

PROGRAMME FOR
DIPLOMA IN ADMINISTRATION SERVICES SEMESTER – V
EXAMINATION OCTOBER/NOVEMBER - 2013

THEORY

| DAY/DATE | SUBJECT | TIME |
|-------------------------|------------------------------------|------------------------------|
| Monday 21-10-2013 | Office Administration | 10.00 a.m. to 01.00 p.m. |
| Wednesday 23-10-2013 | Advanced Business Communication | 10.00 a.m. to 01.00 p.m. |
| Friday 25-10-2013 | Secretarial Practice - II | 10.00 a.m. to 01.00 p.m. |
| Monday 28-10-2013 | International Trade | 10.00 a.m. to 01.00 p.m. |
| Wednesday 30-10-2013 | Computer Training – II | 10.00 a.m. to 12.00 noon [A] |
| | | 12.30 p.m. to 02.30 p.m. [B] |
| Friday 01-11-2013 | Advanced Shorthand – II | 10.00 a.m. to 12.00 noon |
| | Speed Writing | |

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

NAME OF SUPERINTENDENT OF EXAMINATION

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| <p><u>P.V.POLYTECHNIC</u></p> <p>Mrs. Shubhangini Joshi Principal In-Charge P.V.Polytechnic Juhu, Mumbai-400 049</p> | <p><u>GHATKOPAR</u></p> <p>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.