



**GOVERNOR'S SECRETARIAT, BIHAR**  
**RAJ BHAVAN, PATNA-800022**

Fax/speed  
post/ e-mail

No.TMBU(Regulation)- 16/2015 - /GS(I) Dated-  
From

P.C.Choudhary  
Officer on Special Duty(Judl.)

To The Vice Chancellor  
T.M. Bhagalpur University  
Bhagalpur

Sub.: Regarding approval of the draft Admission Ordinance and Regulations of three years degree course in Office Management and Secretarial Practice (OMSP).

Sir

I am directed to invite a reference to the University's letter No. CCDC/4506/17 dated 14.11.2017 on the subject noted above and to inform that Hon'ble Chancellor after due consideration of the proposal of the University, advise of the Advisory Committee and in exercise of the powers conferred upon him under section 38(2) and 39(2)(ii) of the Bihar State Universities Act 1976 as amended up to <sup>date</sup> has been pleased to approve the admission Ordinance and Regulations of three years degree course in Office Management and Secretarial Practice(OMSP) from the current Academic session(2017-18).

Further necessary action may kindly be taken accordingly.

Yours faithfully

sd/-

Officer on Special Duty(Judl.)

Memo No.TMBU(Regulation)- 16/2015 - /GS(I) Dated-

Copy alongwith copy of approved Admission Ordinance and Regulation of three years degree course in Office Management and Secretarial Practice of T.M.Bhagalpur University, Bhagalpur to the Principal Secretary, Education Department, Government of Bihar, Patna for information and necessary action.

sd/-

Officer on Special Duty(Judl.)

Memo No.TMBU(Regulation)-16/2015 - 291 /GS(I) Dated-02-02-2018

Copy alongwith copy of approved approved Admission Ordinance and Regulation of three years degree course in Office Management and Secretarial Practice of T.M.Bhagalpur University, Bhagalpur forwarded to Technical Director,NIC-cum- Incharge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/Guard file.

P.C.Choudhary  
1-2-18

Officer on Special Duty(Judl.)

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**T.M.Bhaqalpur University, Bhaqalpur**

**Ordinance of Bachelor of Office Management & Secretarial Practice(H)**

**1-Name of the Course:-** Bachelor of Office Management & Secretarial Practice(H)

**2- Duration of the Course:-** Three Years degree Course.

**3-Faculty of Course:-** This course will run under Commerce Faculty.

**4- Eligibility for admission:-**

A candidate shall be admitted to Bachelor of Office Management & Secretarial Practice(H) provided he/she has passed 10+2 Examinations in any recognized Board and has offered at least one subject from the Faculty of Arts/Science/Commerce at his/her 10+2 level of study.

**5- Procedure for Admission:-**

Admission of students to this course shall be made on the basis of the marks obtained by the candidates at the entrance/aptitude test followed by viva-voce examination to be conducted by the college. The entrance test of Admission will be of objective type /multiple choice (G.K /G.S) of 40 marks (1 Hr. Time) & viva voce 10 Marks.

**6- Number of Seats:-**

During the initial period of this course the number of seats was 30 as approved by U.G.C vide letter No. F.3-1/95(Annex-III) dated 17-06-

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1995. Later on due to the high demand of the subject the number of seats was increased by the University authorities to 50 vide letter no.37224/ccdc/dated 13-03-2002. However with regard to this increase of seats as approved earlier by the University, a letter is sent to the State Govt. seeking its approval.

**7- Reservation:-**

The reservation of seats for different courses shall be as per direction of the State Govt. /T.M. Bhagalpur University rules.

**8- Fee Structure:-**

The Fee structure of the Bachelor of Office Management & Secretarial Practice(H) Course will be as follows:-

	Admission Fee	Course Fee	University Exam Fee	Registration Fee	The Student will have to pay Rs
Semester-I to Semester-VI	Admission Fee will be Charged year wise @Rs 1000/- per year.	Rs.4000/- Per Semester	Rs. 500/- per Semester	Rs.100/-	30,100/- for all six semesters in total for the course.

**8- (A)** 40% of amount received from the students as course fee is transferred to the university fund at the University Head quarters.

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भागलपुर विश्वविद्यालय  
भागलपुर - ७

9- Maximum duration of Course

A candidate shall have to complete the course in a maximum duration of 5 (Five) Years after he/ her admission to semester -I of the course.

10- Award of Degree

A student shall be awarded **Bachelor of Office Management & Secretarial Practice(H)** Degree in the faculty of Commerce after the successful completion of the course.

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Handwritten signature: Ramesh Chandra Bhatnagar, 23.1.18, with stamp: कुल-सचिव, भागलपुर विश्वविद्यालय, भागलपुर-9

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T.M.BHAGALPUR UNIVERSITY, BHAGALPUR

Regulations of Bachelor of Office Management & secretarial Practice(H)

1-Name of the Course and Duration of Course:-

1- (A)-The Bachelor of OMSP(H) shall be covered in six Semesters(96 Credits).Each Semester will be of 16 credits and each will be of 10 Hrs of theory as well as practical classes.

1- (B)The Course Bachelor of Office Management & Secretarial Practice (H)will be of six semesters, each of six months duration with end of term Examinations.

