

DAY	DATE	TIME	PROGRAMME	NO. OF CANDIDATES	MODULE CODE & NAME	SEMESTER	INVIGILATORS	VENUE
<b>THURSDAY</b>	<b>12TH JULY, 2018</b>	<b>MORNING 8:00AM-11:00AM</b>	<b>BTCCD</b>	7	CDT04104:INTRODUCTION TO COMMUNITY DEVELOPMENT	SEMESTER-1		<b>LT-4</b>
			<b>DCD</b>	10	GST 06211:ENVIRONMENTAL STUDIES	SEMESTER-2		
				17				
<b>THURSDAY</b>	<b>12TH JULY, 2018</b>	<b>AFTER NOON 11:30 AM-2:30 PM</b>	<b>BTCCD</b>	5	GST04101:-INTRODUCTION TO ADULT LEARNING	SEMESTER-1		<b>LT-4</b>
				5				
<b>FRIDAY</b>	<b>13TH JULY, 2018</b>	<b>MORNING SESSION 8:00-11:00 AM</b>	<b>BTCLA</b>	15	GST 04102:- INTRODUCTION TO BUSINESS MATHEMATICS AND STATISTICS	SEMESTER-1		<b>LT-4</b>
			<b>BTCCD</b>	11	CDT04211:INTRODUCTION TO GENDER BASED VIOLENCE	SEMESTER-2		
			<b>DLA</b>	2	HRT06205:HUMAN RESOURCE MANAGEMENT	SEMESTER-2		<b>LT-6</b>
			<b>DLF</b>	6	GST06103:STATISTICS	SEMESTER-1		
			<b>DHRM</b>	2	HRT06103:PRINCIPLES OF HUMAN RESOURCE PLANNING AND DEVELOPMENT	SEMESTER-1		
			<b>DRAIM</b>	2	RMT 06101: Introduction to Financial Records Management	SEMESTER-1		
			<b>DPSM</b>	2	PST 06206: PUBLIC PROCUREMENT	SEMESTER-2		
			<b>DCD</b>	2	GST 06213:SOCIAL CHANGE	SEMESTER-2		

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				42				
<b>FRIDAY</b>	<b>13TH JULY, 2018</b>	<b>AFTERNOON SESSION 1:00-4:00 PM</b>	<b>BTCLA</b>	8	FAT 04201:- BOOK KEEPING AND ACCOUNTS	SEMESTER-2		<b>LT-4</b>
			<b>BTCCD</b>	12	GST04213:ELEMENTARY BOOKKEEPING	SEMESTER-2		
			<b>DLA</b>	10	FAT06207:PRINCIPLES OF MARKETING	SEMESTER-2		<b>LT-6</b>
			<b>DLF</b>	5	FAT06207:PRINCIPLES OF MARKETING	SEMESTER-2		
			<b>DHRM</b>	2	HRT 06204:PRINCIPLES OF PERFORMANCE MANAGEMENT	SEMESTER-2		
			<b>DRAIM</b>	2	RMT 06201: Introduction to Medical Records	SEMESTER-2		
			<b>DPSM</b>	2	PST 06104: PRINCIPLES OF ECONOMICS	SEMESTER-1		
			<b>DCD</b>	7	CDT 06102: PARTICIPATORY PLANNING	SEMESTER-1		
				48				
<b>MONDAY</b>	<b>16 TH JULY, 2018</b>	<b>MORNING SESSION 8:00-11:00 AM</b>	<b>BTCLA</b>	5	GST 04104:- BASIC COMMUNICATION SKILLS	SEMESTER-1		<b>LT-4</b>
			<b>BTCCD</b>	5	GST 04106:- BASIC COMMUNICATION SKILLS	SEMESTER-1		
			<b>DLA</b>	3	LAT06103:-OFFICE PROCEDURES AND RECORDS MANAGEMENT	SEMESTER-2		<b>LT-6</b>
			<b>DLF</b>	3	FAT 06202:- FINANCIAL ACCOUNTING II	SEMESTER-2		
			<b>DHRM</b>	3	HRT06101:-BASIC HRM FUNCTIONS AND PRACTICE	SEMESTER-1		
			<b>DRAIM</b>	2	RMT 06102: Records Management Policy, Legislation and Standards	SEMESTER-1		
			<b>DPSM</b>	2	PST 06208: COMMUNICATION SKILLS	SEMESTER-2		
			<b>DCD</b>	5	GST 06106: ACCOUNTANCY	SEMESTER-1		
				28				
<b>MONDAY</b>	<b>16 TH JULY, 2018</b>	<b>AFTERNOON SESSION 1:00- 4:00 PM</b>	<b>BTCLA</b>	10	GST 04105:- INTRODUCTION TO COMPUTER APPLICATIONS	SEMESTER-1		<b>LT-4</b>
			<b>BTCCD</b>	15	CDT04209:INTRODUCTION TO COMPUTER APPLICATION AND OPERATIONAL RESEARCH	SEMESTER-2		
			<b>DLA</b>	3	LAT06104:-PRINCIPLES OF MANAGEMENT	SEMESTER-1		<b>LT-6</b>
			<b>DLF</b>	3	LAT 06104:- PRINCIPLES OF MANAGEMENT	SEMESTER-1		
			<b>DHRM</b>	2	LAT 06204:- PRINCIPLES OF MANAGEMENT	SEMESTER-2		
			<b>DRAIM</b>	2	RMT 06202: Records, Security and Disaster Management	SEMESTER-2		
			<b>DPSM</b>	2	PST 06103: INFORMATION COMMUNICATION TECHNOLOGY	SEMESTER-1		
			<b>DCD</b>	15	CDT 06208: GENDER AND DEVELOPMENT	SEMESTER-2		

