



SNDT Women's University

Undergraduate Diploma / UG Program

As Per NEP – 2020

DIPLOMA IN ADMINISTRATION SERVICES

Interdisciplinary Studies

(Revised 2025-Regular)

Program Code: - 472

Program Outcomes (PO)

After successfully completing this course, the student will be able to

1. **Basic and Discipline-Specific Knowledge:** Apply fundamental knowledge of Commerce, Management and Mathematic to office and facilitative procedures, systems and methodologies used in administration and perform business activities.
2. **Problem Analysis:** Identify problems in office procedures and systems and recommend solutions using appropriate knowledge and techniques.
3. **Design/Development of Solutions:** Design safe and sustainable office procedures for ever-changing scenario using knowledge of management principles. Develop techniques using software applications to efficiently automate repetitive facilitative and administrative tasks.
4. **Discipline Tools, Experimentation, and Testing:** Use and operate modern technologies ethically and within applicable legal framework and Demonstrate sensitivity while interacting in a multicultural environment. Prepare reports, agendas, minutes, letters, and instructions for business communications and create presentations, spreadsheets and documents using computer application. Assist in Accounting entries and Prepare reconciliation statements, Balance sheet for sole proprietorship.
5. **Discipline Practices for Society, Sustainability, and Environment:** Follow ergonomics principles in office set ups with focus on health and environment concerns. Follow professional ethics at work.
6. **Project Management:** Organize and contribute effectively in office meetings and social events. Prepare plans, estimates and proposals, for departmental/ office events or purchases.
7. **Life-long Learning:** Pursue career of their choice with lifelong learning.

Program Educational Outcomes (PEO):

On successful completion course, students will be able to:

PEO 1: Employability in their chosen level of administrative profession.

PEO 2: Profess competencies in their chosen field of Administration.

PEO 3: Accomplish higher studies in Commerce and Management.

PEO 4: Assume entrepreneurial responsibilities in their chosen field.

PEO 5: Contribute ethically to the organizational and social environment.

Program Specific Outcomes (PSO):

At the end of program, the student should

PSO 1: Use computer software/office technology like word processor, spread sheets & presentation for routine office tasks of writing letters, preparing proposals & reports and making presentations.

PSO 2: Apply the knowledge of facilitating staff and administrative procedures in record keeping, mail handling maintaining registers & book keeping, banking procedures, travel procedures etc.

PSO 3: Use verbal communication skills in handling visitors, customers and colleagues in person or in telephone

Terminologies

Semester		I	II	III	IV	V	VI	Total Credits
Program Core Course (PCC)	Program Courses	06	06	08	08	08	--	36
Program Elective Course (PEC)		--	--	--	--	--	--	--
Multidisciplinary Minor (MD M)	Multidisciplinary Courses	04	06	06	04	06	--	26
Open Elective (OE) Other than a particular program		--	--	--	02	02	--	4
Vocational and Skill Enhancement Course (VSEC)	Skill Courses	04	04	02	04	04	--	18
Ability Enhancement Course (AEC -01, AEC-02)	Humanities Social Science and Management (HSSM)	02	02	02	02	--	--	08
Entrepreneurship/Economics/ Management Courses		--	--	--	--	--	--	--
Indian Knowledge System (IKS)		02	--	--	--	--	--	02
Value Education Course (VEC)		02	02	--	--	--	--	04
Research Methodology	Experiential Learning Courses	--	--	--	--	--	--	--
Comm. Engg. Project (CEP)/Field Project (FP)		--	--	02	02	02	--	06
Project		--	--	--	--	--	--	--
Internship/ OJT		--	--	--	--	--	20	20
Co-curricular Courses (CC)	Liberal Learning Courses	02	02	02	--	--	--	06
Total Credits (Major)		22	22	22	22	22	20	130

PREMLILA VITHALDAS POLYTECHNIC

Diploma in Administration Services – Subjects Distribution				
Semester	Creative	Skills	Technical	Humanity
Sem. I & Sem. II		Basics of Computer I & II	Book Keeping I & II	Personal Effectiveness
		Typing Skills	Organization of Commerce	IKS
		Language Communication Skills I & II	Office Practices	Physical Fitness
		Mathematics I & II	Travel and Front office Procedure	NSS
		Accounting Applications		
Sem. III & Sem. IV		Computer Training I	Economics	EVS
		Telecommunication Skills	Business Communication I & II	Healthy, Safe and Secure Working Environment
		Financial Planning	Financial and Capital Market	Community Skill Development Projects
		Shorthand	Principles of Management	Leadership and Team Management
		Database Application and Presentation Software	Principles of Marketing	
Sem. V	Visual communication design	Computer Training II	Secretarial Practices	
		Record and Inventory Management	Advanced Business Communication	
			Banking and Insurance	
			International Marketing	
Sem. VI	INTERNSHIP			

**PREMLILA VITHALDAS POLYTECHNIC
SNDT Women's University**

Syllabus format as per NEP

Faculty Name:	INTERDISCIPLINARY STUDIES						
Course Name:	Diploma in Administration Services						
Scheme:	Semester I						
Sr. No.	Subjects	TH/Pr	Type of Course	Cr.	Marks	Int	Ext
10147211	Book keeping and Accountancy I	Th	PCC	4	100	50	50
10147212	Organization of Commerce	Th+Pr	PCC	1+1	50	25	25
10347211	Communication skill in English- I	Th+Pr	MDM	2+2	100	50	50
10547221	Basics of Computer I	Pr	VSEC	2	50	25	25
10547212	Mathematics - I	Th+Pr	VSEC	1+1	50	25	25
10847221	Typing Skill	Pr	AEC	2	50	25	25
11047201	IKS (General awareness)	Th	IKS	2	50	50	---
10947201	Physical Fitness	Pr	VEC	2	50	50	---
11447201	NSS	Pr	CC	2	50	50	---
				22	550	350	200

