

Faculty of Arts

REVISED

Programme of Two Year Diploma Course in Office Management & Business Communication
Semester - III Examinations 2023-24

Venue of Examinations :

BHU Main Campus

Old CHC Building, Faculty of Arts, BHU

Rajiv Gandhi South Campus .
(Barkachha)

Vasanta College for Women Vasanta College for Women, Rajghat, Varanasi

THEORY

Time : 09:00 AM - 12:00 Noon

Day	Date	Subjects/Papers
Monday	26-02-2024	DOMC-05 : Office Management
Tuesday	27-02-2024	DOMC-06 : Shorthand and Internet Application

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

[Handwritten Signature]
23/02/24

[Handwritten Signature]
23/2

[Handwritten Signature]
COORDINATOR
Special Courses

[Handwritten Signature]
DEAN
Faculty of Arts

Ref. No. CE/2023-24/13441

Copy Forwarded for Information and necessary action to :

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