



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
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Dy. Registrar : 2661 1524
Asst. Registrar : 2661 5138
Asst. Registrar 2 : 2660 3259
M.A., B.Ed., H. Sc., Neg. : 2660 3322
B.A., B. Com., M. Com., Law : 2661 1595
Accounts : 2660 8374
Degree, Mign., Certi. : 2661 2877
M.Phil., Ph.D : 2660 3259
Confidential : 2661 2265
Tech., Pharm., BCA, BMS : 2661 5985

Ref.: Exam /Dip.AS /2021-22/102

Date: - 08/12/ 2021

TIME TABLE

Name of the Faculty : Faculty of Science and Technology
Name of Program/Exam : Diploma In Administration Services
Semester /Yearly : IV (Repeater)
Pattern : 2019
Exam Month / Year : December-2021-January- 2022

THEORY

DAY/DATE	CODE	SUBJECT	MARKS	TIME
Tuesday 25/01/2022	4001	Business Communication – II	50	02.00 p.m. to 03.00 p.m.
Thursday 27/01/2022	4002	Principles of Marketing	50	02.00 p.m. to 03.00 p.m.
Friday 28/01/2022	4003	Secretarial Practice-I	50	02.00 p.m. to 03.00 p.m.

PRACTICAL

Monday 20/12/2021 To Friday 07/01/2022	4004	Data Base Application & Presentation Software	50	10.00 a.m. Onwards
	4005	Advanced Shorthand (E)	50	10.00 a.m. Onwards
	4006	Speed Writing & Customer Service Skills (E)	50	10.00 a.m. Onwards
	4007	Mutual Fund Operations (Workshop)	25	10.00 a.m. Onwards

Note: The Examination will be objective type comprising Multiple Choice Question (M.C.Q.).

Prepared by : [Signature] 9.12.2021

Verified by : [Signature] 9.12.21

Assistant Registrar :

Deputy Registrar : [Signature]

[Signature]
9/12/2021
(Dr. Sanjay Shedmake)

Director (Addl Ch.)

Board of Examinations and Evaluation

Note : Time Table upload on website on dated :- _____