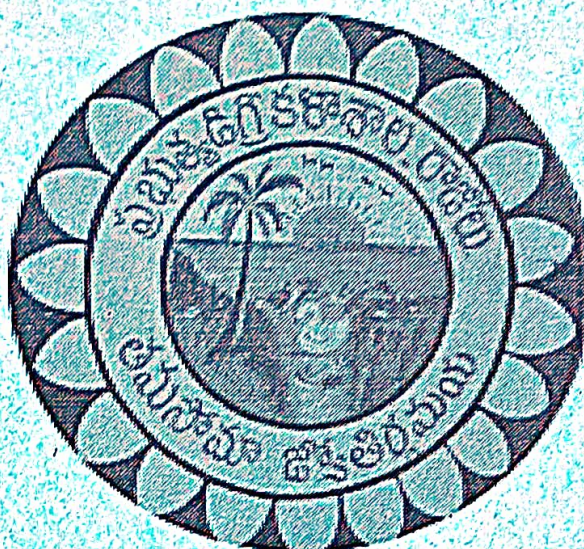


GOVT.DEGREE COLLEGE RAZOLE
E.G Dist

DEPARMENT OF ECONOMICS
CERTIFICATE COURSE
OFFICE MANAGEMENT
2019-20



2019-20
DEPARTMENT OF ECONOMICS

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
OFFICE MANAGEMENT 2020-2021
Minutes of Certificate Course

After through discussion the following resolutions are made

Resolutions

- It was resolved to introduce "Office management" certificate course in this academic year 2020-21.
- It is resolved to conduct certificate course for final year students.
- It is resolved to conduct classes for 45 working hours on the syllabus presented.
- Resolved to approve the syllabus and model paper. it is resolved to conduct external examination for 60 marks and internal examinations for 40 marks. Average will be considered marks seminars/ Assignment and vive-voce.

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS

Razole
08-01-2020

To,
The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course-Office Management-2019-20 Submission of Work done
statements-request for action-reg.

I submit that the Department of Economics conducted classes for the
Certificate course in Office Management 2019-20. The statement showing the work
done together with the details of number of hours and the faculty name provided in
the statement that follow.

Thanking you sir

Yours faithfully,

V.D. V.V. Lakshmi 8/1/2020
(VDVV LAKSHMI)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1	VDVV LAKSHMI Lecturer in Economics	45

ABSTRACT

V.D. V.V. Lakshmi
8/1/20

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
OFFICE MANAGEMENT 2019-2020

(January 2020 to March 2020)

Work done statement of Certificate Course

Name of the Lecturer : VDVV LAKSHMI

Subject : Economics

Batch : 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	21-01-2020	1Hr	Office and Office management - meaning
2	22-01-2020	1Hr	Functions of Office
3	23-01-2020	1Hr	Administrative Functions of Office
4	24-01-2020	1Hr	Relation of office with other Depts
5	25-01-2020	1Hr	Concept of paperless office, virtual.
6	27-01-2020	1Hr	Open and private office
7	28-01-2020	1Hr	Definition and Elements of OM
8	29-01-2020	1Hr	Duties of office manager
9	30-01-2020	1Hr	Filing and Indexing- meaning
10	31-01-2020	1Hr	Importance of filing
11	01-02-2020	1Hr	Essential of good filing system
12	02-02-2020	1Hr	Centralized filing system
13	03-02-2020	1Hr	Decentralized filing system
14	04-02-2020	1Hr	Need of Indexing used in the BO
15	05-02-2020	1Hr	Types of Indexing used in the BO
16	06-02-2020	1Hr	Meaning of office forms
17	07-02-2020	1Hr	Types of Office forms
18	10-02-2020	1Hr	Advantages of forms used in the BO
19	11-02-2020	1Hr	Objectives of form designing
20	12-02-2020	1Hr	Principles of form designing
21	13-02-2020	1Hr	Meaning of office record management
22	14-02-2020	1Hr	Importance of record management
23	15-02-2020	1Hr	Principles of record management
24	17-02-2020	1Hr	Types of record kept in a BO
25	18-02-2020	1Hr	Office machines and equipment
26	19-02-2020	1Hr	Importance of offices machines
27	22-02-2020	1Hr	Objectives of office machines
28	24-02-2020	1Hr	Office safety and security
29	25-02-2020	1Hr	Meaning of Office safety and security
30	26-02-2020	1Hr	Importance Office safety and security
31	27-02-2020	1Hr	Safety hazards
32	28-02-2020	1Hr	Steps to improve office safety
33	29-02-2020	1Hr	Steps to improve office security
34	02-03-2020	1Hr	Measurement of office work
35	03-03-2020	1Hr	Importance of office work
			Purpose difficulty in measuring off work

