

PROGRAMME FOR  
DIPLOMA IN ADMINISTRATION SERVICES  
SEMESTER – IV (REPEATER) EXAMINATION NOVEMBER – 2014

THEORY

DAY/DATE	SUBJECT	SUB. CODE	TIME
Monday 03-11-2014	Marketing	4002	02.00 p.m. to 05.00 p.m.
Wednesday 05-11-2014	Business Communication – II	4001	02.00 p.m. to 05.00 p.m.
Friday 07-11-2014	Secretarial Practice – I	4006	11.00 a.m. to 02.00 p.m.
	Data Management and Presentation	4003	02.30 p.m. to 04.30 p.m.
Saturday 08-11-2014	Advanced Shorthand – I	4005	02.00 p.m. to 05.00 p.m.
Monday 10-11-2014	Telecommunication Skills – I	4004	02.00 p.m. to 05.00 p.m.

NAME OF SUPERINTENDENT OF EXAMINATION

<u>P.V.POLYTECHNIC</u> Mrs. Shubhangini Joshi, Principal In-Charge, P.V.Polytechnic, Juhu, Mumbai-400 049, Tel. – 26608676, 26608493.	<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.

NT/-  
25<sup>th</sup> August 2014