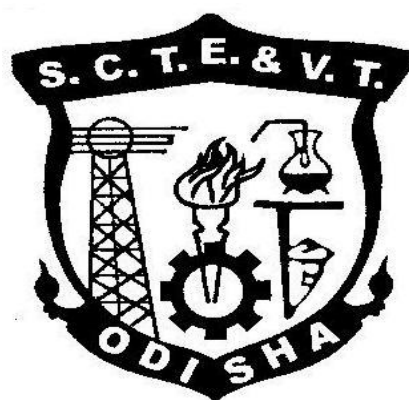


CURRICULLUM OF 2nd SEMESTER
FOR
DIPLOMA IN MODERN OFFICE MANAGEMENT
(EFFECTIVE FROM 2018-19 SESSIONS)



STATE COUNCIL FOR TECHNICAL EDUCATION
&
VOCATIONAL TRAINING, ODISHA, BHUBANESWAR

The Syllabus of Modern Office Management course has been restructured after incorporating valuable suggestions from the following educationists for better appreciation of the students in the current market scenario.

- Sri. B. Badhai, Controller of Examination, SCTE & VT, BBSR
- Smt. Nilima Sahu, Principal I/C , GP, BBSR
- Dr. Rabindra Kumar Swain, Asst. Professor, PG Dept. of Commerce, Utkal University, Vani Vihar, BBSR
- Smt. Kalpana Panigrahi, Sr. Lecturer, IT, GP, BBSR
- Sri Ashok Kumar Rath, Principal I/C GP, Puri
- Sri Laxmi Kanta Nayak, Principal I/C , GP, Bhadrak
- Sri R. K Choudhury, Lecturer(MOM), GP, BBSR
- Dr. M. Sahoo, Lectuer (MOM) , GP, BBSR
- Smt. S. S. Sahoo, Lecturer(Humanities), GP, BBSR
- Dr. Bandita Satpathy, Lecturer, English, GP, BBSR
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HOD I/C

Dept. of MOM

GP, BBSR

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

TEACHING AND EVALUATION SCHEME FOR 2nd Semester (w.e.f 2018-19)

Sl. No.	Subject	Periods/week			Evaluation Scheme			
		L	T	P	Internal Assessment / Sessional	End Sem Exams	Exams (Hours)	Total
	Theory							
Th.1	Professional English	5	-	-	20	80	3	100
Th.2	Cost Accounting	5	-	-	20	80	3	100
Th.3	Business Statistics	5	-	-	20	80	3	100
Th.4	Business Law	5	-	-	20	80	3	100
	Total	20	-	-	80	320	-	400
	Practical							
Pr.1	Professional English Lab	-	-	4	50	50	3	100
Pr.2	Stenography & DEO	-	-	4	50	50	3	100
Pr.3	Soft Skill & Personality Development	-	-	4	50	50	3	100
Pr.4	Seminar	-	-	4	50	-	3	50
	Student Centred Activities (SCA)		-	3	-	-	-	-
	Total	-	-	19	200	150	-	350
	Grand Total	20	-	19	280	470	-	750

Abbreviations: L-Lecturer, T-Tutorial, P-Practical . Each class is of minimum 55 minutes duration

Minimum Pass Mark in each Theory subject is 35% and in each Practical subject is 50% and in Aggregate is 40%

SCA shall comprise of Extension Lectures/ Personality Development/ Environmental issues /Quiz /Hobbies/ Field visits/ cultural activities/Library studies etc.

There shall be 1 Internal Assessment done for each of the Theory Subject. Sessional Marks shall be total of the performance of individual different jobs/ experiments in a subject throughout the semester

TH 1: PROFESSIONAL ENGLISH

Periods / week: Theory 05

Total periods: 75

Theory: 80 Marks (End Exam)

IA: 20 Marks

Topic- wise distribution of periods

Sl. No.	Topics	Periods
01	Reading Comprehension	20
02	Vocabulary	05
03	Application of Grammar	15
04	Formal writing skills	20
05	Elements of communication	15
	• Introduction to communication	
	• Professional communication	
	• Nonverbal communication	
	Total	75

UNIT-I

A.READING COMPREHENSION

Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.

