

College of Vocational Studies

Schedule of Advanced Phonography (Practical) I Examination December 2023

S.No.	Batch No.	Examination Roll Number		Time	Date	No. of students
		From	To			
1.	I	21013575001	21013575034	10.00 AM to 12.00 Noon	19.12.2023	30
2.	II	21013575035	21013575065	1.00 PM to 3.00 PM	19.12.2023	30
3.	III	21013575066	21013575095	3.00 PM to 5.00 PM	19.12.2023	28
4.	III	20013575095, 20013575105		3.00 PM to 5.00 PM	19.12.2023	02

Instructions to the students (STUDENTS SHOULD THEM CAREFULLY FOR COMPLIANCE)

1. All students would bring with them shorthand note book, pen and pencil, Examination Roll number / Admit Card, water bottle and their college identity card.
2. Students would be given a sheet of words on which they will have to write the shorthand outlines in a neat manner. They would enter their examination roll number and date on the sheet provided to write outlines.
3. At first the students would be given seen passage of dictation. Time for reading their shorthand notes will be given and then they would transcribe their respective script. After typing they would save the transcribed script with their examination roll number. They would use font size 12 in Times New Roman to type their respective script.
4. After this they would be given dictation of unseen passage of dictation. Time for reading their

Prabhakar
12/12/23
(Brij Mohan Prabhakar)
Phonography Teacher Sem V

Prabhakar
12/12/23
Teacher S/c

Ashis Jaru Deb
Dy Supt of exams. 13/12/23

shorthand notes will be given and then they would transcribe their respective script. After typing they should save the transcribed script with their examination roll number. They would use font size 12 Times in New Roman to type their scripts.

5. Students will have to write their examination roll number on the each page of shorthand notes and on the transcription sheet they will write (1) Seen Passage / Unseen Passage as the case may be (2) Date of examination (3) Their examination roll No. In no case students will be allowed to write their name on the transcription sheet/ shorthand notes.
6. Students will USE ONLY A SINGLE FILE TO SAVE THEIR TRANSCRIBED SCRIPT.
7. Students who fail to save their files would be awarded zero marks.
8. Students would keep sitting in the hall till all the saved files are seen by the examiner.
9. After this the students would proceed to the viva-voce hall.
- 10 ALL STUDENTS SHOULD REACH THE EXAMINATION HALL FIFTEEN MINUTES BEFORE THE EXAMINATION. DURING THIS FIFTEEN MINUTES STUDENTS WOULD KEEP THE COMPUTERS READY FOR TRANSCRIPTION
11. If before, during or after the examination, students are given any instruction by the Internal Examiner / External Examiner they would have to adhere to that.
12. Smoking / eating will be STRICTLY PROHIBITED in the examination hall. However students would be allowed to use transparent water bottle and carry it on their seat.

Rashakar In
13/12/23
(Brij Mohan Rashakar) Adv
Teacher Phonography
San II

Rush
13/12/23
Teacher-in-charge

Arshin Jau Deh
13/12/23.
By Supdt. of exam.