am	Transcription	
	11.00 am to 12.00 Noon	Shorthand Malayalam	
		Theory (Section-B)	2006 (B)
<u>Batch -I</u>			
29.05.2017	9.00 am to 9.10 am	Typewriting (English) speed test	
Monday	9.25 am to 11.25 am	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
<u>Batch II</u>			
29.05.2017	11.35 am to 11.45 am	Typewriting (English) speed test	
Monday	12.00 noon to 2.00 pm	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
<u>Batch III</u>			

29.05.2017	2.10 pm to 2.20 pm	Typewriting (English) speed test	
Monday	2.30 pm to 4.30 pm	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
Batch IV			
30.05.2017	9.00 am to 9.10 am	Typewriting (English) speed test	
Tuesday	9.25 am to 11.25 am	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
Batch V			
30.05.2017	11.35 am to 11.45 am	Typewriting (English) speed test	
Tuesday	12.00 noon to 2.00 pm	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
Batch VI			
30.05.2017	2.10 pm to 2.20 pm	Typewriting (English) speed test	
Tuesday	2.30 pm to 4.30 pm	Typewriting (English - Second paper)	
		Manuscript	2007 (A&B)
Batch -I			
31.05.2017	9.00 am to 9.10 am	Typewriting (Malayalam) Paper I	
Wednesday		Section A - Speed test	
	9.25 am to 10.55 am	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	
Batch II			
31.05.2017	11.00 am to 11.10 am	Typewriting (Malayalam) Paper I	
Wednesday		Section A - Speed test	
	11.25 am to 12.55 pm	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	
Batch III			
31.05.2017	2.00 pm to 2.10 pm	Typewriting (Malayalam) Paper I	
Wednesday		Section A - Speed test	
	2.25 pm to 3.55 pm	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	
Batch IV			
01.06.2017	9.00 am to 9.10 am	Typewriting (Malayalam) Paper I	
Thursday		Section A - Speed test	
	9.25 am to 10.55 am	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	
Batch V			
01.06.2017	11.00 am to 11.10 am	Typewriting (Malayalam) Paper I	
Thursday		Section A - Speed test	
	11.25 am to 12.55 pm	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	
Batch VI			

01.06.2017	2.00 pm to 2.10 pm	Typewriting (Malayalam) Paper I	
Thursday		Section A - Speed test	
	2.25 pm to 3.55 pm	Typewriting (Malayalam - Second paper)	2008 (A&B)
		Section B - Manuscript	

I YEAR SUPPLEMENTARY
REVISION -2010 (NEW SCHEME)

Ist YEAR

<u>DAY AND DATE</u>	<u>TIME</u>	<u>SUBJECTS</u>	<u>CODE</u>
<u>Batch -I</u>			
22.05.2017	9.00 am to 9.10 am	Typewriting (English) Paper I	1006 (a)
Monday	9.30 am to 11 am	Typewriting (English) Paper II	1006(b)
<u>Batch II</u>			
22.05.2017	11.15 am to 11.25 am	Typewriting (English) Paper I	1006 (a)
Monday	11.45 am to 1.15 pm	Typewriting (English) Paper II	1006(b)
<u>Batch III</u>			
22.05.2017	2.00 pm to 2.10 pm	Typewriting (English) Paper I	1006 (a)
Monday	2.30 pm to 4.00 pm	Typewriting (English) Paper II	1006(b)
23.05.2017	1.00 pm to 1.07 pm	Shorthand English Paper - I (Dictation)	1005 (a)
Tuesday	1.15 pm to 2.20 pm	Transcription	
	2.30 pm to 4.30 pm	Shorthand English - paper II	1005 (b)
24.05.2017	1.00 pm to 4 pm	Communicative English	1001
Wednesday			
25.05.2017	1.00 pm to 4 pm	Accountancy	1002
Thursday			
26.05.2017	2.00 pm to 5.00 pm	Business Communication	1003
Friday			
27.05.2017	1.00 pm to 4.00 pm	Computer Application for Business	1004
Saturday			

REVISION -2016 (NEW SCHEME)

Ist YEAR II SEMESTER

<u>DAY AND DATE</u>	<u>TIME</u>	<u>SUBJECTS</u>	<u>CODE</u>
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22.05.2017	1.00 pm to 4 pm	Communicative English & Personality Development - II	1621
Monday			
24.05.2017	1.00 pm to 4 pm	Accountacy - II	1622
Wednesday			
26.05.2017	2.00 pm to 5.00 pm	Business Studies - II	1623
Friday			
29.05.2017		Shorthand English - II	1624(a)
Monday	1 pm to 1.07 pm	Dictation	
	1.15 to 2.45 pm	Transcription	
	3 pm to 5 pm	Shorthand English - (Theory)	1624 (b)
<u>Batch -I</u>			
05.06.2017	9.00 am to 9.10 am	Typewriting (English) Paper I	1625(a)
Monday	9.30 am to 11 .00am	Typewriting (English) Paper II	1625(b)
<u>Batch II</u>			
05.06.2017	11.15 am to 11.25 am	Typewriting (English) Paper I	1625(a)
Monday	11.45 am to 1.15 pm	Typewriting (English) Paper II	1625(b)
<u>Batch III</u>			
05.06.2017	2.00 pm to 2.10 pm	Typewriting (English) Paper I	1625(a)
Monday	2.30 pm to 4.00 pm	Typewriting (English) Paper II	1625(b)
<u>Batch IV</u>			
06.06.2017	9.00 am to 9.10 am	Typewriting (English) Paper I	1625(a)
Tuesday	9.30 am to 11.00 am	Typewriting (English) Paper II	1625(b)
<u>Batch -V</u>			
06.06.2017	11.15 am to 11.25 am	Typewriting (English) Paper I	1625(a)
Tuesday	11.45 am to 1.15 pm	Typewriting (English) Paper II	1625(b)
<u>Batch -VI</u>			
06.06.2017	2.00 pm to 2.10 pm	Typewriting (English) Paper I	1625(a)
Tuesday	2.30 pm to 4.00 pm	Typewriting (English) Paper II	1625(b)

Note:

Typewriting Practical (1625) is to be conducted by External Examiners on scheduled date and time.

Other practical exams shall be conducted from 07.06.2017 onwards.