

SARDAR PATEL UNIVERSITY
Office Management and Secretarial Practice

BA- Sem -IV (Minor Subject)

Course Code	UAO4MIOMS01	Title of the Course	Secretarial Practice
Total Credits of the Course	04	Hour per week	4 (Theory)

Course Objectives	<ol style="list-style-type: none"> 1. Develop the business skill. 2. Improve the knowledge about types of business. 3. Define the duties of secretary
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Course Content		
Unit		Weight age*(%)
Unit 1.		
	Forms of Business origination Sole Traders: Meaning, characteristics, advantages and disadvantages of sole traders Partnership Firm: Meaning, characteristics, advantages and disadvantages of Partnership Firm	25
Unit 2.		
	Joint Stock Company: Introduction, meaning, characteristics of company, types of company, advantages and disadvantages of joint stock company.	25
Unit 3.		
	Company Secretary: Introduction, meaning, importance, qualities and qualification of company secretary. Function and duties of company secretary.	25
Unit 4.		
	Company Meeting: Introduction, meaning, type of meeting, notice, quorum, proxy, resolution, voting, minutes	25

Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes, computer practical
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Evaluation Pattern Teaching-		
Sr. No	Details of Evolution	Weight age
1	Internal Written (As per CBCS R.6.8.3)	25%
2	Internal Continuous Assessment in the form of , Viva-voce, assailment Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3	University Examination	50%
	Written, assignment	
Course Outcomes : Having completed this course, the leaner will be able to		
1.	Understand the fundamentals Business firm •Understand effective environment of business •Understand the business skill	
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 सहायता, पाठ्य पुस्तक	
On line resources to be used if available as reference material		
On-line Resources		
https://resources.owlabs.com/blog/office-management		

SARDAR PATEL UNIVERSITY

Office Management and Secretarial Practice

Semester –IV

Course Code	UAO4SEOMS01	Title of the Course	Personal Management -II
Total Credits of the Course	02	Hour per week	02

Course Objectives:	<ol style="list-style-type: none"> 1. Develop the skill of human behavior 2. Improve the knowledge Leadership 3. Improve knowledge of human engineering
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Course Content		
Unit		Weightage*(%)
	1.	
	Personnel Management : Introduction, definition, meaning, importance and function of personnel management	25
	2.	
	Motivation: Meaning, importance of motivation, tools of motivation, suggestions for effective motivation. Dr. A.M.Maslow's need Hierachy Theory X and Theory Y	25

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / examination (As per CBCS R.6.8.3)	25
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25
3.	University Examination	50

Course Outcomes: Having completed this course, the learner will be able to	
1.	To make students understand the patterns of office form
2.	To assess the role played of Office machine
3.	To understand types of office machines