

## 8. RESOURCE REQUIREMENT:

### 8.1 Physical Resources

#### 8.1.1 Space Requirement:

Norms and standards laid down by All India Council for Technical Education (AICTE) may be followed to work out space requirement in respect of class rooms, tutorial rooms, drawing halls, laboratories, space required for faculty, student amenities and residential area for staff and students.

#### 8.1.2 LIST OF EQUIPMENT

Sr.No	Name of Equipment	Quantity
1.	Copying equipment	01
a)	Copy printer / desk top digital duplicator	01
b)	Photocopier with advanced features	01
2.	Scanner (Electronic stencil cutting machine)	01
3.	Communication equipment (Telephone with at least two extensions)	02
4.	FAX	01
5.	EAPBX	01
6.	Telephone answering set	01
7.	Franking machine for mailing dak	01
8.	Computer with interface	01
9.	Electronic black board	01
10.	Public address system (conference room system)	01
11.	CCTV	01
12.	Electronic calculator	05
13.	Electronic billing machine	01
14.	Electronic weighing machine	01
15.	Electronic cash register	01
16.	Dictation network	01
17.	Punching machine (various sizes)	01
18.	Staplers (different sizes)	10
19.	Card index cabinet	02
20.	Strip index	01
21.	Cardex	01
22.	Lateral filing system	01
23.	Binding and punching machine	01
24.	Mobile phone	01
25.	Other latest machines/equipment related to office and communication	01
26.	Lamination machine	01
27.	Computer with internet (according to need)	01
28.	Cordless phone	01

<b>Sr.No</b>	<b>Name of Equipment</b>	<b>Quantity</b>
29.	Metal detector	01
30.	Fire / security alarms	01
31.	Telephone directories	01
32.	Business directories	01
33.	Year book	01
34.	Post office guide	01
35.	Railway / air / sea time table	01
36.	Office manuals	01
37.	Ready reckonor	01
38.	Display board	01
39.	Atlas	01
40.	Cheque writer machine	01
41.	Scanner	01
42.	Floppies	

### **TYPING LABORATORY**

1.	Typewriter English (standard)	As per strength
2.	Portable typewriter	01
3.	Electronic typewriter	01
4.	Stencil duplicator (automatic)	05
5.	Tool kit for typewriter	02
6.	Demonstration stand	01
7.	Models, charts, diagrams and practice books	LS
8.	Filing cabinet with 4 drawers	02
9.	Typewriting tables	32
10.	Typist chairs revolving with adjustable height	32
11.	Miscellaneous (consumable)	LS
12.	Tools and spare parts for typewriter repair	LS

Note: The equipment provided in typing laboratory is sufficient for increased strength of 30 students also. No extra emoluments are suggested for this laboratory in case strength of students increases from 15 to 30.

### **STENOGRAPHY LABORATORY**

1.	Tape recorder - deck type with stereo system and double speakers	02
2.	Tape recorder (small) with cassette playing facilities	02
3.	Cassettes containing dictation exercises with varying speed	As per requirement
4.	Blank cassettes	As per requirement
5.	Stop watch	10
6.	Wall clock with centre second	02

7.	Glass board with ruling	01
8.	Shorthand charts (framed)	As per requirement
9.	Chairs	35
10.	Lecture stand	04

Note: The equipment provided in Stenography laboratory is sufficient for increased strength of 30 – 45 students also. No extra equipment should be purchased for this laboratory in case strength of students increases from 15 to 30.

### **COMMUNICATION AND PHRD LABORATORY**

<b>Sr.No</b>	<b>Name of Equipment</b>	<b>Quantity</b>
1.	Stools	30
2.	Display board / screens	02
3.	Sound recording and playing system	01
4.	Audio cassettes	60
5.	Overhead projector	01
6.	Transparencies slides	100
7.	TV - VCR and camera for video recording	01 each
8.	English spoken course by World Wide Publishers	01 set
9.	PA system for group discussion / presentation	01
10.	A Quiz room equipped with:	
	a) Two way audio system	For 30 students
	b) Back projection system	
	c) Timer System	1
	d) Slide Projector	30 sets
	e) LCD	1
11.	Conference Hall for interview Practices	1
12.	Mattress for Yoga exercises	30
13.	Acclimatized Hall for exercises	1
14.	Physical Exercise Equipment:	
	a) Multi gym	2
	b) Sports equipment	LS

#### **NOTE:I**

In addition to above laboratories, computer centre will be required for effective implementation of the course.

Provision for overhead projector, TV with VCR facility slide cum strip projector, TV with VCR facility slide cum strip projector, CD/DVD player along with TV monitor, photocopier, PC-XT facilities, duplicating machines, drafting machines etc has also to be made.

