

Office Management and Secretarial Practice (Vocational Course)

The three years B.A. Course in Management and Secretarial Practice shall be spread over academic sessions, viz. Part-I, Part-II and Part-III. In each of the parts-I and II, there will be two theory papers carrying 75 marks each and a practical carrying 50 marks. In Part-III there will be three theory papers carrying 75 marks each and a practical paper carrying 75 marks. Candidates are required to pass in theory and practical separately.

Schedule of paper shall be as follows :

B.A. Part-I

Theory — Paper I- Office Management-	Max marks 75
Paper II- Typewriting-	Max marks 75
Practical — Training and viva-voice-typing-	Max marks 50
	<hr/> Total Marks 200 <hr/>

B.A. Part-II

Theory — Paper I- Personnal Management-	Max marks 75
Paper II- Short hand and Stenography-	Max marks 75
Practical — Job training- shorthand and viva	Max marks 50
	<hr/> Total Marks 200 <hr/>

B.A. Part-III

Theory — Paper I- Secretarial Practice-	Max marks 75
Paper II- Principles and Practice of Management-	Max marks 75
Paper III- Labour welfare in India-	Max marks 75
Practical — Project Report on office Management and viva-	Max marks 75
	<hr/> Total Marks 300 <hr/>

B.A. III

Paper I : Secretarial Practice

Max. Marks 75

Company secretary : Appointment and legal Position of a company secretary in regard to :

1. Formation of a company.
2. Insure of shares and allotment, callis, forfeiture, transfer and transmission of shares; and

3. Meeting of board and shareholders including provisions relating to notice, quorum, ngobdn, chnirmen, poll proxy, nintes, noticone and resolutions.
4. Drafting of notice, agenda, resolutions and ninutes.

Books Recommended :

1. कम्पनी अधिनियम एवं सचिवीय : अग्रवाल एवं कोठारी
पद्धति
2. Company Law : Avatar Singh
3. कम्पनी अधिनियम एवं सचिवीय : डा० एस०एम० शुक्ला
पद्धति
4. भारतीय कम्पनी अधिनियम एवं : डा० के०एम० पाण्डेय
सचिवीय पद्धति
5. Elements of Company Law : N.D. Kapoor

B.A. III (Course Content)

Paper II : Principles and Practice of Management Max. Marks 75

Meaning and concept of management. Administration and management. Management as a Science and Art. Management as a profession. Role of management its special reference to indian business, commercial and industrial scene.

Different approaches to the study of management. Traditional and scientific management approaches. Behavioural approach and system approach. Fayol's universal of management.

Planning : Nature and problems, components of planning, different steps in planning. Advantages and limitation of planning. Forecasting and its different types. Forecasting methods and their merits and demerits. Net work programming (PERT AND CPM).

Decision-making-rate of decision-making. Various steps in the decision-making and process.

Organisation and its structure, legation of authority and responsibility, Types of organisation-line, staff and functional organisation charts and manual.

Direction : nature and importance of direction. Principles and techniques of direction. Board of director and its function. Advantages and disadvantages of committies.

Coordination-meaning and types of coordination. Principles of coordination. Different aids to make coordination effective.

Leadership role of leadership in management. Qualities of successful leader, types of leaders and their managerial types.

Motivation, nature and function of motivation process of motivation morale and the problems of its measurement. Hierarchy of needs. Modern approaches to motivation.

Communication-Nature and functions of communication. effective communication. Communication process. Different types of communication.

Control role of control in management. Various steps in control process. Types of control. Cost control and budgetary control.

Elements of personal management. Production management, Financial management and marketing management.

Books Recommended :

1. प्रबंध के सिद्धांत : डा० एस०सी० सक्सेना
2. Management Theory & practice : Earnest Dale.
3. Principle of Management : Kontz & Odonnell.

Paper III - Labour Welfare in India

Development of entrepreneurship and present industrial education system in India, Emergence of Indian business community.

Sociological aspects of labour - industrial employment, its effect on social life, emergency of industrial working class and its characteristics, social responsibilities of industries.

Labour Economics and labour problems - Labour's problem in a democratic economy. Socio-Economic Characteristics of Indian labour. Labour market-demand and supply, industrial employment and unemployment. Productivity of Indian Labour, Nationalization and automation.

Wages various concepts, structure of wages in India, wages Determination-theoretical aspects of wages, determination, wage determination through legal machineries (adjudication), wage National Wage policy in India.

Labour welfare - meaning and philosophy of labour welfare, role of Trade unions, state and employers in labour welfare, Legal and voluntary efforts to labour welfare, industrial health and sickness. Industrial housing working conditions, labour independentness and labour cooperatives,



institution of welfare officer role, status and Training, personal social work, concept and importance.

Social security meaning and development of social security in India and abroad.

Books Recommended :

1. समस्याएँ एवं सामाजिक संरक्षा : डा० एस०सी० सक्सेना
2. Dynamics of Industrial Relations in India : C.B. Mamoria
S. Mamoria
3. श्रमिक विधियाँ : डा० गंगा सहाय शर्मा, डा० इन्द्रजीत सिंह
4. कार्मिक प्रबंध एवं औद्योगिक : कुमार, मित्तल
संबंध

B.A. III

Practical : Project Report on Office Management and viva- voce

Max. Marks : 75