

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- Personal 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

B.A. II

Paper I : Personal Management

Max. Marks 75

Introduction : Meaning, concept, objectives functions and scope of personnel management.

Personnel policies : Objectives, Need, Principles Tests of Second Personnel Policy.

Organisation structure : Meaning, Organisation, Process various forms of organisation structure conflict on Personnel Management and

the need for a balanced approach.

Recruitment and Selection Process : Factors affecting recruitment, Recruitment Policy, Sources of recruitment, Methods of recruitment, steps in Selection Procedure, Training-Need. Importance, Methods of Training, Promotion, Demotion, Transfer, Absenteeism, Labour turnover.

Performance Appraisal : Meaning, Objectives, process of evaluation, Methods of performance Appraisal.

Job Evaluation : Meaning, objectives, Basic job Evaluation Methods. Methods of wave payment.

Motivation : Meaning, Objectives, types, Management techniques designed to increase motivation.

Communication : Meaning Objectives, process Types Media of communication, barriers of communication, Removal of Communication barriers.

Books Recommended :

1. सेनिवर्गीय प्रबंध : अग्रवाल एवं पोरवाल
2. Personnel Management : Menoria C.B.
3. Personnel Management : Beach Dale S.

B.A. II (1998-99)

Paper II : Shorthand and Stenography

Max. Marks 75

1. Consonents, their number and forms, their classes and pairs, stooks, its kinds number, its size and direction, Upstroke, downstroke and horizontals joining of strokes.
2. Vowels, their numbers and division in groups, their representation in shorthand, vowel place, vowel signs and their value intervening vowel, outline and position.
3. Gramalogues, their shorthand characters and their position, Punctuation and its representation in shorthand.
4. "R" and "H" and their alternative forms.
5. Diphthongs, their number in shorthand and their names, Triphone Abbreviated "W" and its expression.
6. Phraseography and its definition, Phraseogram and its essential qualities "He" in phraseography. Notes on "much" "were" & tick "the".
7. Consonants "S" and "Z" circle "S" and "Z" and methods of writing and reading 'Left' and 'Right' motion, Method of writing strokes 'L' when joined to circks 'S' Large circle 'SW' and 'SS' of 'SW'. How to write plurals and Possessives.

8. Loops, how to write 'ST' loop 'STR' loop and its use, formation of plurals after 'ST' and 'STR' loops and its use.
9. Intermediate straight, hooks, how to write 'E' and 'L' hooks curved strokes, 'L' hooks, and its extra use Left and right curves and their use. Alternative forms of the 'FL' and 'VL' and their use. Circle and loop preceding initial hook. Final hooks their names and how to write them. Circle and loops after final hooks. Shun hooks and how to write it, joined to curve strokes.
10. The espirate. Tick 'F' and dot 'H', 'R' upward and downward. How to write initial, final and medial 'R' Upward and downward 'L' and its most common form. How to write 'L' and its most common form. How to write 'L' for vowel indication. 'SH' and its alternative forms.
11. Compound consonants. How to write initial 'W' to 'K' and 'G' 'Lri' and 'Fr' sing. How to add P or B to B. how to write strike 'L' after 'Kw'. Initial or final vowel and how to indicate it. How to write initial and final consonants.
12. Advanced stage. Halving principal and its employment in phraseology, general rule, of halving. How to vocalise half length forms. Half length 'H' and 'R'. How to write 'St' after shun hook. Method of joining strokes of unequal length. How to write past tense.
13. Double principal and its employment in phraseology, general rule of doubling. Doubling of strokes. Alternative forms of 'Mpr' and 'Mor' Doubling of stroke 'L' Diphones and their use. Medical semicircle, left and right semicircles and their use.
14. Prefixes, suffixes and termination and how to write them. Contractions and their formation Figures and their representation in shorthand. Abbreviations for found numbers principal monetary units and their expression.

Books Preferred :

1. Pittman's Shorthand : Pittman.
2. हिन्दी संकेत लिपि : ऋषिलाल अग्रवाल