DAY	TOWN	CAMPUS	PROGRAMME	NO. OF CANDIDATES	MODULE CODE & NAME	SEMESTER	INVIGILATORS	VENUE
				52				
TUESDAY	17TH JULY, 2018	MORNING SESSION 8:00-11:00 AM	BTCLA	11	FAT04202:- INTRODUCTION TO ECONOMICS	SEMESTER-2		LT-4
			BTCCD	10	CDT04107:INTRODUCTION TO DEVELOPMENT ECONOMICS	SEMESTER-1		
			DLA	2	CDT06107:-PROJECT PLANNING AND MANAGEMENT	SEMESTER-1		LT-6
			DLF	2	CDT06107:-PROJECT PLANNING AND MANAGEMENT	SEMESTER-1		
			DHRM	2	CDT06107:-PROJECT PLANNING AND MANAGEMENT	SEMESTER-1		
			DRAIM		RMT 06203: Electronic Records Management	SEMESTER-2		
			DPSM	2	PST 06210: ENTREPRENEURSHIP	SEMESTER-2		
			DCD	15	CDT06210:-PROJECT PLANNING AND MANAGEMENT	SEMESTER-2		
			44					
TUESDAY	17TH JULY, 2018	AFTERNOON SESSION 1:00- 4:00 PM	BTCLA	3	LAT 04102:- OFFICE PROCEDURES AND RECORDS MANAGEMENT	SEMESTER-1		LT-4
			BTCCD	5	CDT04102:INTRODUCTION TO GENDER AND DEVELOPMENT	SEMESTER-1		
			DLA	3	GST06101:- RESEARCH METHODOLOGY	SEMESTER-1		LT-6
			DLF	2	GST06101:- RESEARCH METHODOLOGY	SEMESTER-1		
			DHRM	2	GST06101:- RESEARCH METHODOLOGY	SEMESTER-1		
			DRAIM	2	RMT 06103: Baseline Survey Principles	SEMESTER-1		
			DPSM	2	PST 06206: PUBLIC PROCUREMENT	SEMESTER-2		
			DCD	5	CDT 06107:- RESEARCH METHODS II	SEMESTER-1		
			24					
WEDNESDAY	18TH JULY, 2018	MORNING SESSION 8:00-11:00 AM	BTCLA	3	GST04201:- DEVELOPMENT STUDIES	SEMESTER-2		LT-4
			BTCCD	10	CDT04210:INTRODUCTION TO HIV/AIDS&NUTRITION	SEMESTER-2		
			DLA	5	GST06202:-INTERNATIONAL COOPERATION AND DEVELOPMENT	SEMESTER-2		LT-6
			DLF	2	FAT06203:-PROCUREMENT AND MATERIALS MANAGEMENT	SEMESTER-2		
			DHRM	2	FAT06203:-PROCUREMENT AND MATERIALS MANAGEMENT	SEMESTER-2		
			DRAIM	2	RMT06204: Personnel Records Management	SEMESTER-2		
			DPSM	2	PST 06207: ELEMENTS OF STRATEGIC PROCUREMENT MANAGEMENT	SEMESTER-2		
			DCD	8	CDT 06105: DEVELOPMENT STUDIES	SEMESTER-1		

