

SARDAR PATEL UNIVERSITY
B.A. (Office Management & Secretarial Practice)
Semester - 1
UA01GOMS21 : Office Management Paper-I
(Effect from June, 2018)

Unit:1 Office Management:

Meaning of office, importance of office, function of office, challenges of the future, principles of management, process of office management, level of management, office activities.

Unit:2 Office Services :

Introduction, centralization verses decentralization of office, merits and demerits of it department the problem of choice, department of modern office manuals, principles of office.

Unit:3 Office Forms & Stationary:

Meaning of forms, forms design, management and control, types of forms, types of stationary and stationary suppliers, how to keep down stationary cost, method of purchasing and purchasing procedures.

Unit:4 Record Management :

Importance of record and record management, characteristics of good filing system, filing equipment, method of filing system, type of indexing selection of suitable indexing system, electronic filing system.

Reference Books:

- 1 Office Management by R.K.Chopra, Himalaya Publication
- 2 Office Organization and Management by S.P.Arora
- 3 Modern Business Org. and Management by S.A.Sherlekar,
- 4 વાણિજ્ય સંચાલન, પોપ્યુલર પ્રકાશન