

**SARDAR PATEL UNIVERSITY**  
**VALLABH VIDYANAGAR, GUJARAT**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2023-24**  
**(B.A.) (Arts)**

**(B.A.) (Programme Name) Semester-IV**

Course Code	UA04GOMS51	Title of the Course	Secretarial Practice-II
Total Credits of the	4	Hours per Week	4 (Theory)

Course Object	1.The objective of this course to provide knowledge about Secretarial Practice 2. To learn the basic Knowledge of Company Management 3 To learn Difference types of Share
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Course Content		
Unit	Description	Weightage* %
1	<b>Share Capital &amp; Type of share:</b> Introduction, meaning, type of share, different method of share- issue of share, type of share capital, procedure to issue shares.	25
2	<b>Organs of Company Management:</b> Shareholders, board of directors, managing directors, manager, secretaries, state regulation of management, qualification of directors.	25%
3	<b>Statistical Data:</b> 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.	25%
4	<b>Office Statement &amp; register:</b> 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.	25%

<b>Teaching-Learning Methodology</b>	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
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<b>Evaluation Pattern</b>		
<b>Sr. No</b>	<b>Details of Evolution</b>	<b>Weightage</b>
<b>1</b>	Internal Written / Practical Examination (As per CBCS R.6.8.3)	<b>15%</b>
<b>2</b>	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>15%</b>
<b>3</b>	University Examination	<b>70%</b>

<b>Course Outcomes : Having completed this course, the learner will be able to</b>	
1.	<ul style="list-style-type: none"> <li>✓ Understand the Share Capital</li> <li>✓ Understand the Data analysis</li> <li>✓ Understand the Data presentation</li> </ul>
2.	<ul style="list-style-type: none"> <li>✓ Indentify office register</li> </ul>

<b>Suggested References:</b>	
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	वाणिज्य संयावन, पोप्युलर प्रकाशन

<b>On line resources to be used if available as reference material</b>	
On-line Resources	
<a href="https://resources.owlabs.com/blog/office-management">https://resources.owlabs.com/blog/office-management</a>	
<a href="https://accountlearning.com/office-management-meaning-definition-elements/">https://accountlearning.com/office-management-meaning-definition-elements/</a>	
<a href="https://www.wgu.edu/blog/what-office-management2009.html">https://www.wgu.edu/blog/what-office-management2009.html</a>	
<a href="https://www.pinterest.com/rhorsma/office-interior-design/">https://www.pinterest.com/rhorsma/office-interior-design/</a>	

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**(B.A.) (Arts)**

**(B.A.) (Programme Name) Semester-IV**

Course Code	UA04GOMS52	Title of the Course	Office Practice -II
Total Credits of the	4	Hours per Week	4 (Theory) + 2 Practical per Batch

Course Object	1.The objective of this course to provide knowledge about office Practice 2. To learn the basic knowledge of Motivation 3. To learn basic concept of Personnel Management
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Course Content		
Unit	Description	Weigh age* %
1	<b>Standardization, standards and work measurement:</b> 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.	25%
2	<b>Motivation :</b> Meaning, importance of motivation, tools of motivation, suggestions for effective motivation, Dr A.M.Maslow's need Hierachy Thoery, Theory X and Theory Y	25%
3	<b>Training :</b> Meaning, need, importance, advantages and objective of training, types and methods of training.	25%
4	<b>Induction, Transfer, Promotion, Demotion and Separation:</b> 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.	25%

<b>Teaching-Learning Methodology</b>	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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<b>Evaluation Pattern</b>		
<b>Sr. No</b>	<b>Details of Evolution</b>	<b>Weightage</b>
<b>1</b>	Internal Written / Practical Examination (As per CBCS R.6.8.3)	<b>15%</b>
<b>2</b>	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>15%</b>
<b>3</b>	University Examination	<b>70%</b>

<b>Course Outcomes : Having completed this course, the learner will be able to</b>	
1.	<ul style="list-style-type: none"> <li>✓ Understand the Motivational Tools</li> <li>✓ Understand the Data analysis</li> <li>✓ Understand the Personnel Management Tools</li> </ul>
2.	✓ Indentify Induction, Transfer, Promotion, Demotion and Separation:

<b>Suggested References:</b>	
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	वाणिज्य संयावन, पोप्युलर प्रकाशन
5	Personal Computer and Dos Pakeges by R.P.Soni, Tata Communication

<b>On line resources to be used if available as reference material</b>	
<b>On-line Resources</b>	
<a href="https://resources.owlabs.com/blog/office-management">https://resources.owlabs.com/blog/office-management</a>	
<a href="https://www.economicdiscussion.net/personnel-management/personnel-management-2/32439">https://www.economicdiscussion.net/personnel-management/personnel-management-2/32439</a>	
<a href="https://www.preservearticles.com/human-resource-management/personnel-management/31279">https://www.preservearticles.com/human-resource-management/personnel-management/31279</a>	
<a href="https://www.youtube.com/results?search_query=personnel+management+">https://www.youtube.com/results?search_query=personnel+management+</a>	