### **8.1.3 Furniture Requirement**

Norms and standards laid down by AICTE be followed for working out furniture requirement for this course.

## **8.2 Human Resources Development:**

Weekly work schedule, annual work schedule, student teacher ratio for various group and class size, staffing pattern, work load norms, qualifications, experience and job description of teaching staff workshop staff and other administrative and supporting staff be worked out as per norms and standards laid down by the AICTE

## **REFERENCE AND OTHER GENERAL BOOKS RECOMMENDED FOR COMMUNICATION SKILLS, MANAGEMENT AND COMPUTER**

### **BOOKS ON ENGLISH AND COMMUNICATION SKILLS**

1. The complete Idiot's guide to speaking in Public with Confidence; by Laurie E. Rozakis.  
Pub: Prentice- Hall of India Pvt Ltd., New Delhi-110 001
2. Effective Business Communication; by Asha Kaul  
Pub: Prentice-Hall of India Pvt. Ltd., New Delhi-110 001
3. Every day Dialogues in English; by Robert J. Dixson  
Pub: Prentice-Hall of India Pvt Ltd., New Delhi-110 001
4. Complete Course in English by: Robert J. Dixson  
Pub: Prentice-Hall of India Pvt. Ltd., New Delhi-110 001
5. The Essence of Effective Communication By: Ron/Landlow/Fergus Ranton  
Pub: Prentice-Hall of India Pvt. Ltd., New Delhi-110 001
6. A Course in Phonetics and Spoken English; By: J Sethi, PV Dhamija  
Pub: Prentice-Hall of India Pvt. Ltd., New Delhi-110 001
7. Business Communication & Customer Relation; By: RK Madhukar  
Pub: Vikas Publishing House Pvt Ltd., New Delhi-110 014
8. Perspectives of Communication and Communication Competence by MV Rodriques  
Pub: Concept Publishing Company, New Delhi-110 059
9. Business Communication By: Rajendra Pal & JS Korlahalli  
Pub: Sultand Chand & Sons, New Delhi-110 002
10. Reading and Advanced Writing Skills in English By MK Kohli & AL Kohli  
Pub: Kohli Publishers, Chandigarh-160 002
11. Business Communication by Urmila Rai & SM Rai  
Pub: Himalaya Publishing House, Delhi-110 002
12. English Grammar, Reading and Writing Skills (English Communication)  
For IX + X; By AL Kohli  
Pub: Kohli Publishers, Chandigarh 160 002

13. English Grammar, Reading and Writing Skills (English Language & Literature)  
For IX + X; By AL Kohli Pub. Kohli Publishers, Chandigarh-160 002
14. English Grammar, Reading and Writing Skills For IX + X; By AL Kohli  
Pub. Kohli Publishers, Chandigarh-160 002
15. English Grammer, Reading Writing Skills For Class XI; By AL Kohli  
Pub. Kohli Publishers, Chandigarh-160 002
16. Spoken English-A Hands-on-guide to English conversation Practice by MC Srivassan  
Publisher Vikas Publishing House Led.
17. Management of Public Relations and Communication By Sailesh Sengupta  
Pub. Vikas publishing House, Pvt. Ltd.
18. Business Correspondence & Report Writing By RC Sharma & Krishna Mohan  
Publishers: Tata Mc Graw Hill Publishing Co. Ltd., New Delhi.
19. Developing Communication Skills by Krishna Mohan & Meera Banerji;  
Publishers MC Millan Pvt. Ltd.
20. Effective Business Communication By MV Rodriques;  
Publisher: Concept Publishing Company, New Delhi-110 059
21. A Handbook of Pronunciation of English Words (with two Audio Cassettes) By J.  
Sethi & DV Jindal  
Pub. Prentice-Hall of India Pvt. Ltd., New Delhi.
22. Speaking English Effectively By Krishna Mohan & NP Singh  
Publisher MC Millian India Ltd.
23. Communication Skills By Leena Sen  
Pub. Prentice-Hall of India Pvt. Ltd., New Delhi.
24. Business Communication By Asha Kaul  
Pub. Prentice-Hall of India Pvt. Ltd., New Delhi.

