



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ

(स्वायत्त)

(ISO:9001:2000)

शासकीय तंत्रनिकेतन इमारत, चौथा मजला,
४९, खेरवाडी, बांद्रा (पूर्व), मुंबई - ४०० ०९९.

दूरध्वनी क्र. (०२२) २६४०९२५५(का.)/ २६४००९९६ (वै.)

फॅक्स क्र. (०२२) २६४०३९८०

Email : director@msbte.com

Web : www.msbte.com

जा.क्र.मरातंशिमं/का - ९०/ST /२००९/ १०५०६

दिनांक- १८ DEC २००९

Web circular Corrigendum

विषय: Diploma in Stenography & Private Secretarial Practice
या अभ्यासक्रमाच्या लघुलेखन (Short Hand) या विषयाबाबत

उपरोक्त विषयाच्या अनुषंगाने आपणांस कळविण्यात येते की, Diploma in Stenography & Private Secretarial Practice या अभ्यासक्रमाच्या द्वितीय वर्षाच्या Teaching & Examination Scheme मधील (Sr. No. 2.5) लघुलेखन (Short Hand) या विषयातील लघुलेखनाचा वेग ८० w.p.m. ऐवजी १०० w.p.m. असा वाचण्यात यावा.

सदर विषयाचा सुधारित अभ्यासक्रम मंडळाच्या वेबसाईटवर Home Page वरील Down Load - Curriculum Section मध्ये उपलब्ध आहे.

(जी. बी. धनोकार)

संचालक,

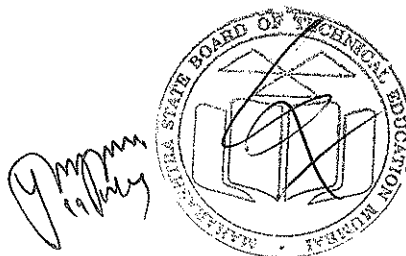
म.रा.तंत्र शिक्षण मंडळ, मुंबई

प्रत माहिती व पुढील कार्यवाहीसाठी रवाना :

१. उपसचिव, म.रा. तंत्र शिक्षण मंडळ, विभागीय कार्यालय पुणे, औरंगाबाद, नागपूर आणि मुंबई उपविभाग.त्यांना कळविण्यात येते की,उपरोक्त बाब सर्व संबंधितांना आपल्या स्तरावर परिपत्रकाची प्रत देऊन कळविण्यात यावे. याप्रमाणे केलेल्या कार्यवाहीचा अहवाल मंडळास सादर करावा.
२. उपसचिव (तां), कार्यासन क्र.४०, ४२, ४३, ४५ म.रा. तंत्र शिक्षण मंडळ यांना आवश्यक कार्यवाहीसाठी
३. Web Portal Incharge, म.रा. तंत्र शिक्षण मंडळ, मुंबई
४. प्राचार्य, Diploma in Stenography & Private Secretarial Practice अभ्यासक्रम चालविणाऱ्या संलग्न संस्था

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI										
TEACHING AND EXAMINATION SCHEME FOR POST S. S. C. DIPLOMA COURSES										
COURSE NAME : DIPLOMA IN STENOGRAPHY & PRIVATE SECRETARIAL PRACTICE										
COURSE CODE : ST										
DURATION OF COURSE : THREE YEAR										
YEAR / SEMESTER : SECOND YEAR (A) FROM 2002-03 (Revised on dated 09/12/2009 &										
FULL TIME / PART TIME : FULL TIME w.e.f. the year 2010-11)										
SR. NO.	SUBJECT TITLE	SUBJECT CODE	TEACHING SCHEME			EXAMINATION SCHEME & MAXIMUM MARKS				
			TH	PR	PAPER HRS	TH	PR	OR	TW	SW
2.1	COMMUNICATIONS SKILLS - II	-	2	2	-	-	100	-	50	50
2.2	PERSONALITY DEVELOPMENT	-	4	-	-	-	50	-	-	50
2.3	BUSINESS ACCOUNTING	1272	4	-	3	100	-	-	-	50
2.4	BUSINESS COMMUNICATION	1273	4	-	3	100	-	-	-	50
2.5	SHORTHAND (100 W.P.M.)	-	-	6	-	-	100	-	-	-
2.6	OFFICE PROCEDURES & PRACTICES	1274	4	-	3	100	-	-	50	50
2.7	I. T. APPLICATIONS-II	-	-	2	-	-	50#	-	-	-
2.8	DEVELOPMENT OF GENERIC SKILLS - II	-	1	2	-	-	-	100#	-	-
2.9	*PRACTICAL TRAINING (10 WEEKS) (PROJECT REPORT)	-	-	-	-	-	-	100	-	-
TOTAL			19	12	-	300	300	200	100	100
INSTITUTIONS HOURS PER WEEK : 40 HRS STUDENT CONTACT HOURS PER WEEK (FORMAL TEACHING) : 31 Hrs. +360 Hrs. (Practical Training) # EXTERNAL ASSESSMENT. STUDENT CENTRED ACTIVITIES(LIBRARY STUDIES,GUIDANCE AND COUNSELLING,SEMINAR,SELF LEARNING ETC) HOURS PER WEEK : 5 HRS TOTAL MARKS: 1000 ABBREVIATIONS: TH-THEORY,PR-PRACTICAL, ,OR-ORAL,TW-TERMWORK, SW-SESSIONAL WORK										

