

**College of Vocational Studies
University of Delhi
Triveni, Sheikh Sarai-II
New Delhi-110017**

24th November 2025

STUDENTS' NOTICE

**B.A. (V.S.) Modern Office Management
Semester 5: Advanced Phonography II (Practical)
Term End Examination November-December 2025**

Date of Examination: 8th December 2025 (Monday) at 10 AM

Sl. No.	Groups	Venue	Examination Roll Number		Time	No. of students
			From	To		
1.	I Batch	(1-30) Comp Lab 1	2301357500 1	23013575030	10.00 AM to 03.00 PM Seen & Unseen Transcription & Typing Test Shorthand Outlines and Viva	30
2.	II Batch	(30-60) Classroom SNB-24	2301357503 1	23013575060		30
3.	III Batch	(60-90) Comp Lab II	2301357506 1	23013575090	10.AM Noon to 03.00 PM Seen & Unseen Transcription & Typing Test Shorthand Outlines and Viva	30
4.	IV Batch	(90-120) Classroom SNB-04	2301357509 1	23013575120		30

STUDENTS SHOULD READ THE FOLLOWING INSTRUCTIONS CAREFULLY

All students would bring with them their Admit Card, Student Identity Card, Shorthand Pencil, Pen, NEW shorthand note book and water bottle.

1. This Practical is conducted for all regular students/Ex-students, /ER/Improvement etc. If any student failed to appear in the Practical Exam, he/she will not be allowed to re-appear in the Practical Exam in 2025. Your reporting time is 9.00 am.
2. Students need to open a Word Folder and open 3 documents for Stenography dictation and Typing Test.
3. Students would be given Examination Answer sheets for taking dictation of seen and unseen passages of 400 words which they need to transcribe in English on Computer in MS Word in Font Type "Times

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They would enter their examination roll number and date on the answer script as well as word documents in Computer for each activity. They will be provided separate Sheet for writing shorthand outlines.

4. At first the students would be given seen passage of dictation. Time for reading their shorthand notes will be given and then they would transcribe their respective script. After typing they would save the transcribed script with their examination roll number and date with the words SEEN DICTATION on the desktop with a folder carrying their roll no. Students should correctly enter their Exam Roll number while saving the folder. Any folder with wrong roll number would not be evaluated and they would be awarded zero marks. They would use font size 12 in Times New Roman to type their respective script.
5. At first the students would be given 'seen passage' of dictation. Time for reading their shorthand notes will be given and then they would transcribe their respective script. After typing they would save the transcribed script with their examination roll number and ready for the 'Unseen Passage' of Dictation, Reading Time and Transcription. Unseen Passage will be typed UNSEEN in the Word document on the desk top in the same folder carrying their Exam Roll No. Students should correctly enter their roll number while saving the folder. Any folder with wrong roll number would not be evaluated and they would be awarded zero marks. They would use font size 12 in Times New Roman to type their respective script.

Activity 3: Students will be provided a Typing Test in English for 5 minutes. On finishing the time of 5 minutes, they will stop typing and will type the characters they have typed as per practice. They would use font size-12 in Times New Roman to type the Typing Test.

Students will have to write their examination roll number on each page of shorthand notes and on the transcription sheet they will write (1) Seen Passage / Unseen Passage as the case may be (2) Date of examination (3) Their examination roll No. In no case students will be allowed to write their name on the transcription sheet/ shorthand notes.

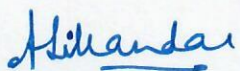
6. Students will USE ONLY A SINGLE word document TO SAVE THEIR TRANSCRIBED SCRIPT.
7. Students who fail to save their files in the folder would be awarded zero marks.
8. Students would keep sitting in the assigned Labs/Classroom till all the saved files are seen by both the examiners and shorthand notes/answer scripts are collected in both the examination of dictation.
9. After this the students of Batch 1 & III would proceed to the classroom for the test of Shorthand outlines and viva-voce.
10. The students of Batch II and IV will first attend the Shorthand outlines test and viva-voce on the scheduled time and thereafter proceed in the computer labs as per the Lab assigned to them.
11. ALL STUDENTS SHOULD REACH THE EXAMINATION Venue well on time at 12 noon and WOULD KEEP THE COMPUTERS READY FOR TRANSCRIPTION before, during or after the examination, students are given any instruction by the Internal Examiner / External Examiner they would have to adhere to that.
12. Students will be required to bring a valid Admit Card for verification purposes before the exam begins.

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13. All electronic devices, including mobile phones and smartwatches, must be turned off and stored away before entering the examination rooms.
14. In case of any queries during the examination, students must raise their hands and wait for the invigilator to assist them.
15. Failure to adhere to examination protocols may result in disqualification from the examination.
16. A reminder to arrive 30 minutes early to allow for any unforeseen delays and to ensure a stress-free start to the exam.
17. It is crucial to maintain silence and avoid any form of communication with peers during the examination.
18. After the conclusion of individual tests, students must remain seated until all materials are collected and accounted for.
19. Students are reminded that their performance in this examination will significantly impact their final grades, and they should prepare adequately in advance.
20. Smoking / eating will be STRICTLY PROHIBITED in the examination hall. However students would be allowed to use transparent water bottle and carry it to their seat.

Teacher-in-charge
Department of Commerce

Dy. Supdt. of Exams


(Dr. Anita Sikandar)
Internal Examiner