

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND**  
**(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)**

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Got of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

**Bachelor of Commerce (BCOM)**

**Semester - 1**

<b>Course Code</b>	<b>UB1SECOM02</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>	The objective of the course is to impart basic knowledge of the Office & Office Management.
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<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1</b>	<b><u>Introduction:</u></b> (A) Office <ul style="list-style-type: none"><li>• Meaning of Office</li><li>• Importance of Office</li><li>• Functions of office</li><li>• Activities of Office</li></ul> (B) Office Management <ul style="list-style-type: none"><li>• Meaning of Office Management</li><li>• Objectives of Office Management</li><li>• Importance of Office Management</li></ul>	<b>50%</b>
<b>2.</b>	<b><u>Filing:</u></b> <ul style="list-style-type: none"><li>• Meaning and Definition</li><li>• Importance of Filing</li><li>• Computerised Filing</li><li>• Meaning</li><li>• Types</li><li>• Importance</li><li>• Limitations</li></ul>	<b>50%</b>

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"><li>• Lecture Method</li><li>• Online Lectures</li><li>• Group Discussion</li><li>• Case Study</li></ul>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written	30%
2.	Internal Continuous Assessment in the form of Practical, Quizzes, Seminars, Assignments, Attendance	20%
3.	External Examination	50%

**Course Outcomes: Having Completed this course, the students will be able to**

1.	Understand the basic concepts and aspects of Office and Office Management
2.	Have a detailed knowledge of Filing

**Suggested References**

Sr. No.	References
1	Dr. H. G. Vohra and Shri. S. G. Vahora, Secretarial Practice, Garg Publication, Amdavad.
2	Bhatia, R.C. <i>Principles of Office Management</i> , Lotus Press, New Delhi
3	Leffingwell and Robbinson: <i>Text book of Office Management</i> , Tata Mc Graw-Hill.
4	Terry, George R: <i>Office Management and Control</i> .
5	Ghosh, Evam Aggarwal: <i>Karyalaya Prabandh</i> , Sultan Chand & Sons.
6	Duggal, B: <i>Office Management and Commercial Correspondence</i> , Kitab Mahal
	<b>On-line resources to be used if available as reference material</b>

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