



# NETAJI SUBHAS OPEN UNIVERSITY

## EXAMINATIONS DEPARTMENT

134/1 Meghnad Saha Sarani, Kolkata-700029

☎:(033)-2463-0292

Memo No. COE/1472/2019

Date: 29/01/2019

### Circular

#### MODERN OFFICE MANAGEMENT

#### (1 year P.G. Diploma)

#### Theory & practical Term-end Examination June , 2019

- The last date of filled in forms for **Moderation Office Management (1year P.G. Diploma course)** Term-end Examination June 2019 is 02/03/2019 and 03/3/2019 to 05/03/2019 with late fee of Rs.100/-.
- The filled in Examinations forms must reach at the office of the Controller of Examinations within 11/03/2019.
- Examination Fees:  
Theory paper 100 marks – Rs.75.00 per paper  
Theory paper 50 marks – Rs.55.00 per paper  
Practical paper 100 marks – Rs.200.00 per paper  
Practical paper 50 marks – Rs.100.00 per paper  
Theory: Examination Centre fee per session – 100.00  
Practical: Examination Centre fee per session – 100.00
- Submission of Assignment Marks is precondition for eligibility of a candidate for appearing in Term end Examination June 2019.

*29/1/19*  
Prepared by

*29/1/19*  
Controller of Examinations  
(Acting)

#### Copy to:

1. Pranavananda Institute of Management & Technology (P-21)
2. Anjali Academy of Management and Technology (A unit of Anjali Social Welfare Research Foundation) Purba Medinipur (V- 27)
3. Anjali Academy of Management and Technology (A unit of Anjali Social Welfare Research Foundation) Howrah (V- 50)
4. Nazirpur Rainbow Educational Institute (V- 48)
5. Muragachha Government College (L – 03)