## **MANAGEMENT & ENTREPRENEURSHIP DEVELOPMENT**

1. Computer-Aided Production Management By PB Mahapatra;  
Publisher: Prentice Hall of India Pvt Ltd., New Delhi-110 001
2. Management By Stephen P.Robbins & Mary Conlter  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001

3. Essentials of Management By Harold Keontz & Heinz Weihrich  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
4. Engineering Management by Fraidon Mazda  
Publisher: Addison Wesley Longman, New Delhi-11—92 Pearson Education
5. Basic Managerial Skills for All By E.H. Mc Grath; SJ;  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
6. Office Organization & Management By SP Arora  
Publisher: Vikas Publishing House (P) Ltd., New Delhi
7. The Essence of Total Quality Management By Adrian Buckley & John Bank  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
8. Human Relation-A Practical Guide for improving Inter-Personal Skills By Madan Satiya  
Publisher: Vikas Publishing House Pvt Ltd., New Delhi
9. Entrepreneurship Development-Prepared by CPSC for Technician Education, Manila  
Publisher: Tata-MC Graw-Hill Publishing Co. Ltd.,
10. Engineering Economics By R. Panneevselam  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
11. Engineering Development By S.S. Khanka  
Publisher: S.Chand & Company Ltd.
12. Entrepreneurship-New Venture Creation By Dacad H. Halt;  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
13. Principles of Management & Administration By D. Chandra Bose  
Publisher: Prentice Hall of India Ltd., New Delhi-110 001
14. Management Theory & Practice By JS Chandan,  
Pub.Vikas Publishing House Pvt. Ltd., New Delhi-160 014
15. An Introduction to Accountancy By SN Maheshwari & SK Maheshwari  
Publiher: Vikas Publishing House Pvt. Ltd., New Delhi-160 014
16. Entrepreneurship Development in India By Dr. CB Gupta & Dr. NP Srinivasan  
Publisher: Sultan Chand & Sons, New Delhi-2
17. Entrepreneurship and Small Business Management By Dr. CB Gupta Dr. SS Khanna  
Publisher: Sultan Chandi & Sons, New Delhi-110 002

18. Advances to Small Industries & Small Borrowers By Gohal Swaroopi  
Publisher: Sultan Chand & Sons Publication, New Delhi-110 002
19. The Practice of Entrepreneurship By Geoffrey G. Meredith, Robert E. Nelson & Philip A Neck  
Pub. Sultan Chand & Sons, Delhi-110 002
20. Advance to Small Industries & Small Borrowers-A Practical Guide By Gopal Swaroop;  
Pub. Sultan Chand & Sons, New Delhi-2
21. Management – Text and cases By R. Satya Rajat and A. Parthasarthy  
Pub. Prentice-Hall of India Pvt. Ltd., New Delhi.
22. Team Building and total Quality: A Guide Book for TQM Success By Milan GH  
Pub. Narosa Publishing House Pvt. Ltd., New Delhi - 110002

