

Punyashlok Ahilyadevi Holkar Solapur University, Solapur



पुण्यश्लोक अहिल्यादेवी होळकर
सोलापूर विद्यापीठ

॥ विद्यया संपन्नता ॥

NAAC Accredited - 2022
'B++' Grade (CGPA 2.96)

Name of the Faculty : Faculty of Humanities

Syllabus : Secretarial Practice and Commercial Correspondence (IDS)

Name of the Course : B. A. Part -II (Semester III & IV)

With effect from: June 2023-24

PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR

FACULTY OF HUMANITIES

Choice Based Credit System Syllabus B.A. Part- II
Secretarial Practice and Commercial Correspondence

(w. e. f. June 2023)

1. **Title of the course:** B. A. Part –II
2. **Name of the paper:** Secretarial Practice and Commercial Correspondence
3. **Objectives of the course:**
 - To understand the secretarial working pattern in global scenario
 - To inculcate the effective official working skills
4. **Advantages of the course:** It helps to create self-employment
5. **Eligibility of the course:** B. A. Part- I
6. **Duration of the course:** 1 year, Semester –III: 6 months Semester –IV: 6 months
7. **Medium of instructions:**
 - Marathi
 - English
8. **Course total marks :**100 Marks
Semester –III : 40 Marks (University assessment) + 10 Marks (College assessment)
Semester –IV : 40 Marks (University assessment) + 10 Marks (College assessment)

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FACULTY OF HUMANITIES

Choice Based Credit System Syllabus B A Part- II

Secretarial Practice and Commercial Correspondence

(w. e. f. June 2023)

Lecture per week: 4 Total lecture

60

Semester –III

Unit No.	Contents	No of Lectures
I Secretarial Profession	<ul style="list-style-type: none">• Origin of Secretary – Meaning, Definition, Features, Importance• Types of Secretaries - Personal Secretary & Institutional Secretary• Functions Secretary• Qualities of Secretary• Qualification of a Secretary	15
II Role and Responsibilities of Secretary	<ul style="list-style-type: none">• Role of secretary.• Duties and planning the work of secretary.• Responsibilities of Secretary.• Challenges before Secretary in Modern Era.	15
III Secretarial Correspondence	<ul style="list-style-type: none">• Commercial Letter Writing• Process of handling Inward mail• Process of handling outward mail• Taking dictation, transcription, and structure of letter	15
IV Filing and Record Keeping	<ul style="list-style-type: none">• Filing – Meaning, Importance and Scope• Methods of Filing – Traditional and Modern• Indexing – Meaning, Scope, Importance and Types• Office Mechanization – Meaning, Scope, Importance• Management Information System	15

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Lecture per week: 4 Total lecture

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Semester –IV

Unit	Contents	Lectures
Unit I Meeting	<ul style="list-style-type: none">• Meeting: Meaning, Importance, and Types• Legal Process of Meeting,• Documentation for Meeting: Notice, Agenda, Proposal Resolution, Minutes• Proxy Voting	15
II Report Writing	<ul style="list-style-type: none">• Report writing: Meaning & importance.• Types of Reports: Statutory Report, Annual Report Mid-Term Report, Report of Development, Marketing Survey Report and Committee Report• Styles of Report Writing.• Modern Report Writing using Technology	15
III Commercial letters	<ul style="list-style-type: none">• Commercial letters: Concept and Importance• Physical aspects and structures,• Essentials of good business letters,• Types of commercial letters• Correspondence with bank: banking work and type of account, account opening request letter and loan request letter.• Correspondence with Insurance Company: meaning of insurance and types of insurance, taking policy letter and claiming for damage	15
IV Computer Application	<ul style="list-style-type: none">• Computer Applications: Meaning And Definition• Importance Of Computer In Office Work,• Computer Applications User In Office• Software - MS-Office-Word, Excel, Spread Sheet, PDF File, Power Point Presentation, Email, social media.• Online Booking - Hotel, Train, Aero Plane, Bus Etc.	15

Outcome: After completion of this course successfully candidate can be placed in any organization for office administration work

Books Recommended:

1. S. A. Sherekar: Secretarial Practice, Kitab Mahal, Allahabad
2. John Harrison: Secretarial Duties -Pitman Publishing House, London
3. P. C. Pardeshi: Communication skills
4. L. E. Fraiby: Handbook of business letter- Super Book House, Bombay
5. J. C. Denyer: Office management- McDonald and Events Limited, London
6. Jain and Dugar- Secretarial Practice and business correspondence- world press Kolkata
7. Dr. C J. Joshi and R. N. Shirsagar -Secretarial Practice- Phadke Prakashan, Kolhapur
8. Shri G. Charde - Business practice and commercial correspondence, Vidya Prakashan, Nagpur
9. Mohan Lal - Office procedure and drafting, New light publications, New Delhi
10. Dixit and Gaud: Advanced commercial correspondence, Universal Publication, Kolhapur
11. P. K. Sinha: Computer fundamental
12. V Rajaraman: Computer fundamental

Equivalent Subject for old Syllabus

Name of the Old Paper	Name of the new Paper
Secretarial Practice and Commercial Correspondence	Secretarial Practice and Commercial Correspondence

