

PROGRAMME FOR  
DIPLOMA IN ADMINISTRATION SERVICES SEMESTER – V  
(FRESH) EXAMINATION OCTOBER – 2014

THEORY

DAY/DATE	SUBJECT	SUB. CODE	TIME
Tuesday 07-10-2014	Office Administration	5003	11.00 a.m. to 02.00 p.m.
Thursday 09-10-2014	Advanced Business Communication	5001	11.00 a.m. to 02.00 p.m.
Friday 10-10-2014	Computer Training – II	5005	11.00 a.m. to 01.00 p.m. [A]
			01.30 p.m. to 03.30 p.m. [B]
Monday 13-10-2014	Secretarial Practice - II	5002	11.00 a.m. to 02.00 p.m.
Wednesday 15-10-2014	International Trade	5004	11.00 a.m. to 02.00 p.m.
Friday 17-10-2014	Advanced Shorthand – II	5006	11.00 a.m. to 01.00 p.m.
	Speed Writing	5007	

NAME OF SUPERINTENDENT OF EXAMINATION

<p><u>P.V.POLYTECHNIC</u></p> <p>Mrs. Shubhangini Joshi, Principal In-Charge, P. V. Polytechnic, Juhu, Mumbai – 400 049, Tel. – 26608676, 26608493.</p>	<p><u>GHATKOPAR</u></p> <p>The Principal, K. B. Boda Institute of Commercial Practices, Shri. Jag Dhir Boda Vidya Sankul, Cama Lane, Ghatkopar ( W ), Mumbai – 400 086, Tel :- 25123484, 25135439.</p>
---	--

(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