1. Theory and Practical periods of 60 minutes each.
2. Two class tests to be conducted for sessional & total of sessional marks is to be converted to the base of 100.
3. @ indicates-progressive evaluations is to be done by subject teacher as per the curriculum implementation & assessment norms 2001.
4. All other Practical, Oral & Term work assessment is to be done by external examiner & internal examiner as per the curriculum implementation & assessment norms 2001
5. * The duration of Practical Training is 10 Weeks. The Training is to be commenced during the Diwali Vacation and continued in the second term up to the completion of the period of 10 weeks.



2.5 SUBJECT TITLE : SHORTHAND (100 wpm)

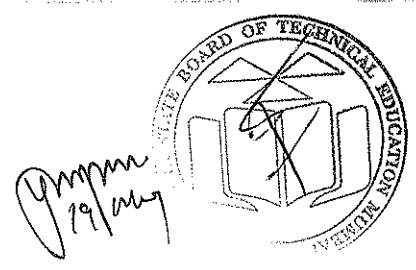
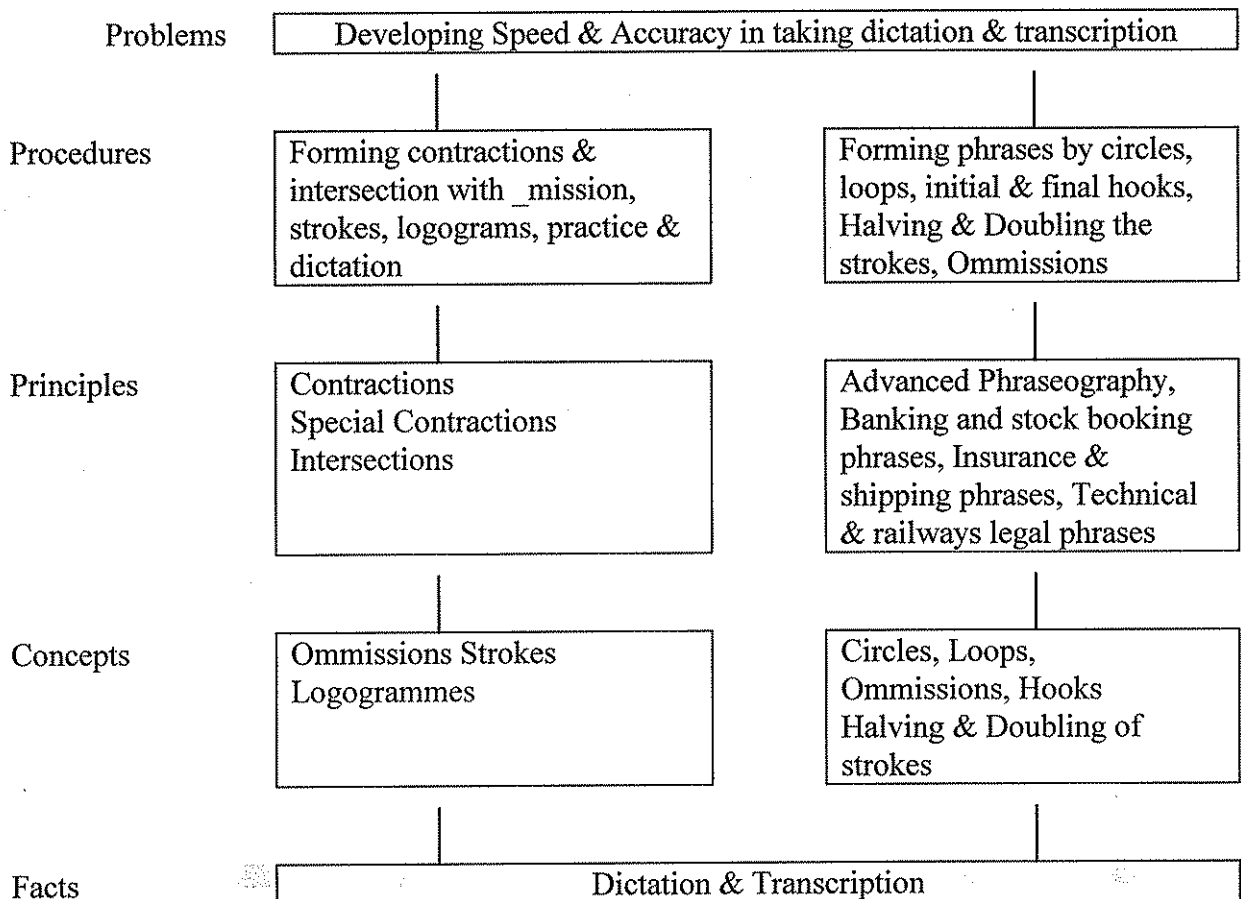
- Year : Second Year
- Teaching and Examination Scheme :