DAY	TOWN	CAMPUS	PROGRAMME	NO. OF CANDIDATES	MODULE CODE & NAME	SEMESTER	INVIGILATORS	VENUE
				16				
WEDNESDAY	18TH JULY, 2018	AFTERNOON SESSION 1:00- 4:00 PM	BTCLA	3	HRT 04101:- INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	SEMESTER-1		LT-4
			BTCCD	5	CDT04103:INTRODUCTION TO CONFLICT MANAGEMENT AND NEGOTIATION SKILLS	SEMESTER-1		
			DLA	20	LAT06205:- LOCAL GOVERNMENT LAWS	SEMESTER-2		LT-6
			DLF	3	LAT06205:- LOCAL GOVERNMENT LAWS	SEMESTER-2		
			DHRM	3	LAT06205:- LOCAL GOVERNMENT LAWS	SEMESTER-2		
			DRAIM		RMT06205: Records Management, Retention and Disposal Schedules	SEMESTER-2		
			DPSM	2	PST 06101: INTRODUCTION TO WAREHOUSE MANAGEMENT	SEMESTER-1		
			DCD	5	CDT06103:-DEMOGRAPHY	SEMESTER-1		
			41					
THURSDAY	19TH JULY, 2018	MORNING SESSION 8:00-11:00 AM	BTCLA	10	GST 04203:- INTRODUCTION TO ENTREPRENEURSHIP	SEMESTER-2		LT-4
			BTCCD	20	CDT04208:- INTRODUCTION TO ENTREPRENEURSHIP	SEMESTER-2		
			DLA	10	FAT06206:-LOCAL GOVERNMENT FINANCE	SEMESTER-1		LT-6
			DLF	5	FAT06205:-COST ACCOUNTING	SEMESTER-2		
			DHRM	5	FAT06208:-FINANCIAL MANAGEMENT	SEMESTER-2		
			DRAIM		RMT 06206: Politics and Development	SEMESTER-2		
			DPSM	5	PST06209-FINANCIAL MANAGEMENT	SEMESTER-2		
			DCD	2	CDT 06212: COMMUNITY HEALTH	SEMESTER-2		
			57					
THURSDAY	19TH JULY, 2018	AFTERNOON SESSION 1:00- 4:00 PM	BTCLA	10	LAT04203:- INTRODUCTION TO LOCAL GOVERNMENT LAWS	SEMESTER-2		LT-4
			BTCCD	8	CDT04212:CIVIC EDUCATION	SEMESTER-2		
			DRAIM	2	RMT 05203: Conservation and Preservation of Records & Archives	SEMESTER-2		
			DLA	2	HRT06102:INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR	SEMESTER-1		LT-6
			DLF	6	FAT06102:FINANCIAL ACCOUNTING I	SEMESTER-1		
			DHRM	2	HRT06102:INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR	SEMESTER-1		
			DRAIM	2	RMT 06104: Introduction to Legal Records	SEMESTER-1		
			DPSM	2	PST 06105: ORGANIZATION BEHAVIOUR	SEMESTER-1		
			DCD	7	GST 06104: LAW	SEMESTER-1		

