
 <p>पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ ॥ विद्यया संपन्ना ॥ NAAC Accredited-2022 (B++ Grade (CGPA-2.86))</p>	<p><b>PUNYASHLOKAHILYADEVIIHOLKARSOLAPURUNIVERSITY,</b> <b>SOLAPUR</b> <b>B.A. - II SEMESTER – IV(NEP 2020)</b></p>	
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**VERTICAL: GERERIC ELECTIVE / OPEN ELECTIVE**

**COURSE CODE:**

**COURSE NAME: SECRETARIAL PRACTICE PART- II**

Course Credits	No. of Hrs. per Week	Total No. of Teaching Hrs.	Total marks
2 Credits	2 Hours	30 Hours	50

**Preamble:**

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 equipments used in office.

The goal of this course is to provide students the fundamental abilities they need to office skill. Students will acquire the abilities and attitude necessary for office administration, such as opportunity identification, Communication Skill, Personality Development and efficient physical and mantel management, through a combination of lectures, case studies, interactive sessions, and hands-on tasks.

**Course Objectives:**

1. To Define and understand the key concepts and importance of Office Management.
2. To Identify and develop the key skill for office management among students.
3. The main objective of this course is to familiarize students with office operations and tools and to develop a mindset for working in an office.

Unit	Contents	Lectures
<b>Unit I- Office Management</b>	<ol style="list-style-type: none"> <li>1. Office: Meaning and Definition</li> <li>2. Need and importance of office,</li> <li>3. Meaning and importance of office management</li> <li>4. Functions of a modern office</li> <li>5. Office organization – meaning and principles</li> <li>6. Office Mechanizations</li> <li>7. Factors to be considered in selection of office Equipments</li> <li>8. Tools for office</li> <li>9. Computer and related hardware</li> </ol>	<b>15</b>
<b>Unit II- Filling, Indexing and Record Keeping</b>	<ol style="list-style-type: none"> <li>1. Filling – Meaning , Need and Importance</li> <li>2. Essential of good filing system.</li> <li>3. Centralized and decentralized filing system.</li> <li>4. filing systems and methods</li> <li>5. Office Record Management – Meaning, importance of record</li> </ol>	<b>15</b>

	keeping management, principles of record management and types of records kept in a business organization. 6. Indexing – Meaning, Need and Types of indexing used in the business organization.	
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### Course Outcome

On successful completion of the course, the students will be able to...

1. Students will get information about office and office work.
2. Students will become competent to work in the office.
3. Students will be mentally prepared to become a secretary.

### Suggested Readings:

1. Ghosh P.K. (1992) -Business Correspondence Office Management – New Delhi -Sultan Chand & Sons
2. Chopra R.K.(1990) - Office Management–New Delhi-Himalaya publishing House Jain.J.N (2007) Modern Office Management -New Delhi-Regal publishing.
3. Bhatia R.C.(2005) -Principles of Office Management- Lotus Press-New Delhi
4. Leffingwell and Robinson (1975)-Text book of Office Management -Tata McGraw-Hill.
5. George R Terry(1949)- Office Management and Control- Chicago Richard D. Irwin publisher
6. Chhabra, T.N., Modern Business Organisation, New Delhi,
7. Dhanpat Rai& Sons. Duggal, Balraj, Office Management and Commercial Correspondence, KitabMahal, New Delhi.
8. P.K. Ghosh, “Office Management”, Sultan Chand & Sons. New Delhi R.K. Chopra, Office Management, Himalaya Publishing House

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<p><b>VERTICAL: GERERIC ELECTIVE / OPEN ELECTIVE</b></p> <p><b>COURSE CODE:</b></p> <p><b>COURSE NAME: SECRETARIAL PRACTICE PART- I</b></p>			
<b>Course Credits</b>	<b>No. of Hrs. per Week</b>	<b>Total No. of Teaching Hrs.</b>	<b>Total marks</b>
<b>2 Credits</b>	<b>2 Hours</b>	<b>30 Hours</b>	<b>50</b>
<p><b>Preamble:</b> In today's world, individuals and organizations must approach their tasks systematically to achieve success. As a result, understanding and effectively implementing the working methods of a secretary has become essential. This course aims to help students develop the qualities and skills necessary for a secretary's role, enabling them to pursue a career in this profession.</p> <p><b>Course Objectives:</b></p> <ol style="list-style-type: none"><li>1. To understand the concept of secretary and key traits of successful secretary.</li><li>2. To understand the legal processes of meeting and its relevant concept.</li><li>3. To motivate the students about state the Secretarial Profession.</li></ol>			
<b>Unit</b>	<b>Contents</b>		<b>Lectures</b>
<b>Unit I- Introduction to Secretary</b>	<p>1.1 Origin of Secretary</p> <p>1.2 Meaning and Definition of Secretary</p> <p>1.3 Features of Secretary</p> <p>1.4 Importance of Secretary</p> <p>1.5 Types of Secretary</p> <p>1.6 Functions of Secretary</p> <p>1.7 Qualities of Secretary</p> <p>1.8 Qualification of Secretary</p> <p>1.9 Duties of Secretary</p> <p>1.10 Responsibilities of secretary</p>		<b>15</b>
<b>Unit II – ARRANGING MEETINGS</b>	<p>2.1. Meeting- meaning, importance, and types of meetings</p> <p>2.2. Requisites of a Valid Meeting /Legal process of meeting</p> <p>2.3. Notice of a Meeting</p> <p>2.4 Proposal of Meeting</p>		<b>15</b>

	2.5. Agenda of a Meeting 2.6. Quorum of a Meeting 2.7. Chairman of a Meeting 2.8. Motions and Resolutions 2.9. Adjournment of a Meeting 2.10. Minutes of a Meeting 2.11. Secretarial Duties relating to meetings 2.12. Terms relating to Meetings	
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### **Course Outcome**

On successful completion of the course, the students will be able to...

1. To Employ critical thinking skills to evaluate administrative works and business problems.
2. The skills and qualities required for a secretary will be developed in students.
3. To understand teamwork and leadership dynamics.
4. After completion of this course successfully candidate can be placed in any organization for office administration work

### **Suggested Readings:**

1. Test Book of Secretarial Practice (11<sup>th</sup> Standard) Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.
2. Test Book of Secretarial Practice (12<sup>th</sup> Standard) Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.
3. S. A. Sherekar: Secretarial Practice, Kitab Mahal, Allahabad
4. John Harrison: Secretarial Duties -Pitman Publishing House, London
5. J. C. Denyer: Office management- McDonald and Events Limited, London