

PROGRAMME FOR
DIPLOMA IN ADMINISTRATION SERVICES
SEMESTER – IV (REPEATER) EXAMINATION OCTOBER - 2013

THEORY

DAY/DATE	SUBJECT	TIME
Thursday 17-10-2013	Marketing	02.00 p.m. to 05.00 p.m.
Friday 18-10-2013	Telecommunication Skills – I	02.00 p.m. to 05.00 p.m.
Saturday 19-10-2013	Business Communication – II	02.00 p.m. to 05.00 p.m.
Tuesday 22-10-2013	Secretarial Practice – I	10.00a.m. to 01.00 p.m.
	Data Management and Presentation	02.00 p.m. to 05.00 p.m.
Thursday 24-10-2013	Advanced Shorthand – I	02.00 p.m. to 05.00 p.m.

(ALL PRACTICAL EXAMINATION WILL BE AS PER COLLEGE TIME TABLE)

NAME OF SUPERINTENDENT OF EXAMINATION

<p><u>P.V.POLYTECHNIC</u> Mrs. Shubhangini Joshi Principal In-Charge P.V.Polytechnic Juhu, Mumbai-400 049</p>	<p><u>GHATKOPAR</u> Smt. Kusum Dharamshi, K. B. Boda Institute of Commercial Practices, Shri. Jag Dhir Boda Vidya Sankul, Cama Lane, Ghatkopar (W), Mumbai 400 086. Tel :- 25123484, 25135439</p>
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(Dr. P. N. Mandhare)
 Controller of Examinations

NOTE: University reserves the right to make changes in the Examination schedule.