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						41				
FRIDAY	20TH JULY, 2018	MORNING SESSION	8:00-11:00 AM	BTCLA	11	CDT04201:- INTRODUCTION TO PROJECT PLANNING AND MANAGEMENT	SEMESTER-2		LT-4	
				BTCCD	9	GST04214:HOME ECONOMICS & APPROPRIATE TECHNOLOGY	SEMESTER-2			
				DLA	10	LAT06202:-MANAGEMENT IN LOCAL GOVERNMENT	SEMESTER-2		LT-6	
				DLF	3	FAT06204:PRINCIPLES OF AUDITING	SEMESTER-2			
				DHRM	2	LAT06202:-MANAGEMENT IN LOCAL GOVERNMENT	SEMESTER-2			
				DRAIM	2	RMT 06105: Introduction to Land Records	SEMESTER-1			
				DPSM	2	PST 06102: INTERNATIONAL PROCUREMENT	SEMESTER-1			
				DCD	3	GST06101:COMMUNICATION SKILLS II	SEMESTER-1			
					42					
FRIDAY	20TH JULY, 2018	AFTERNOON SESSION	1:00- 4:00 PM	BTCLA	10	LAT 04101:- INTRODUCTION TO LOCAL GOVERNMENT ADMINISTRATION	SEMESTER-1		LT-4	
				BTCCD	5	CDT 04105:- INTRODUCTION TO SOCIOLOGY	SEMESTER-1			
				DLA	5	LAT06101:PRINCIPLES OF LOCAL GOVERNMENT ADMINISTRATION	SEMESTER-1		LT-6	
				DLF	6	FAT 06101: LOCAL GOVERNMENT ACCOUNTING	SEMESTER-1			
				DHRM	2	LAT06105:-INTRODUCTION TO DEVELOPMENT ADMINISTRATION	SEMESTER-1			
				DRAIM	2	RMT 06106: Introduction to Human Resource Management	SEMESTER-1			
				DCD	12	GST 06209: MANAGEMENT OF COMMUNITY DEVELOPMENT PROGRAMME	SEMESTER-2			
					42					

DAY	TOWN CAMPUS		PROGRAMME	NO. OF CANDIDATES	MODULE CODE & NAME	SEMESTER	INVIGILATORS	VENUE
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SEMESTER 1- MODULES								

