



Bharatiya Vidya Bhavan's - S. P. College of Communication & Management, K.G. Marg, New Delhi-110001

COURSE DETAILS OF EVENING ONE YEAR U.G. & P.G. DIPLOMA COURSES 2022 - 2023 - SESSION

Tel. No.: 9868235666, 9868240360, 8506005005, 9136882944 • Website: www.bvbdelhi.org • Email: spccm@bvbdelhi.org

Course Details	Diploma in Office Administration & Management OAM	Diploma in Sales & Retail Marketing SRM	Diploma in Social Work DSW	Diploma in Print Media PMD	Sunday-2-Sunday Diploma in Smart Life DSL
Nature and Scope	To join any office for Administrative work as office assistant, Clerk, receptionist etc. OR start your own business with small investment.	To become a Sales professional to work with Departmental Store, and Online Store. OR start your own business of Retail or Online Sales.	To work with N.G.Os, Schools, Hospitals, Political Parties, welfare associations etc. OR start your own N.G.O for Social Work.	To work with Publication and Newspaper Industry. OR start your own Computer typing center for D.T.P. with small investment.	You can boost your qualities to get selected in any job of your choice. You also get prepared to face Audition Test, Group Discussions and personal interviews.
Eligibility	12th Pass or Equivalent	12th Pass or Equivalent	12th Pass or Equivalent	12th Pass or Equivalent	12th Pass or Equivalent
Seats	20	20	20	20	30
Course Fee with GST	Total Rs. 40,000/- (including GST) You can pay in two equal instalments	Total Rs. 40,000/- (including GST) You can pay in two equal instalments	Total Rs. 40,000/- (including GST) You can pay in two equal instalments	Total Rs. 40,000/- (including GST) You can pay in two equal instalments	Total Rs. 20,000/- (including GST) You can pay in two equal instalments
Course Timing	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	Classes on every Sunday 10am to 2pm. with small break
Details of Papers, Subjects of Study	<ol style="list-style-type: none"> Office Organization & Management Secretarial Practice Basic Computer Application Project and skill test for 1st Sem. English for Business Correspondence Internet and Digital Media (Theory) Business Management Project and skill test for 2nd sem. 	<ol style="list-style-type: none"> Sales Promotion & Advertisement Retail Marketing Basic Computer Application Project and skill test for 1st Sem. Communication Skills (English) Marketing & Supply Chain Business Management Project and skill test for 2nd sem. 	<ol style="list-style-type: none"> Professional Social Work Working with individual and working with Group Social Psychology Project and skill test for 1st Sem. Social Policy & Social Management Working with Family N.G.O. Management Project and skill test for 2nd Sem. 	<ol style="list-style-type: none"> Language for Media – Hindi & English Journalism & Print Media Computer Application Project and skill test for 1st Sem. Computer Skills for Print Media (DTP & Online Journalism) Human Communication Management of Publication Business Project and skill test for 2nd Sem. 	<ol style="list-style-type: none"> Personality Development Science of Healthy Living General Knowledge to make you smart Project and skill test for 1st Sem. Presentation & Public Speaking Basic Drama, Art & Yoga Life Management Project and skill test for 2nd Sem.

Course Details	P. G. Diploma in Print Journalism PJR	P. G. Diploma in Mass Communication MCM	P. G. Diploma in Public Relations DPR	P. G. Diploma in Marketing & Advertising ADM	IMPORTANT NOTE
Nature and Scope	To work as Journalist, Reporter, Content Writer, Editor etc. with Newspaper & Publication Houses. OR start your own business of Print Publication.	To work with Print and Electronic Media for non-technical work or become Freelance Journalist, Stringer or teacher in Media Institutes.	To work as PRO of any organization, PR Agencies, Companies, Manufacturer, Sellers, Event Companies etc. OR start your own P.R. business.	To work with Advertising Agency, Manufacturing Unit, or Conduct Marketing & publicity for any Product or Manufacturer or Importer.	<ul style="list-style-type: none"> ★ Working person can join. ★ All course are of one year duration. Starting 1st August 2022 and will conclude towards end of June 2023. ★ Exams will be conducted twice a year towards end of each semester. ★ All courses will be conducted in physical classroom. No On-line classes. ★ BVB does not provide any Hostel Facility to any student. ★ Internship training and job assistance is provided to sincere students.
Eligibility	Graduation or Equivalent	Graduation or Equivalent	Graduation or Equivalent	Graduation or Equivalent	
Seats	20	20	20	20	
Course Fee with GST	Total Rs. 45,000/- (including GST) You can pay in two equal instalments	Total Rs. 45,000/- (including GST) You can pay in two equal instalments	Total Rs. 45,000/- (including GST) You can pay in two equal instalments	Total Rs. 45,000/- (including GST) You can pay in two equal instalments	
Course Timing	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	6.15 pm to 7.45 pm. 5 days in a week	
Details of Papers, Subjects of Study	<ol style="list-style-type: none"> Journalism & Mass Communication Reporting Technique for Print Media Writing & Editing for Print Media Project and skill test for 1st semester Broadcast and On-line Journalism Press Laws & Media Ethics Management of Publication Business Project and skill test for 2nd semester 	<ol style="list-style-type: none"> Journalism & Mass Communication Print Media and Electronic Media Advertising & Corporate Communication Project and skill test for 1st semester Social Media and Online Journalism Press Laws & Media Ethics Management of Media Business Project and skill test for 2nd semester 	<ol style="list-style-type: none"> Journalism & Mass Communication Principles of Public Relations Advertising Theory and Practice Project and skill test for 1st semester Corporate Communication and Event Management Editing & Production of Publication Management of Media Business Project and skill test for 2nd semester 	<ol style="list-style-type: none"> Journalism & Mass Communication Marketing Management Advertising Theory and Practice Project and skill test for 1st semester Marketing Research and applied psychology Creative Advertising for Media Management of Media Business Project and skill test for 2nd semester 	

