

**College of Vocational Studies
University of Delhi
Triveni, Sheikh Sarai-II
New Delhi-110017**

Date of Examination : 29.11.2024

26.11.24

Schedule of Advanced Phonography II Examination December 2024 for Semester V

Sl. No.	Batch No.	Examination Roll Number		Time	Date	No. of students
		From	To			
1.	I	22013575001	22013575032	9.30 AM to 11.30 Followed by viva-voce	29.11.24	30
2.	II	22013575033	22013575064	11.45 AM to 01.45 P.M. Followed by viva-voce	29.11.24	30
3.	III	22013575065	22013575099	2.30 PM to 3.00 4.30 PM Followed by viva-voce	29.11.24	29

STUDENTS SHOULD READ THE FOLLOWING INSTURCTIONS CAREFULLY

All students would bring with them NEW shorthand note book, pen and pencil, Examination Roll number / Admit Card, water bottle and their college identity card.

1. Students would be given two different sheets 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 each sheet provided to write outlines.
2. 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 and date with the words SEEN on the desk top with a folder carrying their roll no. Students should correctly enter their roll number while saving the folder. Any folder with wrong roll number would not be evaluated and they would be awarded zero marks. They would use font size 12 in Times New Roman to type their respective script.
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

and date with the words UNSEEN on the desk top in the same folder carrying their roll no. Students should correctly enter their roll number while saving the folder. Any folder with wrong roll number would not be evaluated and they would be awarded zero marks. They would use font size 12 in Times New Roman to type their respective script.

4. 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 in the folder would be awarded zero marks.
8. Students would keep sitting in the hall till all the saved files are seen by the examiner and shorthand notes are collected in both the examination of dictation.
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 to their seat.

R.H. G.
26/11/24

Teacher-in-charge

Dy. Supdt. of Exams

Principal Sir

[Signature]
26/11/24

To
Anand
Nikash

Rathakar
Internal Examiner 26/11/24

[Signature]
26/11/24