A student should get acquainted with sub-skills of reading for the purpose of:

- Skimming the gist
- Scanning for necessary information
- Close reading for inference and evaluation
- Main idea and supporting points
- Note- making and Summarization
- Supplying a suitable title
- Answering Comprehension Questions

B.TEXT

The following chapter from “**Gems of Modern Prose**”, Gyanajuga Publication, Bhubaneswar to be covered in class room:

- **Mahatma Gandhi** By Louis Fischer
- **Principles of Good Writing** By L.A.Hill
- **Science and Beauty** By Louis de Broglie
- **Festivals and Fasts** By Prafulla Mohanti

The student is to answer comprehension and long answer type questions from these chapters in the end examination.

UNIT- II: VOCABULARY

- Use of synonyms, antonyms
- Same word used in different situations in different meaning
- Single word substitute
-

Unit-III APPLICATION OF ENGLISH GRAMMAR

- Countable and Uncountable Noun
- Articles and Determiners
- Prepositions
- Modal Verbs
- Tenses
- Direct and Indirect Speech
- Voice-change
- Subject-verb Agreement

UNIT-IV FORMAL WRITING SKILLS

1. Paragraph writing

- Meaning
- Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
- Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)

2. Notice

3. Agenda

6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent

7. Writing Business letters

- Layout of a Business Letter
- Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)

8. Job application and C.V.

UNIT-5 ELEMENTS OF COMMUNICATION

A. Introduction to Communication

1. Meaning of communication
2. Importance of Communication in English
3. Process of communication and factors responsible for it

- Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context

B. Professional Communication

1. Meaning of professional communication
2. Types of professional communication

2.1. Formal or Systematic Communication

- Upward communication (How it takes place, symbol, merits and demerits)
- Down-ward communication (How it takes place, symbol, merits and demerits)
- Parallel communication (How it takes place, symbol, merits and demerits)

2.2. Informal communication

- Grape vine communication (How it takes place, symbol, merits and demerits)

C. Non- Verbal Communication

1. Meaning of nonverbal Communication
2. Different areas of Non-verbal Communication

- Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
- Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
- Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)

Syllabus Coverage upto IA

1. Reading Comprehension
2. Mahatma Gandhi
3. Use Of Synonyms, Antonyms
4. Paragraph writing
5. Meaning of communication
6. Importance of Communication in English

References:

(For Both Theory and Practical)

1. Gems of Modern Prose, Gyanajuga Publication, Bhubaneswar
2. Wren and Martin High School English Grammar, Dr. NDV Prasad Rao, S. Chand Publication
3. Communication Skills, Sanjay Kumar and Puspallata, Oxford University Press

Able to: -

CO1: Develop flawless comprehension skill in writing.

CO2: Apply rules of Grammar of appropriate vocabulary to the desired context.

CO3: Demonstrate effective writing skill.

Mapping Between CO-PO/PSO										
Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Professional English Th - 1	CO1		-	-	-	-	2	3	2	1
	CO2	1	-	-	-	1	2	3	2	1
	CO3	-	-	-	-	-	1	3	2	2
Total Course Outcome		1	0	0	0	1	5	9	6	4
Average Course Outcome		1.00	0.00	0.00	0.00	1.00	1.67	3.00	2.00	1.33

TH 2: Cost Accounting

Periods / week: Theory 05

Total periods: 75

Theory: 80 Marks (End Exam)

IA: 20 Marks

Sl. No.	Topics	Periods
01	Introduction to Cost Accounting	15
02	Accounting for Material	20
03	Accounting for Labour	15
04	Accounting for Overheads	15
05	Methods of Costing: Contract costing	10
	Total	75

Unit-I Introduction to Cost Accounting

- 1.1 Meaning, concept, scope
- 1.2 Objectives, principles, importance and limitations of cost accounting
- 1.3 Implementation of costing system, Methods & Techniques of costing
- 1.4 Cost concepts and Cost Sheet
- 1.5 Job costing and Batch Costing.

