

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-III

Course Code	UA03GOMS51	Title of the Course	Secretarial Practice-I
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 function of Office Secretary 3 To learn self employment throw Entrepreneurship
---------------	---

Course Content		
Unit	Description	Weightage* %
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.	25%
2	Company Secretary: Introduction, meaning, importance, qualities and qualification of company secretary, function and duties of company secretary.	25%
3	Company meeting: Introduction, meaning, type of meeting, notice, quorum, proxy, resolution, voting, minutes.	25%
4	Entrepreneur, Entrepreneurship, Enterprise : Meaning and types of entrepreneurs, characteristics of entrepreneurs, role and functions of entrepreneurs.	25%

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
--------------------------------------	--

Evaluation Pattern		
Sr. No	Details of Evolution	Weightage
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination	70%

Course Outcomes : Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none"> ✓ Understand the function of Company Secretary ✓ Understand the Entrepreneurship Development Programme ✓ Understand the forms of Business Origination
2.	<ul style="list-style-type: none"> ✓ Indentify Sole traders, Paternership Firm, Joint stock company

Suggested References:	
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 संस्थान, पोप्युलर प्रकाशन

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

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-III

Course Code	UA03GOMS52	Title of the Course	Office Practice -I
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 data analyses throw excel
---------------	--

Course Content		
Unit	Description	Weigh age* %
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.	25%
2	Personnel Management : Introduction, definition, meaning, importance and functions of personnel management.,	25%
3	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.	25%
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.	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
--------------------------------------	--

Evaluation Pattern		
Sr. No	Details of Evolution	Weightage
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination	70%

Course Outcomes : Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none"> ✓ Understand the Office Practice ✓ Understand Data Analysis through excel ✓ Identify the function of Excel
2.	<ul style="list-style-type: none"> ✓ Understand the function of Personnel Management

Suggested References:	
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 संस्थान, पोपुलर प्रकाशन

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