

SARDAR PATEL UNIVERSITY

Programme: B.A

Semester: III S.Y.B.A

Syllabus with effect from: June 2019:

Paper Code: UA03GOM321

Total Credit: 3 Title Of Paper: Secretarial Practice -I

Objective: The objective of this course to provide basic knowledge of Secretarial Practice with M.S. Excel.

Unit:1 Forms of Business Organization:

Sole trader, meaning, advantages and disadvantages, partnership firm, meaning, advantages and disadvantages, company form of organization, definition, importance, characteristics, kinds of companies.

Unit:2 Company Secretary:

Introduction, meaning, importance, qualities and qualification of company secretary, function and duties of company secretary.

Unit:3 Company meeting:

Introduction, meaning, type of meeting, notice, quorum, proxy, resolution, voting, minutes.

Unit:4 M S Excel:

Electronic spread sheet, create, save work book, editing work sheet data, working with range, adding headers footers, working with range, working with format function.

Practical:

Preparing the salary statement, stock register, meeting notice, table

Reference Book:

1. Office Management by R.K.Chopra, Himalaya Publication.
2. Office Organization and Management by S.P.Arora
3. Personal Computer and Dos Packages by R.P.Soni, Tata Communication
4. Modern Business Organization, S.A.Sherlekar by Sultanchand & Sons.

SARDAR PATEL UNIVERSITY

Programme: B.A

Semester: III S.Y.B.A

Syllabus with effect from: June 2019

Paper Code: UA03GOM522

Total Credit: 3 Title Of Paper: Office Practice -I

Objective : The objective of this course to provide basic knowledge of Personnel Management and Production control.

Unit:-1 Office Supervision:

Meaning, function of Supervision, role of supervisor, qualities of effective supervision, leadership, style of supervision, motivation style, power style, knowledge and skill of the supervisors, women supervisor.

Unit:-2 Personnel Management :

Introduction, definition, meaning, importance and functions of personnel management.,

Unit:-3 Entrepreneur, Entrepreneurship, Enterprise :

Meaning and types of entrepreneurs, characteristics of entrepreneurs, role and functions of entrepreneurs.

Unit:-4 Production control and quality control:

Objective of production control, steps in production control, advantages of production, planning and quality control, method of quality control, quality control program me.

Practical :

Preparing various meeting, motion, resolution, small case study

Preparing purchase note, sales note, cash book.

Reference Book:

5. Office Management by R.K.Chopra, Himalaya Publication.
6. Office Organization and Management by S.P.Arora
7. Personal Computer and Dos Packages by R.P.Soni, Tata Communication
8. Modern Business Origination, S.A.Sherlekar by Sultanchand & Sons.

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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.