Unit-II Accounting for Material

- 2.1 Concept and technique of accounting for material
- 2.2 Methods of pricing of materials issues – FIFO, LIFO and Average
- 2.3 Treatment of material losses
- 2.4 Techniques of material control – level setting, Economic Ordering Quantity
- 2.5 ABC Analysis, VED Analysis, Perpetual inventory system, & Just-In –Time.

Unit-III Accounting for Labour

- 3.1 Accounting for labour cost
- 3.2 control procedure
- 3.3 Labour turnover, Idle time, overtime
- 3.4 Methods of wage payment and the Incentive schemes- Halsey, Rowan

3.5 Taylor's Differential piece wage plan.

Unit- IV: Accounting for Overheads

- 4.1 Classification, Allocation & Apportionment of production overheads
- 4.2 Re-apportionment of Service department overheads; Absorption of overheads
- 4.3 Methods of absorption- actual and predetermined rates, blanket and multiple rates
- 4.4 Choice of and overhead absorption rate; Administration, selling and distribution overheads
- 4.5 Under absorption and over absorption of overheads

Unit-V Methods of Costing: Contract costing

- 5.1 Features and procedure of contract costing
- 5.2 Uncompleted contract profit determination, Escalation clause,
- 5.3 Cost plus contracts.
- 5.4 Process costing, treatment of process losses and wastages.

Syllabus coverage upto IA

- 1. Unit 1**
- 2. Unit 2**
- 3. Unit 3(3.1)**

Reference:

- 1. Horngreen, Charles T., George Foster and Srikant M. Dattar. Cost Accounting: A Managerial Emphasis. Prentice Hall of India Ltd., New Delhi.
- 2. Jain, S.P. and K.L Narang. CostAccounting: Principles and Methods. Kalyani Publishers, Jalandhar.
- 3. Lal,Jawahar. Cost Accounting. Tata McGraw Hill Publishing Co., New Delhi.
- 4. Nigam, B.M. Lall and I.C.Jain. Cost Accounting: Principles and Practice. Pentice hall of India, New Delhi.
- 5. Arora, M.N. Cost Accounting- Principles and Practice. Vikas Publishing House, New Delhi.
- 6. Garrison H., Ray and Eric W. Noreen. Managerial Accounting. McGraw Hill.
- 7. Lal, Jawahar. Advanced Management Accounting Text and Cases. S. Chand & Co., New Delhi.
- 8. Khan, M.Y. and P.K. Jain. Management Accounting. Tata McGraw Hill, Publishing Co., New Delhi
- 9. Cost accounting, S.P. Gupta/ A Sharma- V.K. Global Publishing Pvt. Ltd.
- 10. Cost Accounting- Jena B, Bal S and Das A- Himalaya Publishing House

11. Cost Accounting Arora MN A-Himalaya Publishing House

Able to: -

CO1: Understand cost, cost accounting and techniques of cost accounting.

CO2: Identify types of cost.

CO3: Apply Knowledge audit, analysis, reduction and profit calculation while auditing.

Mapping Between CO-PO/PSO										
Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Cost Accounting Th - 2	CO1	3	2	2	2	3	-	2	2	2
	CO2	3	-	2	2	2	-	2	3	2
	CO3	2	2	2	2	3	2	-	-	-
Total Course Outcome		8	4	6	6	8	2	4	5	4
Average Course Outcome		2.67	2.00	2.00	2.00	2.67	2.00	2.00	2.50	2.00

TH 3: BUSINESS STATISTICS

Periods / week: Theory 05

Total periods: 75

Theory: 80 Marks (End Exam)

IA: 20 Marks

Sl. No.	Topics	Periods
01	Introduction	15
02	Analysis of Unvaried Data	20
03	Analysis of Bi-variant Data	15
04	Index Number	15
05	Analysis of Time Series	10
	Total	75

Unit 1 Introduction

- 1.1 Statistics as a subject, definition
- 1.2 Importance and Limitations of Statistics
- 1.3 Types, of Data, Collection of Data
- 1.4 Graphical Presentations of Data
- 1.5 Different Types of Graphs and their Uses.

