



HYPEX Technology Pvt. Ltd.

Why Training with HYPEX Technology :

Expansion of technical institutions has certain disadvantages and one of them is besides having good academic knowledge students lack in practical and professional skills. We HYPEX Technology Private Limited help students to be practically and professionally sound and also motivate them to be frank and used to towards solving real life problems. We are trying to bridge the gap between academic and professional career growth. Our expert, experienced professionals are well versed in their respective domain. We are a team dedicated to give our best to shape the future of students.

Email us at : info@hypextechnology.com

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* T&C Application

STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
V SEMESTER DIPLOMA IN MODERN OFFICE PRACTICE
(Effective from Session 2016-17 Batch)

THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME Periods per Week	EXAMINATION – SCHEME							Credits
				Hours of Exam.	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Professional Language & Comm. Skill (Eng + Hindi)	1626501	03	03	10	20	70	100	28	40	03
2.	Office Equipment Services & Office Automation	1626502	03	03	10	20	70	100	28	40	03
3.	Commercial & Industrial Law	1626503	03	03	10	20	70	100	28	40	03
4.	Office Organization	1626504	03	03	10	20	70	100	28	40	03
5.	Business Org. & Management	1626505	03	03	10	20	70	100	28	40	03
			Total:- 15				350	500			

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME Periods per Week	EXAMINATION – SCHEME					Credits
				Hours of Exam.	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal (A)	External (B)			
6.	Office Equipment Services Lab & Office Automation	1626506	06	03	15	35	50	20	03
7.	Short Hand-II	1626507	03	03	15	35	50	20	01
			Total:- 09				100		

TERM WORK

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME Periods per week	EXAMINATION – SCHEME				Credits	
				Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject		
8.	Office Equipment Services & Office Automation - TW	1626507	05	15	35	50	20	01	
9.	Professional Language & Comm. Skill - TW	1626508	04	15	35	50	20	02	
10.	In office training & visit to organization - TW	1626509	4 weeks continuous	30	70	50	40	02	
			Total:- 09			150		24	
			Total Periods per week Each of duration one Hours = 33				Total Marks = 750		

**IN OFFICE TRAINING AND VISIT TO
ORGANIZATION - TW**

Subject Code 1626510	Term Work			No of Period in one session :			Credits 2
	No. of Periods Per Week			Full Marks			
	L	T	P/S	Internal			
	—	—	4 Week Continues	External			
				:	100		
				:	30		
				:	70		

1. **In Office Visit:** - (Related to Typing/Shorthand/Stenography).

It is very important for the student of M.O.P. to visit the office of Secretariat, Different offices in District and Muffasil, any big organization – such as Bank, L.I.C., S.S.C. Industrial Estate etc.

Contents : Term Work		Hrs/week	Marks
Unit-1	COMFED (Sudha Dairy Project)		
Unit-2	Patna Museum		
Unit-3	Darbhangha Museum		
Unit-4	BIHAR STATE ELECTRICITY BOARD, PATNA		
Unit-5	Hazipur Industrial Estate		
Unit-6	Muzaffarpur Industrial Estate		
Unit-7	Bank (Govt & Private Sector)		
Unit-8	STATE BOARD OF TECHNICAL EDUCATION (SBTE)		
Unit-9	Govt Polytechnic Institution.		
Unit-10	PATNA SECRETERIATE.		
Unit-11	Bhagalpur Silk Industrial		
Unit-12	Dying and Finishing Plant-Darbhangha		
Unit-13	Oil Refinery, Barauni		
Unit-14	Thermal Power Station, Barauni.		
Unit-15	Thermal Power Station, Kanti, Muzaffarpur		