**OR MODULES**

**A, BTCLF & BTCHRM PROGRAMMES** COMMON MODULES TO DLA 1,DHRM 1 & DLF 1 PROGRAMMES

**GST 04104:- Basic Communication Skills** **GST 05101:- Development Studies**

**GST 04102:- Introduction to Business Math** **GST 05102:- Business Mathematics and Statistics**

**GST 04105:- Introduction to Computer App** **GST 05104:- Business Communication Skills**

**BTCLA** **GST 05105:- Computer Applications**

**LAT 04101:- Introduction to Local Governr** **FAT 05102:- Micro Economics**

**LAT 04102:- Office Procedures and Record** **TCLA**

**HRT 04101:- Introduction to Human Resou** **LAT 05101:- Local Government Administration**

**BTCLF** **TCLF**

**FAT 04101:- Book keeping and Accounts** **FAT 05101:- Basic Accounting**

**FAT 04105:- Elements of Cost Accounting** **TCHRM**

**FAT 04106:- Introduction to Local Governr** **HRT 05101:-**

**TCHRM** **TCCD**

**HRT 04101:- Introduction to Human Resou** **CDT 05101:-Adult Learning**

**LAT 04101:- Introduction to Local Governr** **CDT 05102:-Sociology**

**LAT 04102:- Office Procedures and Record** **GST 05103:-Statistics**

**BTCCD** **CDT 05104:-Community Development**

**GST** Introduction to Adult Learning **CDT 05105:-Research Methods**

**CDT** Introduction to Gender and **GST 05106:-Communication Skills**

**CDT** Introduction to Conflict **CDT 05107:-Development Economics**

**CDT** Introduction to Community **TCPSM**

**CDT** Introduction to Sociology **PST 05101:-Store Administration**

**GST** Introduction to Communication **PST 05102:-Elements of Public Procurement**

**CDT** Introduction to Development **PST 05103:-Elements of Marketing**

**PST 05104:-Elements of Business Mathematics and Statistics**

**BTPSM** **PST 05105:-Business Communication Skills**

**PST 04101:-Introduction to Store Keeping** **TCRAIM**

**PST 04102:-Introduction to Procurement P** **RMT 05101:-Principles of Records Management**

**PST 04103:-Elements of Commercial Arithr** **RMT 05102:-Records Centre Management**

**PST 04104:-Basic Communication Skills** **RMT 05103:-Introduction to Archives Management**

**PST 04105:-Elements of Commercial Know** **RMT 05104:-Records Management Systems**

**TCRAIM** **RMT 05105:-Introduction to Statistics**

**RMT 04101:-Basic Principles of Records M** **RMT 05106:-Computer Applications**

**RMT 04102:-Office Practice** COMMON MODULES TO DLA, DLF, DHRM & DCD PROGRAMMES

**RMT 04103:-Communication Skills** **GST 06101:- Research Methodology**

**RMT 04104:-Basic Computer Applications** **GST 06107:- Project Planning and Management** \*code changed from CDT due to collision with #CDT research

**RMT 04105:-Basic Arithmetic**

**DHRM** **DLA**

**HRT 06101:- Basic Human Resource Mana** **HRT06102:- Introduction to Organization Behaviour**

**HRT06102:- Introduction to Organization B** **LAT06101:- Principles of Local Government Administration**

**HRT06103:- Principles of Human Resource** **LAT06103:- Office Procedures and Records Management**

**LAT06105:- Introduction to Development A** **LAT06104:- Principles of Management**

**DCD-2** **DLF**

**GST** Com **FAT06101:- Local Government Accounting**

**CDT** Partic **FAT06102:- Financial Accounting I**

**CDT** Demo **GST06103:- Statistics**

**GST** Law **LAT06104:- Principles of Management**

**CDT** Devel **DRAIM-2**

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GST	Acco			RMT 06101	Introduction to Financial Records Management			
CDT	Rese			RMT 06102	Records Management Policy, Legislation and Standards			
DPSM-				RMT 06103	Baseline survey Principles * <i>swaped with medical records #shifted to sem2 *</i>			
PST	Introduction to Warehouse			RMT 06104	Introduction to Legal Records			
PST	International Procurement			RMT 06105	Introduction to Land Records			
PST	Information Communication			RMT 06106	Introduction to Human Resource Management			
PST	Principles of Economics							
PST	Organization Behavior							

