

Session: 2023-24			
Part A - Introduction			
Subject			
Semester			
Name of the Course	Typing Shorthand in English		
Course Code	B23-VOC-314		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VAC)	VOC		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NA		
Course Learning Outcomes(CLO):	After completing this course, the learner will be able to:		
	<ol style="list-style-type: none"> 1. understand the objective of stenography and use of consonants. 2. use vowels, diphthongs, triphones and phraseography 3. make use circles, loops and hooks. 4. make use of halving, doubling principles and compounds consonants. 		
	5*. use the learned stenography and typing techniques		
	Theory	Practical	Total
Credits	3	1	4
Contact Hours	3	2	5
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Exam Time	3 Hrs.	3 Hrs.	-
Part B- Contents of the Course			
<u>Instructions for Paper- Setter</u>			
<p>Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist of 5 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics		Contact hours
I	<ol style="list-style-type: none"> 1. Stenography: Introduction, objective and importance of Stenography, sitting posture, material for stenography, essentials of a good stenographer. 2. Consonants & their joining: Introduction, meaning, classification, pairs, type of consonants; length, type and joining of strokes. 		12

II	<ol style="list-style-type: none"> 1. Vowels, Diphthongs & Triphones:- Meaning, kinds and places of vowel, side of strokes; What are diphthongs and triphones? What are grammalogues, signs of Punctuation. 2. Alternative forms of R and H, Abbreviated W, Phraseography & Tick “the:- Introduction and objective of alternative forms of ‘R’ & ‘H’, Use of downward and upward form of ‘R’ and ‘H’ and their rules, Tick ‘The’ Use of abbreviated ‘W’. 	11
III	<ol style="list-style-type: none"> 1. Circles & loops: - Use and way to write small circle, when circle is not used, use of circle ‘S’ occurring in the middle between straight, ‘S’ occurring in the middle of the two curved strokes, when circle is not used, horizontal and curved strokes, Use of Large Circle, use of Loops, use of large circle ‘initially’, ‘medially’ and ‘finally’, Use of small and large loop, when Large Loop and Small Loop are not used. 2. Hook (Initial & Final) :- Introduction and objective of the hooks, hook to straight strokes and curve strokes, attachment of circles ‘s’ with double consonants(straight strokes and curve strokes, final hooks and their attachment, the Shun Hook, shun hook following circle ‘S’ and ‘NS’, Attachment of ‘R’ hook to stroke ‘NG’, ‘SKR’/’SGR’ occurring after P,B, T, and D, attachment of circle in the middle. 	11
IV	<ol style="list-style-type: none"> 1. Halving Principle and Doubling Principle: Meaning, objectives and rules of halving principle and doubling principle, halving principle to two or more strokes, Circle ‘S’ after Half Length strokes, ‘NS’ after half-length t/d strokes, final ‘ted or ded’, when is the halving Principle not employed? Use of halving Principle in phraseography, Rules for the use of doubling principle, Alternative forms of MPR/MBR. Use of Doubling Principle in phraseography. 2. Compound Consonants: - Introduction and objectives, what are the compound consonant (KW, GW, WH, WL and WHL), compound consonant ‘LR’ and ‘RR’ 3. Prefix & Suffix: - What are the prefix and suffix, use of prefix and suffix, kind of prefix and suffix. 	11
V	<p>Applicable for courses having practical component.</p> <ol style="list-style-type: none"> 1. Practical session of Typing in English. 2. Practical session of shorthand in English. 	30

ANNEXURE-I

Levels of Courses

Levels of Courses: Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor. The coding structure is as follows:

0-99: Pre-requisite courses required to undertake an introductory course which will be a pass or fail course with no credits. It will replace the existing informal way of offering bridge courses that are conducted in some of the colleges/ universities.

100-199: Foundation or introductory courses that are intended for students to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest. These courses may also be prerequisites for courses in the major subject. These courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses. These courses seek to equip students with the general education needed for advanced study, expose students to the breadth of different fields of study; provide a foundation for specialized higher-level coursework; acquaint students with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of vocational or professional fields; and to lay the foundation for higher level coursework.

200-299: Intermediate-level courses including subject-specific courses intended to meet the credit requirements for minor or major areas of learning. These courses can be part of a major and can be pre-requisite courses for advanced-level major courses.

300-399: Higher-level courses which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.

400-499: Advanced courses which would include lecture courses with practicum, seminar-based course, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on-training, internship/apprenticeship projects at the undergraduate level or First year Postgraduate theoretical and practical courses.

500-599: Courses at first-year Master's degree level for a 2-year Master's degree programme

600-699: Courses for second-year of 2-year Master's or 1-year Master's degree programme

700 -799 & above: Courses limited to doctoral students