

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⁺** KCG-Dept of Edu. Got of Gujarat-April 2017

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

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

Bachelor of Business Administration (BBA-General)

Semester - I

Course Code	UM1SEBBA02	Title of the Course	OFFICE MANAGEMENT
Total Credits of the Course	02	Hours per Week	02

Course Objectives	1. To understand the functions of modern office and its importance
	2. To acquaint the students with qualifications, functions and duties of office manager
	3. To get knowledge about Filing and Indexing
	4. To understand the advantages of filing of records, organizing of records, its types and classification.

Course Content		
Unit	Description	Weightage (%)
1.	MODERN OFFICE AND FUNCTIONS <ul style="list-style-type: none">• Modern Office - Meaning - Definition• Changing Office Scenario• Importance of office• Functions of Modern Office• Types of Office• Office Manager - Qualifications - Functions - Duties - Qualities of Good Office Manager• Practical Aspects: Visit to administrative office and prepare report on visit.	50%
2.	FILING AND INDEXING <ul style="list-style-type: none">• Meaning of Records• Types of Records• Records Management - Meaning - Objectives• Filing - Advantages - Organization of Filing - Types of Filing - Classification of Files• Indexing - Objectives of Indexing - Essentials of a Good system of Indexing - Advantages of a Good System of Indexing - Systems or Methods or Types of Indexing - Selection of a Suitable Indexing System• Practical Aspects: Visit to Library and learn how to maintain files and prepare report on visit.	50%

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Teaching-Learning Methodology	<ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Case Study• Project work• Practical Activities
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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 Quizzes, Seminars, Assignments, Attendance	20%
3.	External Examination	50%

Course Outcomes: Having Completed this course, the students will be able to	
1.	Understand the functions of modern office
2.	Understand the various equipment's used in Automation of office
3.	Understand the importance of office accommodation and office layout
4.	Get in-depth knowledge about filing and indexing.

Suggested References	
Sr. No.	References
1	Office Organisation & Management by S P Arora
2	Office Mnagement by Singh, Batra and Katra
3	Office Management by C B Gupta
4	Office Management by Prasanta K Ghosh

On-line resources to be used if available as reference material
On-line Resources
https://www.google.co.in/books/edition/OFFICE_MANAGEMENT_Developing_Skills_for/3aiA1URwOXIC?hl=gu&gbpv=1&dq=What+is+office+management&printsec=frontcover