### MODULES - SEMESTER II

MODULE	HOURS PER	MODULE	WEEK
MMON MODULES FOR CLA,CLF&CHRM PROGRAMM		COMMON MODULE FOR DLA,DLF&DHRM PROGRAMMES	
GST04201:- Development Studies	4	FAT05203:- MacroEconomics	4
GST04203:- Introduction to Entrepreneurship	4	MODULES FOR TCLA	
LAT04203:- Introduction to Local Government Laws	6	FAT05201:- Basic Accounting	4
MODULES FOR BTCLA		GST05203:- Introduction to Small Business Management	4
CDT04201:- Introduction to Project Planning and Mar	4	HRT05202:- Principles of Industrial Relations	6
FAT04201:- Book-keeping and Accounts	4	LAT05202:- Public Administration	6
FAT04202:- Introduction to Economics	4	LAT05203:- Introduction to Administrative Law	6
MODULES FOR BTCLF		MODULES FOR TCLF	
FAT04202:- Introduction to Economics	4	FAT05204:- Introduction to Cost Accounting	6
FAT04203:- Principles of Marketing	4	FAT05205:- Local Government Finance	6
FAT04204:- Introduction to Procurement and Supplie	6	FAT05206:- Public Finance	6
MODULES FOR BTCHRM		FAT05207:- Business Laws	4
FAT04201:- Book-keeping and Accounts	4	GST05203:- Introduction to Small Business Management	4
HRT04202:- Basic Human Resource Planning and De	6	MODULES FOR TCHRM	
HRT04203:- Introduction to Industrial Relations	6	FAT05201:- Basic Accounting	4
MODULES FOR BTCCD		HRT05202:- Principles of Industrial Relations	6
CDT04208:- Introduction to Entrepreneurship Skills D	6	LAT05202:- Public Administration	6
GST04209:- Introduction to computer Applc.&Operati	4	LAT05203:- Introduction to Administrative Law	4
GST04210:- Introduction to HIV/AIDS&Nutrition	4	LAT05204:- Office Procedures and Records Management	6
CDT04211:-Introduction to Gender Based Violence	4		
GST0421 Home Economics and Appropriate Technolo	4		
GST04212:- Civic Education	4		
GST04213:-Elementary Book-keeping	4		
MODULES FOR BTCRAIM		MODULES FOR TCRAIM	
RMT04201:-Introduction to Registry Procedures	6	RMT05201:-Records Office procedures and Practices	6
RMT04202:-Government and Politics	4	RMT05202:-Introduction to Archival Description and Cataloguing	6
RMT04203:-Basic Entrepreneurship Skills	4	RMT05203:-Conservation and Preservation of Records &Archival Materials	6
RMT04204:-Basic Principles of Management	4	RMT05204:-General Studies	4
MODULES FOR BTCPSM		RMT05205:-Communication and Interpersonal Skills	4
PST04206:-Store keeping	4	MODULE FOR DPSM1	
PST04207:-Introduction to Public Procurement	6	PST05206:-Inventory Control	6
PST04208:-Elements of Entrepreneurship	4	PST05207:-Elements of Law of Contract	6
PST04209:-Introduction to Computer Applications	4	PST05208:-Introduction to Information and Communication Technology	4
		PST05209 INTRODUCTION TO ACCOUNTING AND COSTING	4
PST04210:-Bookkeeping	4	PST05210: Elements of Logistics	4
MODULES FOR DLA		MODULES FOR TCCD	
LAT06205:- Local Government Laws	4	GST05209:- Information and Communication Technology	4
FAT06206:- Local Government Finance	4	GST05210:-HIV/AIDS and Nutrition	4
HRT06205:- Human Resource Management	4	GST05211: Management Administration	4
GST06202:- International Cooperation and	4	CDT05212:- Management of Community Development Programmes	4

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LAT06202:- Management in Local Governm						6	GST05213:- Book keeping			6
FAT06207:- Principles of Marketing						4	CDT05214:- Child Rights and Development			6
MODULES FOR DLF					MODULES FOR DHRM					
FAT06203:- Procurement and Material Management						4	LAT06205:- Local Government Laws			4
FAT06204:- Principles of Auditing						4	FAT06203:- Procurement and Material Management			4
FAT06202:-Financial Accounting II						6	FAT06208:- Financial Management			4
FAT06205:- Cost Accounting						6	HRT06204:- Principles of Performance Management			6
FAT06207:- Principles of Marketing						4	LAT06202:- Management in Local Government			4
LAT06205:- Local Government Laws						4	LAT06204:- Principles of Management			4
MODULES FOR DPSM					MODULES FOR DRAIM					
PST06206:-Public Procurement						8	RMT06201:-Introduction to Medical Records			6
PST06207:-Elements of Strategic Procurement Manag						8	RMT06202:-Records Security and Disaster Management			6
PST06208:-Communication Skills						6	RMT06203:-Electronic Records Management			6
PST06209:-Financial Management						6	RMT06204:-Personnel Records Management			6
PST06210:-Entrepreneurship						6	RMT06205:-Records Management Retention and Disposal Schedules			6
							RMT06206:-Politics and Development			4
MODULES FOR DCD					ROOM CODES					
CDT06208:- Gender and Development						6	LT-1:- LECTURE THEATER 1 LT-2:- LECTURE THEATER 2 LT-3:- LECTURE THEATER 3			
GST06209:-Management of Community Development						4	LT-4:- LECTURE THEATER 4 LT5:- LECTURE THEATER 5 LT6:-LECTURE THEATER 6			
GST06210:- Project Planning and Management						4	SC:SHORT COURSE: COMPUTER LAB:- C. LAB			
GST06211:- Environmental Studies						4	LIBRARY		GROUND FLOOR	
CDT06212:-Community Health						4				
GST06213:- Social Change						6				