

AC- 08-04-2024

Item No: 05

Approved by the BoS in Business Law on 09-03-2024 Item No: 04

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

**Title of the Course: Managerial and Secretarial Practice
Programme: Bachelor of Commerce (B.Com)
Semester : IV**

**Syllabus for 2 Credit Course
From the academic year: 2024-2025**

Name of the Course: Managerial and Secretarial Practice

Sr. No.	Heading	Particulars
1	Description of the course:	As the name suggests, this program deals with two domains – Office Management and Secretarial Practice. Office management deals with day-to-day operations being carried out in an Office. It also deals with the application of management principles to solve problems arising in an Office. The main objective is to familiarize the students with the activities of a modern office, in an office besides gaining essential skills in handling of various office operations.
2	Vertical:	Open Elective
3	Type:	Theory
4	Credit:	2 Credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation: 20 Semester-End: 30
7	Learning Objectives	<ul style="list-style-type: none"> • To familiarize students with the activities in a modern office. • Smooth functioning of any organization depends upon the way various activities are organized, the facilities provided to the staff working in the office, the working environment, tools and equipment used in office.
8	Learning Outcomes Will enable the learners to-	<ul style="list-style-type: none"> • Perform the activities in an office and will be able to look into smooth functioning of an organization • Become tactful in using tools and equipment and the atmosphere more adaptable.
9	Syllabus	<p>Module-1: Office Management (15 Hours)</p> <ul style="list-style-type: none"> • Office and office Management – meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager. • Filing and Indexing – Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization. <p>Module-2. Forms, Office Tools and Equipment (15 Hours)</p> <ul style="list-style-type: none"> • Office forms– Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management – Meaning, importance of record keeping

	<p>management, principles of record management and types of records kept in a business organization.</p> <ul style="list-style-type: none"> Office Machines and equipment's – Importance, objectives of office machines. Office Safety and Security – Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security 											
10	<p>Reference Books</p> <ul style="list-style-type: none"> Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons and Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi. P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi. R.K. Chopra, Office Management, Himalaya Publishing House. 											
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%										
12	<p>Continuous Evaluation through:</p> <table border="1"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> <th>Conditions for passing</th> </tr> </thead> <tbody> <tr> <td>1) 1st Project/ Report work</td> <td>10</td> <td rowspan="3">A learner must be present for each of the sub-components.</td> </tr> <tr> <td>2) MCQ Based Test (1 MCQ of 1 mark each)</td> <td>10</td> </tr> <tr> <td>Total</td> <td>20</td> </tr> </tbody> </table>		Sub-components	Maximum Marks	Conditions for passing	1) 1 st Project/ Report work	10	A learner must be present for each of the sub-components.	2) MCQ Based Test (1 MCQ of 1 mark each)	10	Total	20
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13	<p>Format of question paper Maximum Marks: 30 Duration: 1 Hour. All Questions are Compulsory Carrying 15 Marks each.</p> <table border="1"> <thead> <tr> <th>Question No</th> <th>Particular</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Q-1</td> <td> (From Module I) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks) </td> <td>15 Marks</td> </tr> <tr> <td>Q-2</td> <td> (From Module II) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks) </td> <td>15 Marks</td> </tr> </tbody> </table>		Question No	Particular	Marks	Q-1	(From Module I) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks	Q-2	(From Module II) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks	
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Signature/s of Team Member/s

Sr.No	Name	Signature
1.	Dr. Hema Mehta	