Office Management and Secretial Practice

B.A. Ist Semester I,II व B.A. III Semester 5 में संशोधन हेतु प्रस्ताव सेमेस्टर प्रथम व द्वितीय में प्रयोगिक कार्य सम्मिलित करना है।
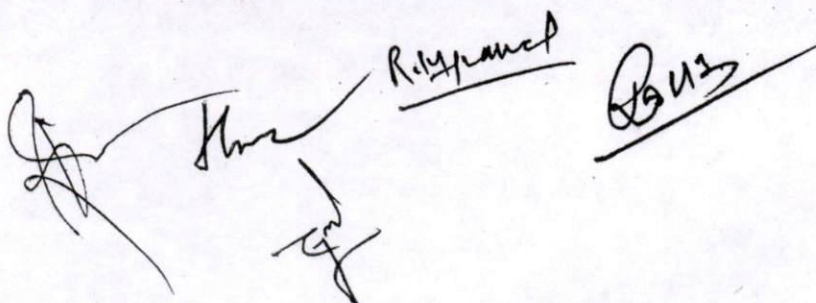
वर्तमान पाठ्यक्रम सेमेस्टर I,II

सेमेस्टर	Course Code	Paper Title	Theory/Practical	Credits
I	A350101	Office Management	Theory	6
II	A350201	Principl of Management	Theory	6

प्रस्तावित पाठ्यक्रम

सेमेस्टर	Course Code	Paper Title	Theory/Practical	Credits
I	A350101	Office Management	Theory	4
II	A350102	Office Machines and Equipment	Practical	2
II	A350201	Principl of Management	Theory	4
II	A350202	Controls and volution	Practical	2

B.A. Ist year (I Semester)
Practical

Programme/Class/BA	Year I	Semester I
Subject- Office Management and Secretial Practice [OM and SP]		
Course Code A350102	Course Title-Office Machine and equipment	
After Completing the course student shall be able to- Co-1 Understand the meant equipment. Co-2 Understand about office machine. Co-3 General Knowledge about making machine. Co-4 Knowledge about function of equipment. Co-5 Knowledge about setting equipment.		
Credits 2	Course Compulsory	
Max Marks 25+75	Passing marks 40	
Total No of Period-30[60 hours] Prac.2/w		

Unit	Topics	No. of Period
I	Introduction -Knowledge of machine, meaning, importance use of machines, automation tools.	6
II	Setting of machine, as Printer Scanner, Fax machine ext.	6
III	Knowledge about another equipment which use in office.	6
IV	Importance of equipment in office safety of machines.	6
V	Helf of machines about keeping records in office.	6

Difference संदर्भ–

1	D.K. Ghosh office management Satendra & sons Publications and some New Delhi .
2	Chopra R.K. office management Himalya Publishing House.
3	Jain Pankaj Karyalay Prabandh Sanjay Publication.
4	Gupta Sanjay Karyalay Prabandh Sahitya Bhawan Publication Agra.

B.A. Ist year (II Semester)
Practical

Programme/Class B.A.	Year I	Semester II
Subject-Office management and secretial practical command [OM and SP]		
Course Code A 350202	Course Title-Control and Valuation of office	

After completing course Student Shall be able control and Valuation.

Co 1-Understand about control office.

Co 2-Demonstrate worker of office.

Co 3-Valuate work of office

Credits-2	Core-Compulsory
Max mark 25+75	Main Passing mark 40
Total No. of Period-30	(60 Hours Parac-3/w

Unite	Topics	No. of Period
I	Control-Need of control, Importance of control. Power of control.	10
II	System of control, condition of control,	10

	Value of control	
III	Value-Meaning , Need, Importance, system	10

Refference-
1. Gupta C.B. Management theory and Public S. Chand New Delhi.
2. Agrawal R.C. Gupta Sanjay Prabandh Ke Siddhant.
3. Saxsena S.C. Pra Ke Siddanth Sahitya Bhawan Publication.
4. Gupta R.C. Vyasayik Prabandh Ke Sahitya Bhawan Publication.
5. Telecom M.T. Industrial and Business management S. Chand New Delhi.

