

Department of Deen Dayal Upadhyay Kaushal Kendra
Faculty of Arts

Programme of Bachelor of Vocation in Modern Office Management Semester - I Examinations 2023-
24

Venue of Examinations :

BHU Main Campus RAJIV GANDHI SOUTH CAMPUS (BARKACHHA), Mirzapur
Rajiv Gandhi South Campus RAJIV GANDHI SOUTH CAMPUS (BARKACHHA), Mirzapur
(Barkachha)

THEORY

Time : 01:30 PM - 04:30 PM

Day	Date	Subjects/Papers
Wednesday	28-02-2024	MOM-102 : Stenography & Data Entry - I
Friday	01-03-2024	MOM-103 : Office Management
Monday	04-03-2024	MOM-104 : Basics of Accountancy
Wednesday	06-03-2024	MOM-105 : Business Communication
Saturday	09-03-2024	MOM-106 : Human Resource Management
Wednesday	13-03-2024	MOM-101 : Customer Relationship Management

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(Barkachha)

PRACTICAL

Time : To be notified by the Concerned Department

Day	Date	Subjects/Paperas
Monday	11-03-2024	MOM-107 : Viva Voce Based on 103 and 105

NOTE :

1. CANDIDATES WHO DO NOT POSSESS ADMIT CARD, WILL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION.
2. CANDIDATES MUST BRING WITH THEM THEIR VALID IDENTITY CARD DULY SIGNED BY THE RESPECTIVE HEAD.
3. CANDIDATES ARE ADVISED TO ASCERTAIN THE DATES OF EXAMINATION IN THE RESPECTIVE PAPERS IN WHICH THEY ARE SCHEDULED TO APPEAR AS PER THEIR ADMIT CARDS. IN THE EVENT OF ANY DISCREPANCY IN THE EXAMINATION PROGRAMME, STUDENTS ARE ADVISED TO CONTACT THE CONTROLLER OF EXAMINATIONS IMMEDIATELY. PROGRAMME IS TENTATIVE AND SUBJECT TO MINOR CHANGES.



ADDL. CONTROLLER OF EXAMINATIONS
Banaras Hindu University
Dated : 23.02.2024



23/2



Professor In-charge
R.G.S.C. Barkachha



DEAN
Faculty of Arts

Ref. No. CE/2023-24/13459

Copy Forwarded for Information and necessary action to :

1. The Dean, Faculty of Arts, BHU.
2. The Coordinator, DDU Kaushal Kendra, RGSC Barkachha, Mirzapur.
3. The Professor In-charge, RGSC Barkachha, Mirzapur.
4. The Asstt. Registrar, RGSC Barkachha, Mirzapur.
5. All Officers of the C.E's Office.
6. Section Officers of Confidential/General/Proof/Evaluation/Store.
7. Department/Faculties for Displaying on the Notice Board also.
8. The Chief Proctor, BHU.
9. CMO, Student Health Care Complex, BHU.
10. The Chairman, P.P Cell, Banaras Hindu University for wide publicity.
11. Officer In-charge and Asstt. Registrar, Sanitary and Support Service, BHU.
12. Executive Engineer, Electric and Water Supply Service(EWS), BHU.