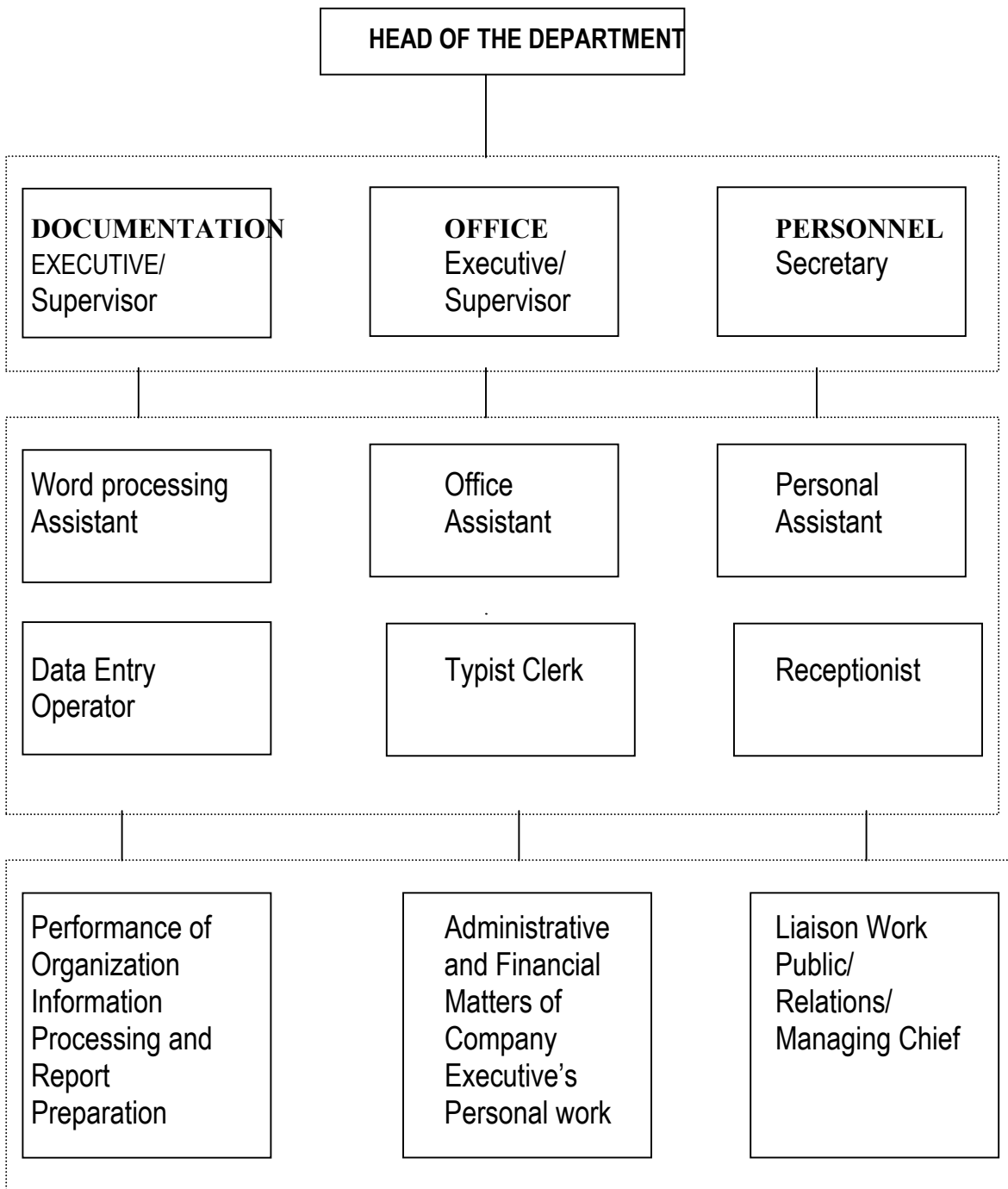
## **COMPUTERS**

1. On Your Marks—Net—Set-Go---Surviving in an e-world by Anushka Wirasinha  
Publishers Prentice-Hall of India Pvt Ltd.
2. Technician's Guide to Programmable Controllers By Richard A. Cox ,  
Publisher Vikas Publishing House
3. Database Management Systems by: Alexis Leon, Mathews Lean  
Publishers Vikas Publishing House.
4. Introduction to Artificial Neural Networks By SN Sivanandam & M Paulraj  
Publisher Vikas Publishing House
5. Programming in 'C' By: R Subburaj  
Pub. Vikas Publishing House
6. A first course in Programming with 'C' By T. Jeyapoovan  
Publishers Vikas Publishing House
7. E-Commerce (Electronic Communication for Business) by S. Jaiswal  
Publishers Galgotia Publication Pvt. Ltd, New Delhi
8. Fundamentals of Information Technology By Alexis Leon & Mathews Leon  
Publisher Vikas Publishing House Pvt. Ltd. New Delhi
9. CAD/CAM Computer Aided Design & Manufacturing by Mikeel P. Grover & Emory W. Zinmevs Jr.  
Publishers Practice Hall of India Pvt Ltd, New Delhi



10. Visually Leavn PL by Anushka Wiras Inha  
Publisher Practice Hall of India
11. A first Course in Computers By Sanjay Saxena  
Publisher Vikas Publishing House Pvt Ltd.
12. Analysis, Design & Implementation Systems A Transition to objects by Ashok K.  
Publisher Vikas Publishing House Pvt Ltd.
13. Computer-Aided Analysis & Design By S.Ghohal  
Publisher Prentice-Hall of India, New Delhi.
14. Fundamentals of Data Structure in C++ By Ellis Hovowita, S. Sahni & Dinesh Mehta  
Publisher Galgotia Publication Pvt. Ltd, New Delhi
15. Introduction to Computers By Alexis Leon & Mathews Leon  
Publisher Vikas Publishing House Pvt. Ltd. New Delhi.
16. Computer Today By Alexis Leon & Mathews Leon  
Publishers Vikas Publishing House Pvt. Ltd. New Delhi.
17. Introduction to Computer & MS Office By Sanjay Saxena;  
Publishers Vikas Publishing House Pvt. Ltd. New Delhi.
18. Internet for Everyone By Alexis Leon & Mathews Leon Publishers  
Publishers Vikas Publishing House Pvt Ltd. New Delhi.
19. Object Oriented data Structure Using C++ By KS Easwara Kumar;  
Pub. Vikas Publishing House Pvt. Ltd. New Delhi.
20. Programming with Visual Basic G.O. By Mohammad Ajam;  
Publishers Vikas Publishing House Pvt. Ltd. New Delhi.
21. Internet Programming By Kris Jasa & Ken Cope  
Publisher Galgotia Publication (P) Ltd., New Delhi-110 002
22. Software Project Management-A Course Study; By S.A. Kelkar,  
Publisher Prentice-Hall of India
23. Learning MS Office XP By Ramesh Bangia  
Publisher Khanna Book Publishing Co. (P) Ltd, New Delhi-110 006

The hierarchy of manpower profile of Modern Office Practice Personnel is given in Figure 1.



