

# **SARDAR PATEL UNIVERSITY**

**Programme: B.A**

**Semester: IV S.Y.B.A.**

**Syllabus with effect from: June 2019**

**Paper Code: UA04GOM\$2\**

**Total Credit: 3 Title Of Paper: Secretarial Practice -II**

**Objective : The objective of this course to provide basic knowledge of Company Management.**

## **Unit-1 Share Capital & Type of share:**

Introduction, meaning, type of share, different method of share- issue of share, type of share capital, procedure to issue shares.

## **Unit-2 Organs of Company Management:**

Shareholders, board of directors, managing directors, manager, secretaries, state regulation of management, qualification of directors.

## **Unit-3 Statistical Data:**

Introduction, need for statistical data in the office, phase of data, collection, limitations of statistical data, source of data, primary source, secondary source, method of collecting data, diagrams, information charts, graphs of graphic presentation.

## **Unit-4 Office Statement & register:**

Financial statement and returns, inward mail, outward mail peon book, members register, purchase note, sale note, cash book, stock register, leave register, profit & loss account, balance sheet, cash flow.

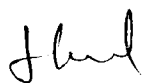
### **Practical :**

Preparing various meeting, motion, resolution, small case study

Preparing purchase note, sales note, cash book.

### **Reference Book:**

9. Office Management by R.K.Chopra, Himalaya Publication.
10. Office Organization and Management by S.P.Arora
11. Personal Computer and Dos Packages by R.P.Soni, Tata Communication
12. Modern Business Organization, S.A.Sherlekar by Sultanchand & Sons.



# **SARDAR PATEL UNIVERSITY**

**Programme: B.A**

**Semester: IV S.Y.B.A**

**Syllabus with effect from: June 2019**

**Paper Code: UA4GOM~~322~~**

**Total Credit: 3 Title Of Paper: Office Practice -II**

**Objective : The objective of this course to impact advance knowledge of Human Recourse Management.**

## **Unit:1 Standardization, standards and work measurement:**

Standardization, different areas of standardization, advantages of standardization, steps in standardization, work measurement and standards important of work measurement, methods of work measurement and setting standards.

## **Unit:2 Motivation :**

Meaning, importance of motivation, tools of motivation, suggestions for effective motivation, Dr A.M.Maslow's need Hierachy Thoery, Theory X and Theory Y

## **Unit:3 Training :**

Meaning, need, importance, advantages and objective of training, types and methods of training.

## **Unit:4 Induction, Transfer, Promotion, Demotion and Separation:**

Induction- meaning, importance and objective of induction.

Promotion- meaning, effects of promotion, seniority and merits, managerial policy.

Demotion- meaning causes and effects and type of transfers

Separations- meaning, retirement, discharge, layoffs, suspensions their cause.

### **Practical:**

Preparing charts, pie charts, stock register in excel,

### **Referance Book:**

13. Office Management by R.K.Chopra, Himalaya Publication.
14. Office Organizatoin and Management by S.P.Arora
15. Personal Computer and Dos Pakeges by R.P.Soni, Tata Communication
16. Modern Business Origination, S.A.Sherlekar by Sultanchand & Sons.

