



GOVERNOR'S SECRETARIAT, BIHAR
RAJ BHAVAN, PATNA-800022

Fax/speed
post/ e-mail

No.TMBU(Regulation)- 16/2015 - /GS(I) Dated-
From

P.C.Choudhary
Officer on Special Duty(Judl.)

To The Vice Chancellor
T.M. Bhagalpur University
Bhagalpur

Sub.: Regarding approval of the draft Admission Ordinance and Regulations of three years degree course in Office Management and Secretarial Practice (OMSP).

Sir

I am directed to invite a reference to the University's letter No. CCDC/4506/17 dated 14.11.2017 on the subject noted above and to inform that Hon'ble Chancellor after due consideration of the proposal of the University, advise of the Advisory Committee and in exercise of the powers conferred upon him under section 38(2) and 39(2)(ii) of the Bihar State Universities Act 1976 as amended up to ^{date} has been pleased to approve the admission Ordinance and Regulations of three years degree course in Office Management and Secretarial Practice(OMSP) from the current Academic session(2017-18).

Further necessary action may kindly be taken accordingly.

Yours faithfully

sd/-

Officer on Special Duty(Judl.)

Memo No.TMBU(Regulation)- 16/2015 - /GS(I) Dated-

Copy alongwith copy of approved Admission Ordinance and Regulation of three years degree course in Office Management and Secretarial Practice of T.M.Bhagalpur University, Bhagalpur to the Principal Secretary, Education Department, Government of Bihar, Patna for information and necessary action.

sd/-

Officer on Special Duty(Judl.)

Memo No.TMBU(Regulation)-16/2015 - 291 /GS(I) Dated-02-02-2018

Copy alongwith copy of approved approved Admission Ordinance and Regulation of three years degree course in Office Management and Secretarial Practice of T.M.Bhagalpur University, Bhagalpur forwarded to Technical Director,NIC-cum- Incharge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/Guard file.

P.C.Choudhary
1-2-18

Officer on Special Duty(Judl.)

(92)

T.M.Bhaqalpur University, Bhaqalpur

Ordinance of Bachelor of Office Management & Secretarial Practice(H)

1-Name of the Course:- Bachelor of Office Management & Secretarial Practice(H)

2- Duration of the Course:- Three Years degree Course.

3-Faculty of Course:- This course will run under Commerce Faculty.

4- Eligibility for admission:-

A candidate shall be admitted to Bachelor of Office Management & Secretarial Practice(H) provided he/she has passed 10+2 Examinations in any recognized Board and has offered at least one subject from the Faculty of Arts/Science/Commerce at his/her 10+2 level of study.

5- Procedure for Admission:-

Admission of students to this course shall be made on the basis of the marks obtained by the candidates at the entrance/aptitude test followed by viva-voce examination to be conducted by the college. The entrance test of Admission will be of objective type /multiple choice (G.K /G.S) of 40 marks (1 Hr. Time) & viva voce 10 Marks.

6- Number of Seats:-

During the initial period of this course the number of seats was 30 as approved by U.G.C vide letter No. F.3-1/95(Annex-III) dated 17-06-

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28/01/18
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1995. Later on due to the high demand of the subject the number of seats was increased by the University authorities to 50 vide letter no.37224/ccdc/dated 13-03-2002. However with regard to this increase of seats as approved earlier by the University, a letter is sent to the State Govt. seeking its approval.

7- Reservation:-

The reservation of seats for different courses shall be as per direction of the State Govt. /T.M. Bhagalpur University rules.

8- Fee Structure:-

The Fee structure of the Bachelor of Office Management & Secretarial Practice(H) Course will be as follows:-

	Admission Fee	Course Fee	University Exam Fee	Registration Fee	The Student will have to pay Rs
Semester-I to Semester-VI	Admission Fee will be Charged year wise @Rs 1000/- per year.	Rs.4000/- Per Semester	Rs. 500/- per Semester	Rs.100/-	30,100/- for all six semesters in total for the course.

8- (A) 40% of amount received from the students as course fee is transferred to the university fund at the University Head quarters.

22/01/18
23/01/18

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25/01/18

कुल-सचिव
भागलपुर विश्वविद्यालय
भागलपुर - ७

9- Maximum duration of Course

A candidate shall have to complete the course in a maximum duration of 5 (Five) Years after he/ her admission to semester -I of the course.

10- Award of Degree

A student shall be awarded **Bachelor of Office Management & Secretarial Practice(H)** Degree in the faculty of Commerce after the successful completion of the course.

Handwritten notes: 23/01/2018, 23-01-18, and a signature.

Handwritten signature: B. L. Mishra, 23-01-18

Handwritten signature: Ramesh Chandra Bhatnagar, 23.1.18, with stamp: कुल-सचिव, भागलपुर विश्वविद्यालय, भागलपुर-9

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T.M.BHAGALPUR UNIVERSITY, BHAGALPUR

Regulations of Bachelor of Office Management & secretarial Practice(H)

1-Name of the Course and Duration of Course:-

1- (A)-The Bachelor of OMSP(H) shall be covered in six Semesters(96 Credits).Each Semester will be of 16 credits and each will be of 10 Hrs of theory as well as practical classes.

1- (B)The Course Bachelor of Office Management & Secretarial Practice (H)will be of six semesters, each of six months duration with end of term Examinations.

1- (C) Faculty

The Course will run under the Faculty of Commerce.

2-The course structure will be as follows:-

The Course structure is modified as per directives of U.G.C. However, the implementation of CBCS has not been approved by H.E, the chancellor in under graduate courses. After the approval , the same will be adopted by this course also. The present proposal of Regulations is based on Semester system each of six months and the total semester will be 6 for the entire course.

USG
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