Scheme:	Semester II						
Sr. No.	Subjects	TH/Pr	Type of Course	Cr.	Marks	Int	Ext
20147211	Book keeping and Accountancy II	Th	PCC	2	50	25	25
20147212	Office Practices	Th+Pr	DSC	3+1	100	50	50
20347211	Travel and Front office Procedure	Th	MDM	2	50	25	25
20347212	Communication Skills in English II	Th+Pr	MDM	2+2	100	50	50
20547221	Basics of Computer II	Pr	VSEC	2	50	25	25
20547212	Mathematics - II	Th+Pr	VSEC	1+1	50	25	25
20847201	Accounting Applications	Pr	AEC	2	50	50	--
20947201	Personal Effectiveness	Pr	VEC	2	50	50	--
21447201	NSS	Pr	CC	2	50	50	--
		--	--	22	550	350	200
Exit Plan: The student who successfully completes first year of Diploma in Administration services + OJT or skill module worth 8 credits in administration or aligned with Administration field, approved by the Department of Administration services, will be eligible for “Basic Certificate in administration services”							

Scheme:	Semester III						
Sr. No.	Subjects	TH/Pr	Type of course	Credit	Marks	Int.	Ext
30147211	Business Communication I	Th	PCC	4	100	50	50
30147212	Economics	Th	PCC	4	100	50	50
30347211	Financial and Capital Market	Th+Pr	MDM	2+2	100	50	50
30347222	Computer Training	Pr	MDM	2	50	25	25
30547221	Shorthand	Pr	VSEC	2	50	25	25
30847201	Telecommunication Skills	Pr	AEC	2	50	50	--
31347201	Environmental Studies	Pr	FP	2	50	50	--
31447201	Healthy, Safe and Secure working Environment	Pr	OE	2	50	50	--
					550	350	200

Scheme:	Semester IV						
Sr. No.	Subjects	TH/Pr	Type of course	Credit	Marks	Int	Ext
40147211	Principles of Management	Th	PCC	4	100	50	50
40147212	Business Communication II	Th+Pr	PCC	2+2	100	50	50
40347211	Principles of Marketing	Th	MDM	4	100	50	50
40547221	Database Applications and Presentation Software	Pr	VSEC	4	100	50	50
40847221	Financial Planning	Pr	AEC	2	50	25	25
41747201	Community Skill Development Projects	Pr	CEP	2	50	50	-
40447201	Leadership and Team Management	Pr	OE	2	50	50	--
				22	550	325	225
Exit Plan: The student who successfully completes first year of Diploma in Administration services + OJT or skill module worth 8 credits in administration or aligned with Administration field, approved by the Department of Administration services, will be eligible for “Advance Certificate in administration services”							

Scheme:	Semester V						
Sr. No.	Subjects	TH/Pr	Type of course	Credit	Marks	Int	Ext
50147211	Secretarial Practices	Th+Pr	PCC	3+1	100	50	50
50147212	Advanced Business Communication	Th	PCC	4	100	50	50
50347211	Banking and Insurance	Th	MDM	2	50	25	25
50347212	International Marketing	Th	MDM	4	100	50	50
50547221	Computer Training II	Pr	VSEC	4	100	50	50
51747201	Record and Inventory management	Pr	CEP	2	50	50	--
50447201	Visual Communication Design	Pr	OE	2	50	50	--
			--	22	550	325	225

Scheme:	Semester VI						
Sr. No.	Subjects	TH/Pr	Type of course	Credit	Marks	Int	Ext
61247221	INDUSTRY TRAINING	Pr.	OJT	20	500	0	500

Summary

Semester	Total no. of credits	Total no. of Subjects	Total no. of hours/week
Sem. I	22	9	33
Sem. II	22	9	31
Sem. III	22	8	34
Sem. IV	22	8	32
Sem. V	22	6	28
Sem. VI	20	5	35
	Total 130		

13/11/2025

To
Principal,
P. V. Polytechnic,
SNDT Women's University, Mumbai

Subject: Forwarding of Assessment Structure for New Curriculum Aligned with NEP 2020

Respected Sir,

We are forwarding herewith the **Assessment Structure for the New Curriculum**, aligned with the **National Education Policy (NEP) 2020**, to be implemented from the academic year **2025**.

The curriculum, as per NEP has been approved by the **Academic Council** as per the attached resolution.

The same needs to be forwarded to **the Dean**, Interdisciplinary Studies, **SNDTWU** for further necessary action.

Kindly find enclosed the assessment structure document for your perusal and onward submission.

Thank you.

Yours sincerely,

Ms. Madhuri Khachane

Head, Department of Administration Services (Add'l Charge)

P. V. Polytechnic,
SNDT Women's University, Mumbai

DRAFT

To
The Dean,
Interdisciplinary Studies,
SNDT Women's University, Mumbai

Subject: Submission of Assessment Structure for New Curriculum Aligned with NEP 2020

Dear Sir,

As per the resolution approved in the **Academic Council**, please find enclosed herewith the **Assessment Structure for the New Curriculum**, aligned with **NEP 2020**, to be implemented from the academic year **2025**.

The enclosed Assessment Structure pertains to the Diploma in Administration Services program at P. V. Polytechnic, SNDT Women's University is hereby submitted for your kind consideration and further necessary action.

Kindly acknowledge receipt.

With regards,