Unit 2 Analysis of Unvaried Data

- 2.1 Construction of a Frequency Distribution
- 2.2 Concept of Central Tendency and Dispersion and their Measures
- 2.3 Mean, Median, Mode, Geometric Mean, Harmonic Mean
- 2.4 Mean Deviation
- 2.5 Standard Deviation

Unit 3 Analysis of Bi-variant Data

- 3.1 Regression and Correlation Analysis

Unit 4 Index Number

- 4.1 Meaning, Types and Uses Methods of Constructing Price and Quantity Indexes
- 4.2 Chain- Base Index Numbers, Base Shifting
- 4.3 Problems in Constructing Index Numbers
- 4.4 Consumer Price Index

Unit 5 Analysis of Time Series

- 5.1 Meaning, Causes of numbers in Time Series
- 5.2 Data Components a Time Series, Determination of Trend
- 5.3 Moving Averages Method, Computation of Seasonal Indies by Simple Average Methods and ling relative
- 5.4 Methods and link relative methods

Syllabus coverage upto Mid-sem

- 1. Unit 1
- 2. Unit 2
- 3. Unit 3(3.1)

Reference Books:

- 1. Statistics- S.P Gupta- S.Chand Pub. New Delhi
- 2. Statistics-S.C.Gupta,S.Chand Pub., New Delhi
- 3. Business Statistics- D.Patri, Kalyani Publication
- 4. Business Statistics-D.N Elhance

Able to: -

CO1: Categorize data and interpret them.

CO2: Analysis data for statistical review.

CO3: Calculate and interpret Mean, Median, Mode

Mapping Between CO-PO/PSO

Course Name	COURSE OUTCOME	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Business Statistics (Th-3)	CO1	3	2	2	3	2	3	2	3	2
	CO2	3	3	3	2	-	3	3	3	2
	CO3	2	1	-	2	-	3	3	2	2
Total Course Outcome		8	6	5	7	2	9	8	8	6
Average Course Outcome		2.67	2.00	2.50	2.33	1.00	3.00	2.67	2.67	2.00

TH 4. BUSINESS LAW

Periods / week: Theory 05

Total periods: 75

Theory: 80 Marks (End Exam)

IA: 20 Marks

Sl. No.	Topics	Periods
01	General Principle of Law of Contract	15
02	Specific Contracts	20
03	The Sale of Goods Act, 1930	15
04	Partnership Laws :The Partnership Act, 1932	15
05	The Negotiable Instruments Act 1881	10
	Total	75

Unit I The Indian Contract Act, 1872 : General Principle of Law of Contract

- 1.1 Contract – meaning, Characteristics and kinds
- 1.2 Essentials of valid contract - Offer and acceptance, consideration, Contractual capacity, free consent, legality of objects.
- 1.3 Void agreements
- 1.4 Discharge of contract – modes of discharge including breach and its remedies.
- 1.5 Contingent contracts, Quasi – contracts

Unit II : The Indian Contract Act, 1872: Specific Contracts

- 2.1 Contract of sale, meaning and difference between sale and agreement to sell.
- 2.2 Conditions and warranties
- 2.3 Transfer of ownership in goods including sale by non-owners
- 2.4 Performance of contract of sale
- 2.5 Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit-III The Sale of Goods Act, 1930

- 3.1 Contract of sale, meaning and difference between sale and agreement to sell.
- 3.2 Conditions and warranties

- 3.3 Transfer of ownership in goods including sale by non-owners
- 3.4 Performance of contract of sale
- 3.5 Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV Partnership Laws: The Partnership Act, 1932

- 4.1 Nature and Characteristic of Partnership
- 4.2 Registration of Firms
- 4.3 Types of Partners, Rights and Duties of Partners
- 4.4 Implied Authority of a Partner
- 4.5 Mode of Dissolution of Partnership

