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	Job				
III.	Practicals	Skill	internship /Training	30 Hours	
Sugg	ested Readings: Offi	ce Management a	and Modern Office and its l	Functions. (n.d.). Retrieved	
April	14,2017				
-	IMUNICATION SKI	ILLS S. K. Jha, Me	ena Malik		
	puter Programing by				
			ding- http://epgp.inflibnet.ac.	in/Home/ViewSubject?catid=305	
			00gall/page/n5/mode/2up		
_	ested OJT/internship	-	<u> </u>		
Sugg	ested Continuous E	valuation Method	s:		
			one or two Grade test/Quiz/P	ractical test/ Seminar on the bases	
	eory and practical syl				
		test/ Seminar mark	s will be considered for intern	hal marks and carry 30 % of	
	Ill result.	10 theory (Objectiv	(1, 1, 1, 2, 2, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3,	nort according to mark have don	
			ve type) + 60 skin test plus le	port assessment marks based on	
visit and will carry 70 % of overall result. All students, who obtain 40% marks in internal assessment and 40% marks in end term, will be eligible for					
	icate and credit trans			s in one term, will be engible for	
	se learners who quali t transfer.	fy the end course e	xamination can get a passing	certificate and a marksheet for	
		rticination certific:	ate and completion of the cou	rse for the participation in the	
cours	U 1		are und completion of the cou	ise for the participation in the	
Cours	se Pre-requisites:				
•	No pre-requisite req	uired, open to all			
• To study this Course, a student must have any Subject.in class/12 th /certificate/diploma.					
• If progressive to study this course a student must have passed previous courses of this series.					
00	ested Equivalent onli				
	remarks/suggestions:				
Notes					
• Number of units in theory/practical may vary as per need.					
		ester-3(it can be mo	ore credits, but student will ge	et only3 credits/semester or 5	
	credits/year).		1.5)		
•	 Credit for theory: 	=01(Teaching hour	s=15)		

- Credit for theory=01(Teaching hours=15)
 Credit for internship/OJT/Training/Practical=02(Training hours=60)