

PROGRAMME FOR
DIPLOMA IN ADMINISTRATION SERVICES
SEMESTER – IV (FRESH/REPEATER) EXAMINATION APRIL – 2014
(REVISED TIMETABLE)

THEORY

DAY/DATE	SUBJECT	SUB. CODE	TIME
Tuesday 15-04-2014	Marketing	4002	10.30 a.m. to 01.30 p.m.
Saturday 19-04-2014	Business Communication – II	4001	10.30 a.m. to 01.30 p.m.
Monday 21-04-2014	Advanced Shorthand – I	4005	10.30 a.m. to 12.30 p.m.
Tuesday 22-04-2014	Secretarial Practices – I	4006	10.30 a.m. to 01.30 p.m.
Friday 25-04-2014	Data Management & Presentation	4003	10.30 a.m. to 12.30 p.m. (Batch – A) 01.30 p.m. to 03.30 p.m. (Batch – B)
Saturday 26-04-2014	Telecommunication Skills – I	4004	10.30 a.m. to 12.30 p.m.

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

NAME OF SUPERINTENDENT OF EXAMINATION

<u>P.V.POLYTECHNIC</u> Mrs. Shubhangini Joshi Principal In-Charge P.V.Polytechnic Juhu, Mumbai-400 049	<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
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(Dr. P. N. Mandhare)
Controller of Examinations

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