



NETAJI SUBHAS OPEN UNIVERSITY

EXAMINATIONS DEPARTMENT

134/1 Meghnad Saha Sarani, Kolkata-700029

☎:(033)-2463-0292

C.O.E./560/2017.

Date: 18/05/2017

Schedule:

Modern Office Management

(1 year P.G.Diploma)

Term-end Examination June, 2017

VENUE: Study Centre of students concerned

TIME:12 noon – 3 pm

DATE	PAPER	COURSE
27/06/2017	I	Principles of Management
28/06/2017	II	Office Procedures & Supervisory Skills
29/06/2017	III	IT Applications & E-systems(Practical)
30/06/2017	IV	HR Management & Business Regulatory Framework
1/07/2017	V	Entrepreneurship Development & Personality Development
2/07/2017	VI	Project Work and Viva-Voce

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18/5/17.

Prepared by

18/5/17

Controller of Examinations (acting)

Copy To:

1. Pranavananda Institute of Management & Technology. (P - 21)
2. Anjali Social Welfare Research Foundation.(V-27)
3. Nazirpur Rainbow Educational Institute. (V-48)
4. Anjali Academy of Management & Technology(A unit of Anjali Social Welfare Research Foundation.).(V-50)