

## National Education Policy-2020

### Minor Vocational Course

#### B.Com./ B.A./B.Sc.: Semester - 1

**Subject Title: Stenography Hindi and English**

**Subject Code: MVP-S101**

After completing the course, the student shall be able to:

- Understand the basic concepts of short hand and stenography with grammalogues and logograms.
- Understand the basic concepts of circles and loops in stenography.
- Understand and practice the use of initial and final hooks.
- Understand and practice the halving and doubling principles in stenography.
- Understand and practice the prefixes and suffixes signs in stenography.

Programme: <b>Certificate</b>		Year: <b>First</b>		Semester: <b>First</b>	
Total Number of Hours: <b>15+30</b>		Theory		Practical	
Credit		1		2	
Hours/ Week		1		4	
<b>Scheme of Examination</b>					
Theory:40			Practical:60		
	Final Examination	Internal Assessment (CT+TA)	Final Examination	Internal Assessment (Assignment and Attendance)	
Max. Marks	40	NA	50	10	
Min. Passing Marks	16	NA	20	04	
<b>Total Number of Hours: 15+30</b>					
Unit	<b>Part – A (Theory)</b>			No. of Lecture	
I	Shorthand and Stenography Hindi: Introduction to Stenography, Brief History of Shorthand Origin and Development of Modern System, Entry in Hindi, Shorthand in India. Consonant; Definition and their classification Arrangement and Direction, Table of			07	

	Consonants, Vowel and Straight joining of Strokes	
II	<b>Shorthand and Stenography English:</b> Introduction and Uses of English Stenography. Vowels: Definition, long and short Vowels, Vowel signs and their places, Position of outlines according to Vowels, Intervening Vowels, Consonants, Grammalogues and Punctuation signs.	08
	<b>Part – B (Practical)</b>	
I	<b>Shorthand and Stenography Hindi:</b> Consonants and Vowel, Straight joining of Strokes, Short Form, Logograms Grammalogues and Contractions, Use the link in phrasing, punctuation marks, small loop, large loop, hooks, prefixes word, definition, use and the representative signs/strokes, suffixes; definition, uses and the representative strokes of part words	10
II	<b>Shorthand and Stenography English:</b> Vowels, Consonants, Grammalogues and Punctuation signs. <b>Alternative Forms of Strokes:</b> Upward and Downward ‘R’, Upward and downward ‘H’, Diphthongs and Triphones, Phraseography, Abbreviated ‘W’ and Tick ‘The’.	10
III	Circles and Loops, Initial and Final Hooks: Initial Hooks, Small Final Hooks, Large Final Hook ‘Shun Hook’, The Aspirate, Halving Principle and Doubling Principle.	10