**Fig. 1: Hierarchy of Manpower Profile of Modern Office Practice Personnel**

## 9. RECOMMENDATIONS FOR EFFECTIVE IMPLEMENTATION OF CURRICULUM

The following recommendations are made for effective implementation of this curriculum.

- a) While imparting instructions, stress should be laid on the development of practical skills in the students.
- b) Field visits be organized as and when required to clarify the concepts, principles and practices involved. For this purpose, time has already been provided in student centred activities
- c) Extension lectures from professionals should be organised to impart instructions in specialised areas
- d) There is no need of purchasing very costly equipment. Efforts may be made to establish linkages with local industries/field organizations
- e) Considerable stress should be laid on personality development of the student, which is very essential for any diploma holder
- f) Teachers should generate competitiveness among the students for the development of professional skills.
- g) Teachers should take interest in establishing linkages with industries and field organizations for imparting field experiences to their students
- h) Hobby clubs and other co-curricular activities be promoted to develop creativity in the students
- i) Teachers should be sent for training in the new areas relevant to their field of specialization
- j) Students should be given relevant and well thought out project assignments. This will help students in developing creativity and confidence in them for gainful employment (wage and self)
- k) A **project bank** should be developed by the **Office Management and Computer Applications** department of the polytechnic in consultation with other related institutions in the state.

## 10. LIST OF PARTICIPANTS

The following experts participated/contributed in the revision of curriculum for diploma programme in **Office Management and Computer Applications** during the workshop for revision of subjects of first year for Haryana state held on 03 – 04 June, 2003 at National Institute of Technical Teachers' Training and Research, Chandigarh.

<b>From Field/Industries/Institutions of Higher Learning</b>	
1.	Dr. VK Jain, Lecturer (Commerce), GMN College, Ambala City
2.	Col. Harbhajan Singh, Management Consultant, Chandigarh
3.	Shri Dalip Kumar, DTE, Haryana, Chandigarh
4.	Smt. MV Lakshmi, B-9, CSIO Colony, Chandigarh
<b>From Polytechnics</b>	
5.	Shri Ram Pal Keshver, Principal, KC GPW, Ambala city
6.	Shri Rajbir Singh, HOD, KC GPW, Ambala City
7.	Shri NK Bhayans, HOD, GPW, Sirsa
8.	Shri PC Thakur, Lecturer, MOP, GP College, Kandaghat (HP)
9.	Shri AR Thakur, Lecturer, MOP, GP College, Rohru (HP)
10.	Ms. Punita Duhan, Lecturer, Meerabai Polytechnic, Maharani Bagh, New Delhi
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<b>From NITTTR, Chandigarh</b>	
12.	Dr. KM Rastogi, Head, Curriculum Development Centre
13.	Shri KL Singla, Sr. Admn. Officer
14.	Shri SK Gupta, Lecturer (Selection Grade), Curriculum Development Centre
15.	Shri TN Thukral, Research Assistant, Curriculum Development Centre
16.	Smt. Poonam Likhi, Assistant Professor, Curriculum Development Centre
17.	Shri Amit Deogar, Lecturer, Computer Science Department
18.	Shri Rajvir Singh, Jr. System Programmer, Computer Science Department
19.	Shri PK Singla, Assistant Professor, Curriculum Development Centre (Coordinator)

The following experts participated/contributed in the revision of curriculum for diploma programme in **Office Management and Computer Applications** during the workshops for revision of complete Curriculum for Haryana state held from 08 – 09 October, 2003 and 22 – 23 December, 2003 at National Institute of Technical Teachers' Training and Research, Chandigarh.

**From Field/Industries/Institutions of Higher Learning**

20.	Shri Kuldip Jaidka, HOD, DAV College, Chandigarh
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22.	Shri Dalip Kumar, DTE, Haryana, Chandigarh
23.	Dr. SS Gill, Reader (English), Punjab University, Chandigarh

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27.	Smt. Alwinder Dhillon, Lecturer (English), GP, Bhatinda
28.	Shri PC Thakur, Lecturer, MOP, GP College, Kandaghat (HP)
29.	Shri Sher Singh Thakur, Lecturer, MOP, GP College, Rohru (HP)
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