

Office Management and Secretarial Practice (Vocational Course)

The three years B.A. Course in Management and Secretarial Practice shall be spread over academic sessions, viz. Part-I, Part-II and Part-III. In each of the parts-I and II, there will be two theory papers carrying 75 marks each and a practical carrying 50 marks. In Part-III there will be three theory papers carrying 75 marks each and a practical paper carrying 75 marks, Candidates are required to pass in theory and practical separately.

Schedule of paper shall be as follows :

B.A. Part-I

Theory — Paper I- Office Management-	Max marks 75
Paper II- Typewriting-	Max marks 75
Practical — Training and viva-voice-typing-	Max marks 50
	Total Marks 200

B.A. Part-II

Theory — Paper I- Personnal Management-	Max marks 75
Paper II- Short hand and Stenography-	Max marks 75
Practical — Job training- shorthand and viva	Max marks 50
	Total Marks 200

B.A. Part-III

Theory — Paper I- Secretarial Practice-	Max marks 75
Paper II- Principles and Practice of Management-	Max marks 75
Paper III- Labour welfare in India-	Max marks 75
Practical — Project Report on office Management and viva-	Max marks 75
	Total Marks 300

Subject Management and Secretarial Practice (Vocational Course - UGC)

B.A. I (1997-98)

Paper-I Office Management **Max Marks 75**

1. **Introduction** : Meaning importance objective & function of office management in modern business relation of office with other

departments, office manager its qualities, function, duties and responsibilities.

2. Office organisation with special reference to centralisation and decentralisation.
3. Location & layout of office-selection of office location, office accomodation, office planning and layout.
4. Office Environment : Office environment & flow of work, office machines & equipments & furnitures.
5. Procedure for efficient handling of office work-handling of inward & outward correspondence, communication system.
6. Office forms design & control : Purpose of forms, principles and practice of forms design, Authorship and design requirement of good forms design. Preparation of copy and designing tools, procedure of designing a form. Stationary supplies, organisational control over office forms, and stationary, copying & duplicating.
7. Office records and systems-indexing of records, filing records, office work measurement and control.

Books Recommended :

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| 1. | Office Management | : | R.C. Agarwal |
| 2. | Office Management | : | S.C. Saxena |
| 3. | Office Management | : | S.P. Arora |
| 4. | Office Management | : | Ghose and Agrawal. |

B.A. I (1997-98)

Paper II : Typewriting

Max. Marks 75

1. Typewriter, its make and its mechanical construction, correct position of the typewriter, correct sitting position relating to the position of the typewriter, correct position of finger on guide keys, care and maintenance of the typewriter. Oiling and cleaning operations.
2. Key board shift keys and their use, signs of punction and ruler for marks, margin, top and its adjustment, left and bottom be and its purpose.
3. Works and their division at the end of lines. Punctuation, typing and its different system, light touch and its advantages.
4. The eraser, its kinds and use, security against loss, methods of its application, correction of simple errors loss including strike over up and down and left to right movements.

5. Carbon papers and their use. Taking out more than one copy with the aid of carbon papers.
6. Simple letters with subject heading margin and its general rule spacing, single and double, at top and bottom of a sheet paragraph heading. Envelope addressing.
7. Tabulator and its application. Display of tabulating work. Invoices, balance sheets, sale accounts. etc. and their typing. Business correspondence. Drafting telegrams. Manuscripts official correspondence and its classification.
8. Graph and its description. Methods of producing copies in numbers.
9. Ribbon tape and its purpose its movement and saction, ribbon spool and how to put on a new ribbon. Ribbon carrier, paper and its sizes, how & how to insert paper.
10. Process of cutting stencil paper for duplicating purpose, rectification of errors on stencil paper. Duplicators, its makes and uses.
11. Elements of secretarial practice, office routine, filling flat and indexing, card systems.
12. Speed in typewriting, typewriter speed competition.

Books Recommended :

1. व्यवहारिक टंकण कला : ओंकारनाथ वर्मा
2. श्री बालाजी इंग्लिश टाइप : मनोज कुमार
(हिन्दी, अंग्रेजी)
3. मानक टंकण कला : ओंकारनाथ वर्मा

B.A. I (1997-98)**Practical : Training and Viva-Voice-Typing****Max Marks : 75**