Unit-V The Negotiable Instruments Act 1881

- 5.1 Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- 5.2 Holder and Holder in due Course, Privileges of Holder in Due Course.
- 5.3 Negotiation : Types of Endorsements
- 5.4 Crossing of Cheque
- 5.5 Bouncing of Cheque

Syllabus coverage upto IA

- 1. Unit 1
- 2. Unit 2
- 3. Unit 3(3.1)

Reference Books:

- 1. Arora Sushma – Business Law - Taxmann Publication
- 2. Kuchhal, M.C. and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
- 3. Tulsian, P.C, Business Law, S.Chand
- 4. Gogna P.P.S, Business Law, Eastern Book Company, Lucknow.
- 5. Singh, Avtar, Business Law, Eastern Book Company, Lucknow
- 6. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi.
- 7. Chadha, P.R., Business Law Galgotia Publishing Company, New Delhi.
- 8. Aggrwal SK, Business Law, Galgotia Publishers Company, New Delhi.
- 9. Goyal Bhushan Kumar and Jain Kinneri, Business Law, International Book House
- 10. Ravinder Kumar, Legal Aspects of Business, Cengage Learning

Able to: -

CO1: Understand general principles of business law.

CO2: Relate legal aspects of trade and business as per demand.

CO3: Apply knowledge of business law in business work space.

Mapping Between CO-PO/PSO

Course Name	COURSE OUTCOME	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Business Law (Th-4)	CO1	2	1	-	-	2	-	2	2	2
	CO2	3	2	-	-	3	-	2	2	2
	CO3	2	-	3	-	2	-	2	3	2
Total Course Outcome		7	3	3	-	7	-	6	7	6
Average Course Outcome		2.33	1.50	3.00	-	2.33	-	2.00	2.33	2.00

PR. I: PROFESSIONAL ENGLISH PRACTICAL

Period / week: 04

Sessional Marks: 50

Total Periods: 60

End Exam: 50

Sl No.	Topic	Periods
1	Listening Skill	10
2	Speaking Skill	20
3	Presenting in GD, Seminar and Conferences	30
	Total	60

I. LISTENING SKILLS

- The student should be able to listen to a text read aloud in normal speed with focus on intonation
- After listening the student can fill-in-blanks, choose a suitable title, make a summary, supply required information and be able to answer comprehension questions from the passage read aloud.

II. SPEAKING SKILL

- Reading aloud of dialogues, texts, poems, speeches focusing on intonation.
- Self-introduction
- Role-plays on any two- situations
- Telephonic conversation

III. PRESENTING IN GD, SEMINARS AND CONFERENCES

- What and How
- Leadership quality
- Time management

Able to: -

CO1: Apply skills of listening to enhance memorization, flawless pronunciation, and effective representation.

CO2: Demonstrate appropriate spending skill and leadership in various professional situations.

<u>Mapping Between CO-PO/PSO</u>										
Course Name	Course Outcomes	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Professional English Lab Th - 1	CO1	1	-	-	-	-	-	3	2	2
	CO2	-	-	-	-	-	3	3	1	3
Total Course Outcome		1	0	0	0	0	3	6	3	5
Average Course Outcome		1	0	0	0	0	3	3	1.5	2.5

PR. 2: STENOGRAPHY & DEO

Period / week: 04

Marks 50 (Sessional)

Total Periods: 60

50(End Exam)

SL.No	Topics	Periods
01	STENOGRAPHY	15
02	DATA ENTRY	15
03	MS POWER POINT	15
04	PAGEMAKER	15
	Total	60

Unit-I STENOGRAPHY

- 1.1 Special Contraction
- 1.2 Exercises from Special Contraction
- 1.3 Advanced phraseography and specialized phraseography
- 1.4 Practice from exercise of monthly magazine. Dictation and reading
- 1.5 Transcription on Computer

