



UNIVERSITY OF RAJASTHAN, JAIPUR

PROGRAMME OF EXAMINATION

Add-On Certificate Courses Examination 2016 (Faculty of Arts, Commerce & Science)

Day & Date	Time (Morning –Session)	Subject/Paper
Wednesday 07.09.2016	7.00 am to 10.00 am	Paper-I -Office Management & Secretarial Practice -I (A)(Shorthand Hindi – Theory) -Beauty Culture (Beauty Care and Hair Dressing) -TTM -Fundamentals of Accounting & Computer
Thursday 08.09.2016	7.00 am to 10.00 am	Paper-I -Computer Applications (Computer Fundamentals & Introduction to IBM – PC) -AMMP-01- Man and Environment -Industrial Micro Biology – General Microbiology -Bio-Technology – Introduction to Biotechnology
	7.00 am to On Wards (As per scheme)	-Office Management & Secretarial Practice -I (B) Short Hand Practice (Hindi)
Friday 09.09.2016	7.00 am to 10.00 am	Paper-II -Office Management & Secretarial Practice -II (A)(Type writing Hindi – Theory) -Beauty Culture (Body Perfection and Yoga) -TTM -CND (Basic Nutrition & Meal Management) -Computer Accounting -Viva-Voice
Saturday 10.09.2016	7.00 am to 10.00 am	Paper-II -Computer Applications (Operating System & Business Data Processing) -AMMP-02 – Principals of Agriculture -Industrial Micro Biology – Biochemistry, Tools and Techniques -Bio-Technology – Plant Biotechnology
	7.00 am to On Wards (As per scheme)	-Office Management & Secretarial Practice -II (B) Type writing Practice (Hindi)

Notes:-

- 1- No guarantee is given to the candidates regarding the order of question papers.
- 2- Complaint against question paper(s), if any, should be submitted to the University through the Centre Superintendent Concerned within a week from the date of examination for the paper concerned, after which no complaint will be entertained.

Jaipur
Aug. 2016

Controller of Examinations

17/8/16
16/8/16
16/8/16