

Serial No. 1355322  
(सं. संख्या)

Roll No. 4232152004  
(संख्यांक)

**BOARD OF TECHNICAL EDUCATION, U.P. LUCKNOW**  
(प्राविधिक शिक्षा परिषद्, उत्तर प्रदेश लखनऊ)



**RADHEY SHYAM**

This is to certify that

having completed TWO year DIPLOMA COURSE  
in MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE  
from BHUB'S INSTITUTE OF CREATIVE ARTS, ALLAHABAD and  
passed the Final MPECS Examination 2012 in FIRST Division.

He/She is here by awarded DIPLOMA COURSE in  
MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

प्रमाणित किया जाता है कि राधे श्याम  
श्री श्री डिप्लोमा प्राप्त

मॉडर्न ऑफिस मैनेजमेंट एण्ड सेक्रेटेरियल प्रैक्टिस

स्वीड इंस्टीट्यूट ऑफ क्रिएटिव आर्ट्स, इलाहाबाद


से उत्तीर्ण करते हुए वर्ष 2012 में पुथम

स्तर पर उत्तीर्ण की। एवं मॉडर्न ऑफिस मैनेजमेंट एण्ड सेक्रेटेरियल प्रैक्टिस

प्राप्त करने में डिप्लोमा प्रदान किया जाता है।

01.11.2012

Lucknow, Dated:  
लखनऊ, दिनांक

  
Secretary  
(आयुक्त/सचिव)

  
(Chairman)  
(अध्यक्ष)


# BOARD OF TECHNICAL EDUCATION U.P. LUCKNOW

## MARKS SHEET

Website : www.bteup.co

FINAL YEAR EXAMINATION : 2012

SERIAL NO. 4232152004

**INSTITUTION NAME :** (423)RUCHI INSTITUTE OF CREATIVE ARTS,ALLAHABAD  
**BRANCH NAME :** (215)TWO YEARS DIPLOMA COURSE IN MODERN OFFICE MANAGEMENT & SECRETARIAL PRACTICE  
**STUDENT'S NAME :** RADHEY SHYAM **DATE :**   
**ROLL NO. :** 4232152004 **REGULAR/PRIVATE :** REGULAR

PAPER CODE	PAPER NAME	MAX. MARKS	MIN. MARKS	MARKS OBT.	GRADE
<b>THEORY PAPERS</b>					
	PERSONALITY DEVELOPMENT & BEHAVIOUR	50	17	21	
	SECRETARIAL PRACTICE & OFFICE AUTOMATION	50	17	20	
	ELEMENTS OF COMPANY LAW & BANKING SERVICES	50	17	12	05
	OFFICE & BUSINESS CORRESPONDENCE IN ENGLISH	50	17	12	
	VOCATIONAL HINDI & CORRESPONDANCE	50	17	12	
<b>PRACTICAL PAPERS</b>					
	SHORT HAND HINDI-II OR SHORT HAND ENGLISH-II	50	20	40	
	PERSONALITY DEVELOPMENT & BEHAVIOUR	20	08	18	
	TYPED WRITING HINDI-II	50	20	30	
	TYPED WRITING ENGLISH-II	50	20	30	
	SECRETARIAL PRACTICE & OFFICE AUTOMATION LAB	50	20	45	
	COMPUTER ACCOUNTANCY	50	20	35	
	FIELD EXPOSURE	50	20	46	
<b>SESSIONAL MARKS</b>					
	SESSIONAL	230		201	
	GAMES	30		24	
	DISCIPLINE	30		18	
<b>CARRY-OVER MARKS</b>					
	CARRY OVER 1ST YEAR (50%)	425		309	
<b>BACK PAPERS</b>					
	ELEMENTARY BOOK-KEEPING & ACCOUNTANCY	50	17	21	
<b>TOTAL</b>		<b>1275</b>	<b>524</b>	<b>911</b>	

ENVIRONMENTAL EDUCATION & DISASTER MANAGEMENT 50 17 22

**RESULT :** FIRST DIVISION

CHECKED BY 

  
PRINCIPAL (SEAL)

PRINCIPAL  
RUCHI'S INSTITUTE OF CREATIVE ARTS  
ALLAHABAD