Unit 2 DATA ENTRY

- 2.1 Entering date and time, Entering date in a series
- 2.2 Manipulating cell contents, Using drag and drop, deleting data
- 2.3 Inserting rows and columns, deleting rows and columns
- 2.4 Margin cells, Inserting and deleting cells

Unit 3 MS POWER POINT

- 3.1 Creating slide show by using animation technique
- 3.2 Slide master
- 3.3 Clips Art,
- 3.4 Picture and Editing

Unit 4 PAGEMAKER

- 4.1 Creating New Files, Entering Text
- 4.2 Defining Style, Saving Files, Creating Frame

- 4.3 Inserting and Removing
- 4.4 Pages, Adding Shapes
- 4.6 Using Colours, Printing

Reference Books

1. Pitman Shorthand: Pitman Publication
2. .Pitman Shorthand Monthly magazine
3. Fundamentals of Computers: Vishal Soni, Himalaya Publications

Able to: -

CO1: Apply phraseography accurately.

CO2: Demonstrate appropriate data entry skill in office work.

<u>Mapping Between CO-PO/PSO</u>										
Course Name	Course Outcome	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
PR - 2 Stenography & DEO	CO1	-	-	-	-	-	-	-	-	-
	CO2	1	-	1	2	2	1	3	3	1
Total Course Outcome		1	0	1	2	2	1	3	3	1
Average Course Outcome		1	0	1	2	2	1	3	3	1

PR. 3: SOFT SKILL AND PERSONALITY DEVELOPMENT II

Period / week: 04

Marks 50 (Sessional)

Total Periods: 60

50(End Exam)

Topic- wise distribution of periods

Sl. No.	Topics	Periods
01	Self-discovery	10
02	Developing positive attitude	10
03	Body language	10
04	Team building and teamwork	15
05	Etiquette and manners	15
	Total	60

Unit-I: SELF DISCOVERY

- Importance of knowing yourself
- Process of knowing yourself

UNIT-II: DEVELOPING POSITIVE ATTITUDE

- Meaning
- Features of attitude
- Attitude and behavior

- Developing positive attitude

UNIT-III: BODY LANGUAGE

- Meaning
- Forms of Body language
- Interpreting body language
- Developing confidence with proper body language

UNIT-IV: TEAM BUILDING AND TEAMWORK

- Meaning
- Aspects of team building
- Characteristics of effective team
- Role of team leader

Unit-V: INTERVIEW SKILLS

- Necessity of an interview
- Types of interview
- Types of questions asked
- Body language during interview
- Common mistakes you do not want to do

Reference Books

1. Soft Skills. Alex. Dr. K., S.Chand, New Delhi
2. Personality Development and Career Management. Omkar R.M., S.Chand, New Delhi

Able to: -

CO1: Apply soft skills for personality development.

CO2: Demonstrate appropriate interview etiquette.

PR - 3 Soft Skill & Personality Development

Mapping Between CO-PO/PSO

Course Name	COURSE OUTCOME	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
Soft Skill & Personality Development PR- 3	CO1	-	-	-	-	3	3	3	-	3
	CO2	-	1	-	-	1	1	3	2	3
Total Course Outcome		0	1	0	0	4	4	6	2	6
Average Course Outcome		0	1	0	0	2	2	3	2	3

PR 4: SEMINAR

Periods / week: Practical 04

Total: 50 Marks (Sessional)

Total periods: 75

The students shall present seminar on different topics on Economy, Finance, Politics and General issues in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He/she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presenters should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.

Able to: -

CO1: Interpret a given topic.

CO2: Demonstrate presentation skill while discussing the topic.

Mapping Between CO-PO/PSO

Course Name	COURSE OUTCOME	Program Outcomes / PSO								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
PR- 4 Seminar	CO1	-	-	-	-	1	1	3	3	2
	CO2	-	1	-	-	1	1	3	1	1
Total Course Outcome		-	1	0	0	2	2	6	4	3
Average Course Outcome		-	1	0	0	1	1	3	2	1.5