BHARATIYA VIDYA BHAVAN
S.P. College of Communication & Management
K. G. Marg, Near India Gate - New Delhi-110001

**EVENING
CLASSES**



Following **EVENING** courses are offered:

1. P.G. Diploma in Journalism
2. P.G. Diploma in Mass Communication
3. P.G. Diploma in Public Relations
4. P.G. Diploma in Marketing & Advertising
5. Diploma in Social Work (After 12th)
6. Diploma in Print Media (After 12th)
7. Diploma in Office Administration & Management (After 12th)
8. Diploma in Sales & Retail Marketing (After 12th)
9. Diploma in Smart Life (After 12th) - Every Sunday 10am. to 2pm.

**Features of Sardar Patel College
(Popularly known as Bhavan's College)**

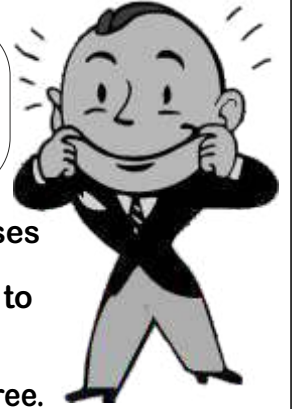
- ★ Basic philosophy followed at Bhavan's College is 'Learning by Doing'. Working on different assignments and creative projects makes learning very interesting.
- ★ With different special activities, students are made to work on grooming their Personality and Developing Presentation Skills.
- ★ Periodical Skill Tests are conducted to supervise growth of technical capabilities in students and discover their weaknesses.
- ★ College has expert in-house faculties, plus many professional visiting faculties from the industry on its panel.
- ★ Library with more than 2000 books is available. Students can issue books to read at home.
- ★ Students work on assignments & projects in a each semester to develop confidence to work professionally.

Bharatiya Vidya Bhavan was established in 1938 as a Trust, Education Society and Non-profit organization. For the yeoman services rendered, the Bhavan has been recognized as an 'Institute of National Eminence' by Govt. of India and is also the recipient of Communal Harmony Award', 'Rajiv Gandhi Award for National Integration' and the prestigious 'International Gandhi Peace Prize'.

BHAVAN'S SP COLLEGE OF COMMUNICATION & MANAGEMENT
JOIN ONE YEAR UG & PG DIPLOMA COURSES



BHAVAN'S COLLEGE
जिंदगी बना दे
ADD BIG SMILE ON YOUR FACE



- ★ Join Professional Job oriented Diploma courses of your interest.
- ★ You are not learning just to get job, but learn to lead successful, happy and healthy Life.
- ★ Choose 1 year or 2 year pattern, to become confident professional along with University Degree.
- ★ Lot of extra curricular activities for overall grooming and to make you smart.
- ★ Course curriculum is designed for average students, so it is easy to learn.
- ★ Medium of instructions is Hindi and English mixed. Special classes are offered to improve English for effective communication.
- ★ Internship training and job assistance is provided to sincere students.
- ★ Bharatiya Vidya Bhavan being very old and reputed institution, Employers prefer professionals trained at Bhavan's College.

ADMISSION PROCEDURE - For All UG & PG Diploma Courses

- ★ Visit our office, talk to the counsellor, clear all doubts about the selection of particular Diploma course, suitable for your career.
- ★ Get printed Application Form and fill all details. Deposit along with photocopies of certificate of Education and other required details.
- ★ Outstation candidates can apply on-line through our website: www.bvbdelhi.org
- ★ This year we are giving admission on basis of interview, without entrance test.
- ★ Selected candidates have to submit 1st installment of Fee within given specified time. Pay in UCO Bank or A/c dept. inside BVB, or you can pay on-line with gateway available on website www.bvbdelhi.org.
- ★ All UG Students are advised to join B.A. degree with IGNOU, and all PG students are advised to join M.A. degree with IGNOU. Bhavan's College will provide all information about procedure to join IGNOU.

ALL CLASSES COMMENCE FROM MONDAY 22nd AUGUST 2022

Bharatiya Vidya Bhavan's S.P. College of Communication & Management
K. G. Marg, Near India Gate, New Delhi -110001 ★ **website: www.bvbdelhi.org**
Mob. No. 9868240360, 8506005005, 8745005005