

**DETAILED SYLLABUS OF FYUGP 2<sup>nd</sup> SEMESTER**  
**Course Title: OFFICE MANAGEMENT & SECRETARIAL PRACTICES**

Course Code: SEC 230

Nature of the Course: Skill Enhancement Course (SEC)

Course Credit: 03

Distribution of Marks: 80 (End Semester) + 20 (in Sem)

**Course Objectives:**

- To introduce the students to the concepts of basic office management
- To provide introductory knowledge of functions of a company secretary
- To make the students acquainted with tools and techniques of office management

UNITS	Contents	L	T	P
Unit I (Marks: 20)	Concept of Office and Office Management: Meaning, Functions and importance of office- Relation of office with other departments of Business organization. Concept of paperless office, virtual office, Back & Front office, open and Private office. Definition and elements of office management, its importance	07		02
Unit 2 (Marks 15)	Communication in Workplace: Definition, Importance, Types Of office communication, Barriers to effective communications, Communication medium and devises, Structure of business letters	06		02
Unit 3 (Marks:15)	Filing, Indexing & Record Keeping Management: Meaning & importance of filing, essential of good filing system. Centralized & Decentralized filing system. Meaning need and types of indexing, Meaning and importance of record keeping, office machineries and equipments.	8		02
Unit 4 ( Marks 15)	Secretarial Practice: Meaning, Definition and importance of secretary, Types of different classes of secretaries, private secretary, company secretary, secretary of panchayat and co-operative society.	8		02
Unit 5 (Marks 15)	Office Meeting: Definition and classification of meeting, requisite of valid meeting, Presentation of meeting- Notice, Agenda, Quorum, adjourned meeting, Types of meeting. Resolution, Proxy, minutes & Proceedings.	8		02
	<b>TOTAL</b>	<b>37</b>		<b>10</b>

L = Lecture, T= Tutorial , P= Practicals

Mode of In Semester Assessment:

(20 Marks)

- One sessional examination

10 Marks

- Others ( any one)  
Group Discussion  
Assignment  
Seminar Presentation any of the relevant topics

10 Marks

**Course Outcome:**

After completion of this course the students will be able to handle the tools and techniques of managing an office set up.

He/ she will also understand and execute the functions of an office secretary independently.

Recommended Books

**Suggested Readings:**

1. P.K. Ghose, Office Management, S. Chand & Sons, New Delhi
2. R.K. Chopra, Office management, Himalaya Publishing House
3. Sharma & Gupta, Office Organization and Management, Kalyani Publication
4. R S N Pillai & Bhagavati, Office Management, S. Chand & Company ltd. New Delhi.
5. J. P. Bose, An Outline of Secretarial Practice, New Central Book Agency.
6. R. C. Garg & V. Gupta, Secretarial Practices, Kalyani Publisher, New Delhi.