



# NETAJI SUBHAS OPEN UNIVERSITY

## EXAMINATIONS DEPARTMENT

134/1 Meghnad Saha Sarani, Kolkata-700029

☎:(033)-2463-0292

COE/16/545 dt. 17/5/16

Date: 16/05/2016

### Schedule:

#### Modern Office Management

#### (1 year P.G.Diploma)

Term-end Examination June, 2016

**VENUE:** Study Centre of students concerned

**TIME:** 12 noon – 3 pm

DATE	PAPER	COURSE
25/06/2016	I	Principles of Management
26/06/2016	II	Office Procedures & Supervisory Skills
27/06/2016	III	IT Applications & E-systems
28/06/2016	IV	HR Management & Industrial Relation
29/06/2016	V	Business Regulatory & Enterprise Development
30/06/2016	VI	Project Work and Viva-Voce

gopal Das  
16/5/16

Prepared by

Sd/-

**Controller of Examinations (acting)**

#### Copy To:

1. Pranavananda Institute of Management & Technology. (P - 21)
2. Anjali Social Welfare Research Foundation.(V-27)

**Dy. Registrar (Exam)**

*Please arrange to upload the circular to the university website.*

17/5/16

**Controller of Examinations(acting)**