

**Course Scheme of Programme: Diploma in Office Automation and
E-Governance (DOAEG)**

AY 2024-25

From Admission Cycle: July 2024

Name of Programme: Diploma in Office Automation and E-Governance (DOAEG)

Programme Coordinator: Dr. Karan Sukhija

Course Scheme

Semester-1							
S. No.	Name of Course	Course Code	Internal Marks	External Marks	Total Marks	Credits	Course Cord.
1	Fundamentals of Computer	FC-1-01T	30	70	100	6	Dr. Monika Pathak
2	Office Equipment & Secretarial Tasks	DOAEG - 1-02T	30	70	100	6	Dr. KVS Dhindsa
3	Office Automation Tools	OAT-1-03T	30	70	100	6	Dr. Gaurav Dhiman
4	Office Automation Tools Lab	OAT-1-03P	15	35	50	2	Dr. Gaurav Dhiman
Total			105	245	350	20	

Semester-2							
S. No.	Name of Course	Course Code	Internal Marks	External Marks	Total	Credits	Course Cord.
1	Basic Communication Skills	BCS-2-01T	30	70	100	6	Dr. Navleen Multani
2	Office Operations & Office Management	DOAEG -2-01T	30	70	100	6	Dr. Karan Sukhija
3	Office Operations & Office Management Lab	DOAEG -2-01P	15	35	50	2	Dr. Karan Sukhija
4	E-Governance	EG-2-02T	30	70	100	6	Dr. Amitoj Singh
Total			105	245	350	20	