1- (C) Faculty

The Course will run under the Faculty of Commerce.

2-The course structure will be as follows:-

The Course structure is modified as per directives of U.G.C. However, the implementation of CBCS has not been approved by H.E, the chancellor in under graduate courses. After the approval , the same will be adopted by this course also. The present proposal of Regulations is based on Semester system each of six months and the total semester will be 6 for the entire course.

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H.E.  
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Semester - I						
Course	Subject	Lectures	Marks Allotted		Full Marks	Credit
			Internal Assessment	University Examination		
1.1	Computer Typewriting	60		Theory-50 Practical-50	100	4
1.2	Shorthand	60		Theory-50 Practical-50	100	4
1.3	Office Management and Methods	75	20	80	100	4
1.4	Communication & Business Correspondence	75	20	80	100	4
Semester-II						
2.1	Computing Basics & Its Applications -I	60		Theory-50 Practical-50	100	4
2.2	Shorthand & E-Typewriting	60		Theory-50 Practical-50	100	4
2.3	Office practices	75	20	80	100	4
2.4	Secretarial Practice-I	75	20	80	100	4
Semester-III						
3.1	Shorthand	60		Theory-50 Practical-50	100	4
3.2	Banking and Insurance	75	20	80	100	4
3.3	Secretarial Practice-II	75	20	80	100	4
3.4	Business Communication and Personality Development	75	20	80	100	4
Semester-IV						
4.1	Stenography	60		Theory-50 Practical-50	100	4
4.2	Advanced Phonography (Practical) - I	75		Practical-100	100	4
4.3	Front Office Managerial Operation	75	20	80	100	4
4.4	Office Administration & Management	75	20	80	100	4
Semester-V						
5.1	Public Relationship Management	75	20	80	100	4
5.2	Human Resource Management	75	20	80	100	4
5.3	Advanced Phonography (Practical) - II	75		Practical -100	100	4
5.4	Computing Basics and its Applications - II	75		Practical-100	100	4
Semester-VI						
6.1	Organizational Behaviour	75	20	80	100	4
6.2	MIS	75	20	80	100	4
6.3	On -the-Job Training -I (Project Report)	75		Desertation-100	100	4
6.4	Job Training -II (Project Report)	75		Desertation-100	100	4
	Total				2400	96

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Out of the above papers in the course structure the board of courses of study may make one or more papers as project papers based on summer training or any type of project in one or more semester. Each examination will be of three hours.

- 3- All candidates shall have to undertake interactive training project for duration of four weeks for Training I & four weeks for Training -II at the end of Sixth Semester Paper -6.3 & 6.4.
- 4- All Project/Practical Examination shall be conducted by two examiners with at least One External Examiner & One Internal Examiner.

5- Attendance:-

A student shall be required to attend 75% of the lectures delivered in Semester, in order to be eligible to appear for the university examination in that semester.

6- Registration:- Students must be registered with the University.

7- Conduct of Examination

After Completion of the course of each Semester the Student will appear at the examination to be conducted by the T.M. Bhagalpur University, Bhagalpur.

To Pass any Semester a Candidate has to pass the Theory Paper and project/Practical Papers separately, with at least grade P. (As shown in the Grades and Grades Points table, i.e 45 to 49 Percentage range)

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 H. K. Mishra 23.01.18  
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### 8- Publication of Results

A student shall be placed in following Grade on the basis of the marks obtained by the candidates in all the semesters taken together and the result of successful candidates will be classified on the basis of total marks obtained by the candidate in all the theory and Project/practical papers as follows:-

Grading system in 10 points scale has been proposed to be introduced

which is as follows:-

Letter Grade	Description of Grade	Numerical Of letter grade	Percentage range
A	Outstanding	10	90 to 100
B	Excellent	9	80 to 89
C	VERY GOOD	8	70 to 79
D	GOOD	7	60 to 69
E	Average	6	50 to 59
P	Pass	5	45 to 49

#### Following Grades and Grade Points

The method of calculation of Grade point Average is as Follows:-

$$i. \text{ SGPA} = \frac{\sum_{i=1}^n m_i c_i}{\sum_{i=1}^n C_i}$$

n= no. of Course in the ith semester

m= Numerical Grade

Ci= Credit

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$$\text{ii CGPA} = \frac{\sum_{j=1}^k \text{SGPA}_j \times C_j}{\sum_{j=1}^k C_j}$$

A student obtaining below Grade P shall be considered to be "fail" and will be required to reappear at the examination of the particular one paper or more papers in every semester.

If any students fails in all papers of the semester, then he/she will not be Promoted, but if passes even in a single paper he/she will be promoted for the next semester.

The failure students have to appear in the examinations of all papers but the promoted students will appear only in the examinations in which they failed.

Provided that the student shall not be allowed to appear in the exam of final semester i.e. 6<sup>th</sup> semester unless he/she has passed all the previous five semester examinations. Carry over/improvement shall be allowed in every semester except in the 6<sup>th</sup> semester.

Provided that any student who could not appear at any of the five semesters, he/she will have to take re-admission in the same semester .But in any case he/she will have to complete the entire course within the specified period of 5(Five) years.

**For the award of degree, students must obtain a minimum CGPA 04.5.**

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