



**B. J. VANIJYA MAHAVIDYALAYA**

**(Autonomous)**

**(Grant-in-Aid)**

**(Affiliated to Sardar Patel University)**

**Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India**

**Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC**

**Syllabus as per the NEP 2020 with effect from June – 2024**

**Bachelor of Commerce (B. Com.)**

**Semester – I**

<b>Course Code</b>	<b>UB01SECOM02</b>	<b>Title of the Course</b>	<b>Office Management</b>
<b>Total Credits of the Course</b>	<b>02</b>	<b>Hours per week</b>	<b>02</b>

<b>Course Objectives:</b>	1) To provide basic knowledge of office management to the learners. 2) To understand the filing and indexing.
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Introduction:</b> <ul style="list-style-type: none"><li>Office and Office Management: Meaning of office.</li><li>Functions of office – primary and administrative management functions, Functions of office management, importance of office, duties of the office manager, his qualities and essential qualifications.</li></ul>	<b>50%</b>
<b>2.</b>	<b>Filing and Indexing:</b> <ul style="list-style-type: none"><li>Filing and Indexing – Its meaning and importance, essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipment, weeding of old records, meaning and need for indexing, various types of indexing.</li></ul>	<b>50%</b>

<b>Teaching-Learning Methodology</b>	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
<b>1.</b>	Internal Written / MCQ (As per CBCS R.6.8.3)	<b>30%</b>
<b>2.</b>	Internal Continuous Assessment in the form of Practical, Viva- voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>20%</b>
<b>3.</b>	Final Examination	<b>50%</b>

<b>Course Outcomes: Having completed this course, the learner will be able to</b>	
<b>1.</b>	Understand the basic concepts and aspects of Office and Office Management.
<b>2.</b>	Have a detailed idea of Filing and Indexing.
<b>3.</b>	Understand Mail and Mailing procedures in depth.
<b>4.</b>	Have detailed knowledge about Modern Office Equipment and usages of the same.

<b>Suggested References:</b>	
<b>Sr. No.</b>	<b>References:</b>
<b>1.</b>	Dr. H. G. Vohra and Shri. S. G. Vahora, Secreterial Practice, Garg Publication, Amdavad.
<b>2.</b>	Bhatia, R.C. Principles of Office Management, Lotus Press, New Delhi.
<b>3.</b>	Leffing well and Robinson: Text book of Office Management, Tata McGraw-Hill.
<b>4.</b>	Terry, George R: Office Management and Control.
<b>5.</b>	Ghosh, Evam Aggarwal: Karyalaya Prabandh, Sultan Chand & Sons.
<b>6.</b>	Duggal, B: Office Management and Commercial Correspondence, Kitab Mahal

<b>Sr. No.</b>	On-Line Resources available that can be used as Reference Material
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