R.L.Agrawal

पूर्व में **B.A. III** में प्रचलित एवं सेमेस्टर **5** (पंचम) के लिए प्रस्तावित

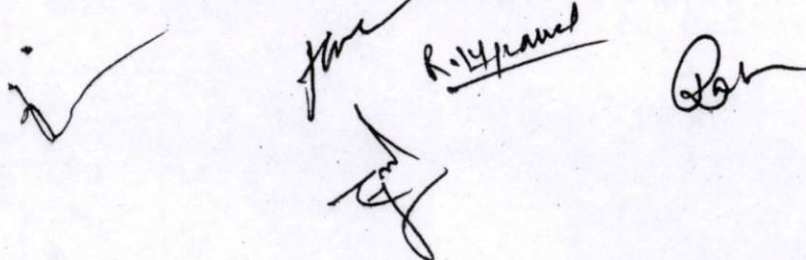| क्र0सं0	अध्याय	No. of Period
1	**इंटरनेट (Internet)** Introduction, Anatomy of internet, Internet v/s Intranet, Growth of Internet, ISP, Connecting to Internet, Installation of Dial-up Connection, www, website, Web server and Web Browsers, Uses and abuses of Internet glossary.	10
2	**ई—मेल (E-mail)** Introduction, Types of e-mail, Advantages of E-mail, E-mail address, sending nd Receiving E-mail, using address Book, Creating Web-based E-mail account, E-mail Protocols mailing lists.	10
3	**इंटरनेट प्रोटोकॉल (Internet Protocol)** Data transmission Protocol, client-server Architecture, FTP, Telnet, Terminal Emulation, Message Board, Chatting.	8
4	**वर्ल्ड वाइड वेब (World Wide Web)** Introduction, History of world wide web, working of world wide web, web Browsers, Search engineers. Finding information on Internet through search Engine, HTTP. URL, Web servers, Web Protocol, Net Etiquette, shorthand, Smiles.	8
5	**वेब पब्लिशिंग (Web Publishing)** Introduction, Steps of web publishing. Domain Name Registration, Webhosting, publicity and promotion of website, maintenance of website, Web Publishing tools. web designing tools.	9
6	**एचटीएमएल (HTML)** Introduction, HTML Tags and Elements, Preparing HTML Documents, Basic HTML Tags, creating list in HTML, inserting image, Linking. creating table. using frames, using forms.	10
7	**माइक्रोसॉफ्ट फ्रंटपेज (Microsoft FrontPage)** Introduction, Starting FrontPage, Deferent views of website, creating website using a template, creating website using wizard, opening website, working with text, inserting Hyperlinks, Creating tables. using graphics in web pages, editing Pictures, Creating Thumbnails, viewing HTML Code.	10
8	**जावास्क्रिप्ट (JavaScript)** Introduction, Elements of JavaScript Statements of JavaScript. functions in JavaScript Array. Prancing Browser, Dialog Boxes. Document object model. Using form with JavaScript. Other Buell in object in JavaScript, user Defined object.	10

Suggested Reading:

- Awasthi, A. and Maheshwari, S. (2003) Public Administration. Agr LaxmiNarain
- Agrawal, pp.3-12.
- Henry, N. (2003) Public Administration and Public Affairs. New Delhi: Prentice Hall, pp. 1-52
- Bhattacharya, M. and Chakrabarty, B. (2005) 'Introduction: Public Administration: Theory and Practice', in Bhattacharya, M. and Chakrabarty, B. (eds.) Public Administration: A Reader. Delhi: Oxford University Press, Pp. 1-60.
- Henry, N. (2003) Public Administration and Public Affairs. New Delhi: Prentice Hall, pp. 53-74
- Mouzelis, N.P. (2005) The Ideal Type of Bureaucracy', in Bhattacharya, M. and Chakrabarty, B. (eds.) Public Administration: A Reader. Delhi: Oxford University Press, pp. 88-100.
- Hyderbrand, W. (1980) A Marxist Critique of Organization Theory', in Evan, W (ed.) Frontiers in Organization & Management. New York: Praeger, pp. 123-160.
- Hyderbrand, W. (1977) Organizational Contradictions in Public Bureaucracies: Towards a Marxian Theory of Organizations', in Benson, J.K. (ed.) Organizational Analysis: Critique nd Innovation. Beverly Hills: Sage, pp. 85-109.
- Bhattacharya, M. (1999) Restructuring Public Administration: Essays in Rehabilitation. New Delhi: Jawahar, pp. 29-70, 85-98.
- Bhattacharya, M. (2001) New Horinons in Public Adminitration. New Delhi: Jawahar, pp. 248-272, 301-323.
- Dey, T.R. (1975) Understanding Public Policy. New Jersey: Prentice Hall, pp. 1-38, 275-299.
- Dror, Y. (1983) Public Policy Making Reexamined. Oxford: Transaction Publication, pp. 129-216.
- Widener, E. (ed.) (1970) Development Administration in Asia. Durham: Duke University Press.

Project Report on Office Management and viva-voce

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अथवा

B.A. III year में प्रचलित एवं सेमेस्टर 5 (पंचम) में प्रस्तावित

Lectures:75

Objectives: To provide basic understanding of Administration and public policy in India.

Unict I   **15**

Public administration as a discipline: Meaning, scope and significance of the subject, public nd private administration, brief evolution and major approaches, and comparative approaches to public administration.

Unit II   **15**

Administrative theories: the classical theory, scientific management, the human relation theory, and rational decision-making.

Unit III   **15**

Development administration: Elements of development administration. Time and space dimensions in the study of development administration, politics of development administration.

Unit IV   **15**

Understanding public policy: concept and theories, relevance of policy making inpublic administration and process of policy formulation and implementation And evaluation.

Unit V   **15**

Contemporary developments: new public administration, new public management, good governance and development, corporate governance, feminist and ecological perspective on public policy and administration. Democratization, decentralization and social protection: administration functional and fiscal decentralization, in rural and urban context, social welfare administration and social protection for weaker sections.

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