TEACHING SCHEME		EXAM SCHEME & MAXIMUM MARKS					
THEORY HRS./WEEK	PRACTICAL HRS. / WEEK	PAPAR HRS.	TH	PR	OR	TW	SW
-	6	-	-	100	-	-	-

RATIONALE:

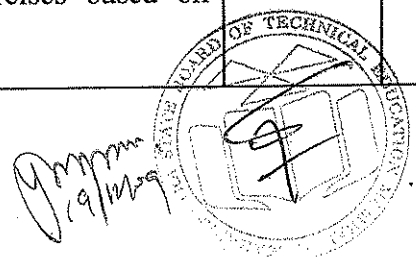
The main aim of the subject is to familiarise the students with various principles of shorthand and apply them while taking down dictation. The concept of _mission_ons, _mission_ons, advanced phraseography helps the students to write efficiently. By mastering the above the student will be able to take dictation in a professional manner.

Graphical Structure of the subject fundamentals of Shorthand – 100 wpm



DETAILED CONTENTS : 2.5

CHAPTER	CONTENT	MARKS	HOURS
1	<p>Medial Semi Circle Theory a. Revision of Previous course with special emphasis on practice of outlines based on above. Concept of Medial Semi Circle. Practice : 1.2 Practice of Exercises based on Medical Semicircle.</p>	15	34 08
2	<p>Prefixes Theory a. What are Prefix? b. Its use in Shorthand Practice. Practice : Practice of Grammalogues and exercises based on prefixes.</p>	05	04 08
3	<p>Suffixes & Terminations Theory : c. What is Suffix ? d. Use of Suffix in Shorthand. Practice : Practice of grammalogues based on suffixes.</p>	05	04 08
4	<p>Contractions Theory. e. What are contractions. f. Formation of contraction Practice : Practice of Contractions.</p>	05	04 06
5	<p>Figures Theory Use of Figures in Shorthand.</p>		02
6	<p>Essential Vowels Theory Application of essential vowels in Shorthand</p>	02	02
7	<p>Special Contraction Theory a. Formation of Special Contraction. ii. By employing first 2 or 3 strokes of full outline. iii. By medical omission iv. By using logograms. v. By intersections. Practice : Practice of contraction & exercises based on above a,b,c & d.</p>	08	04 18



CHAPTER	CONTENT	MARKS	HOURS
	a. What is Phraseogram b. Principles of Phrasing Circles Loops Hooks Halving Principle Doubling Principle Omissions. Practice : Practice of Phareograms on above.	08	04 25
9	Intersection Theory a. Method of Forming Intersection. Practice : Practice of Exercises Based on Intersection.	02	01 15
	Dictation Practice based on above		45

Term will be based on Dictation and Transcription of Passages.

IMPLEMENTATION STRATEGIES

The subject matter will be taught as per the teaching scheme. The teaching methodology would consist of the material given by the teacher. There would be a liberal use of audio – visual aids. Seminars & Practice Sessions would be an integral part of Teaching Process.

REFERENCES

Sr. No.	Title	Author	Publisher
1.	700 Common Word Reading & Dictation Exercises Pitman New – Era Shorthand	Y.P.Chopra,	A.H.Wheelar & Co(P) Ltd., L.B.Shashtri Road, Allahabad
2.	Pitman Dictionary of English and Shorthand	Y.P.Chopra,	A.H.Wheelar & Co(P) Ltd., L.B.Shashtri Road, Allahabad
3.	Speed Developing Exercises for Reading & Dictation	O.P.Kuthiala	M/s. Pitman S.S.Publication, 51/3 D.B.Gupta Road, Opp. Khalsa College, Karol Bagh, New Delhi
4.	2000 Common Words Reading & Dictation Exercises	Edgar Thorpe	M/s. Pitman S.S.Publication, 51/3 D.B.Gupta Road, Opp. Khalsa College, Karol Bagh, New Delhi
5.	Model Test Papers for Senior / Junior / Central & State Govt. Examination	Edgar Thorpe	M/s. Pitman S.S.Publication, 51/3 D.B.Gupta Road, Opp. Khalsa College, Karol Bagh, New Delhi
6.	Shorthand Reading & Dictation Exercises (Monthly Magazine)	Edgar Thorpe	M/s. Pitman S.S.Publication, 51/3 D.B.Gupta Road, Opp. Khalsa College, Karol Bagh, New Delhi
7.	Progressive Shorthand (Monthly Magazine)	Edgar Thorpe	

