

**EXAMINATION PLAN & SCHEDULE**  
**SECOND SEMESTER EXAMS**  
**INSTITUTE FOR OFFICE MANAGEMENT**

Programme: PGDOM & WEEKEND/ADOM/DOM

Session: JULY (2020-2021)

Date	Day	Subject	Time
2 <sup>nd</sup> August, 2021	Monday	(DOM/PGDOM) Shorthand-(80wpm)	1100 a.m. – 12.30 p.m. (Impartus)
		(ADOM) Shorthand –(100 wpm)	1100 a.m. – 12.30 p.m. (Impartus)
		German / French DOM/PGDOM/ PG WEEKEND / ADOM)	10.30 a.m. – 12.30 p.m. (Eklavya)
3 <sup>rd</sup> August, 2021	Tuesday	(DOM/PGDOM) Shorthand-(100 wpm)	1100 a.m. – 12.30 p.m. (Impartus)
		(ADOM) Shorthand –(120 wpm)	1100 a.m. – 12.30 p.m. (Impartus)
4 <sup>th</sup> August, 2021	Wednesday	(DOM/ PG WEEKEND/ ADOM) Functional English	10.30 a.m. – 12.30 p.m.
5 <sup>th</sup> August, 2021	Thursday	(DOM/PGDOM/ PG WEEKEND / ADOM) Business English Communication	10.30 a.m. – 12.30 p.m.
6 <sup>th</sup> August, 2021	Friday	(DOM/PGDOM/ PG WEEKEND / ADOM) Office Management Corporate Management	10.30 a.m. – 12.30 p.m.
7 <sup>th</sup> August, 2021	Saturday	(DOM/PGDOM/ PG WEEKEND / ADOM) Computer Theory & Practical	10.30 a.m. – 12.30 pm
9 <sup>th</sup> August, 2021	Monday	(PGDOM /ADOM / PG WEEKEND) Org. Behaviour	10.30 a.m. – 12.30 p.m.
10 <sup>th</sup> August, 2021	Tuesday	(PGDOM/ADOM) Financial Management	10.30 a.m. – 12.30 p.m.
11 <sup>th</sup> August, 2021	Wednesday	PG-WEEKEND Human Resource Mgt. HRM (Supplementary) (PGDOM/ADOM/	10.30 a.m. – 12.30 p.m.
12 <sup>th</sup> August, 2021	Thursday	Sales & Marketing (Supplementary) (PGDOM/ADOM/	10.30 a.m. – 12.30 p.m.

Last date of submission of Supplementary forms is 27<sup>th</sup> July, 2021.

Date: 21.07.2021

  
Controller of Examination