36	04-03-2020	1 Hr	Different ways of measurement
37	05-03-2020	1 Hr	Setting of work standards
38	06-03-2020	1 Hr	Benefits of work standards
39	07-03-2020	1 Hr	Techniques of setting standards
40	09-03-2020	1 Hr	Meaning of office manuals
41	10-03-2020	1 Hr	Need of office manuals
42	11-03-2020	1 Hr	Types office manuals
43	12-03-2020	1 Hr	Need of office manuals
44	13-03-2020	1 Hr	Steps in preparing of office manuals
45	14-03-2020	1 Hr	

Signature of the Lecturer

V.D.V. Lakshmi

(VDVV LAKSHMI)

18/3/20

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
OFFICE MANAGEMENT 2019-2020
INTERNAL MARKS AWARD LIST

S.NO	Regd.No	Name of the student	Group with medium	Marks awarded 40
1	171076201005	D Raju	BA TM	25
2	1008	K Sailalitha	BA TM	35
3	1009	M Sathish	BA TM	30
4	1011	N Lilly	BA TM	35
5	1015	R Padmavathi	BA TM	30
6	1016	S Vijaya Lakshmi	BA TM	35
7	1017	U Prasanth	BA TM	30
8	1019	Y Anusha	BA TM	30
9	181076201004	Haseena Zehra	BA TM	35
10	1005	J Sai Prasanna	BA TM	35
11	1008	K Deepika Devi	BA TM	30
12	1011	K Naga Lakshmi	BA TM	35
13	1014	M Durga Prasad	BA TM	35
14	1017	R Sri Dharani	BA TM	35
15	1018	S Sindhu	BA TM	35

V-D-V-V-Lotz



CERTIFICATE COURSE

GOVERNMENT DEGREE COLLEGE

RAZOLE

SYLLABUS FOR CERTIFICATE COURSE IN 2019-20

OFFICE MANAGEMENT

Hours : 45

Unit I

Office and office Management - meaning of office, functions of office-primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager.

Unit II

Filing and Indexing - Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Unit III

Office forms- Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management - Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Unit IV

Office Machines and equipment's - Importance, objectives of office machines. Office Safety and Security - Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Unit V

Measurement of Office Work - Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals - Meaning, need, types of

office manual sand steps in preparing of office manuals.

Suggested Readings

1. Karyalaya Nirvahana(Tel),Telugu Akademi
2. Arora S.P, Office Organisation and Management,Vikas, New Delhi – 1982
3. Aswathappa K.& Shridhara Bhat K. , Production and Operation Management, Himalaya Publishing House, New Delhi-2002
4. Thukaram Rao,M.E., Office Organisation and Management, Atlantic Pubs,2000
5. Chhabra, T.N., Modern Business Organization, New Delhi, Dhanpat Rai& Sons.
6. Duggal, Balraj, Office Management and Commercial Correspondence, KitabMahal, New Delhi.

Pattern of Examination

Theory (60 marks)

The students have to write the theory examination for 60 marks 3hours duration.

Practicals(40 marks)

- > Assignments
- > Viva-voce

GOVERNMENT COLLEGE (AUTONOMOUS): RAJAHMUNDRY
DEPARTMENT OF ECONOMICS
MODEL QUESTION PAPER
CERTIFICATE COURSE IN OFFICE MANAGEMENT

TIME: 3Hrs

Section-A

Max. Marks: 60

(4x10=40)

Answer any Four of the following

1. Define Office Management? And explain the functions and importance of Office Management.

అధికార నిర్వహణ అనునానా? మరియు అధికారాల నిర్వహణ యొక్క విధులు, ప్రాముఖ్యత వివరించుము?

2. What is Indexing? And explain the types of indexing used in the business organization.

సూచక అనునానా? యాదా సంగ్రహం ఉపయోగించు వివిధ రకాల సూచకాలను వివరించుము?

3. Explain the types of Office forms.

వివిధ రకాల అధికారాల రూపాలు వివరించుము?

4. Explain the importance, objectives of office machines.

అధికారాల యంత్రాల ప్రాముఖ్యత మరియు లక్ష్యాలు వివరించుము?

5. Explain the measurement of Office work

అధికారాల పని మేరకు విధానాన్ని వివరించుము?

6. What is Office Manuals? Explain Need and Types of Office Manuals.

అధికార ముద్రికలు అనునానా? రకాలను వివరించుము?

Section-B

Answer any FOUR of the following.

(4x5=20)

7. Concept of Paperless Office.

కాగితరహిత అధికారాల భావన

8. Elements of Office Management.

అధికారాల నిర్వహణ అంశాలు

9. Importance of Filing-

ఫైల్ యొక్క ప్రాముఖ్యత

10. Principles of Record management

రికార్డు నిర్వహణ నియమాలు. సంగ్రహాలు

11. Office safety and security.

అధికారాల జాగ్రత్త మరియు భద్రత

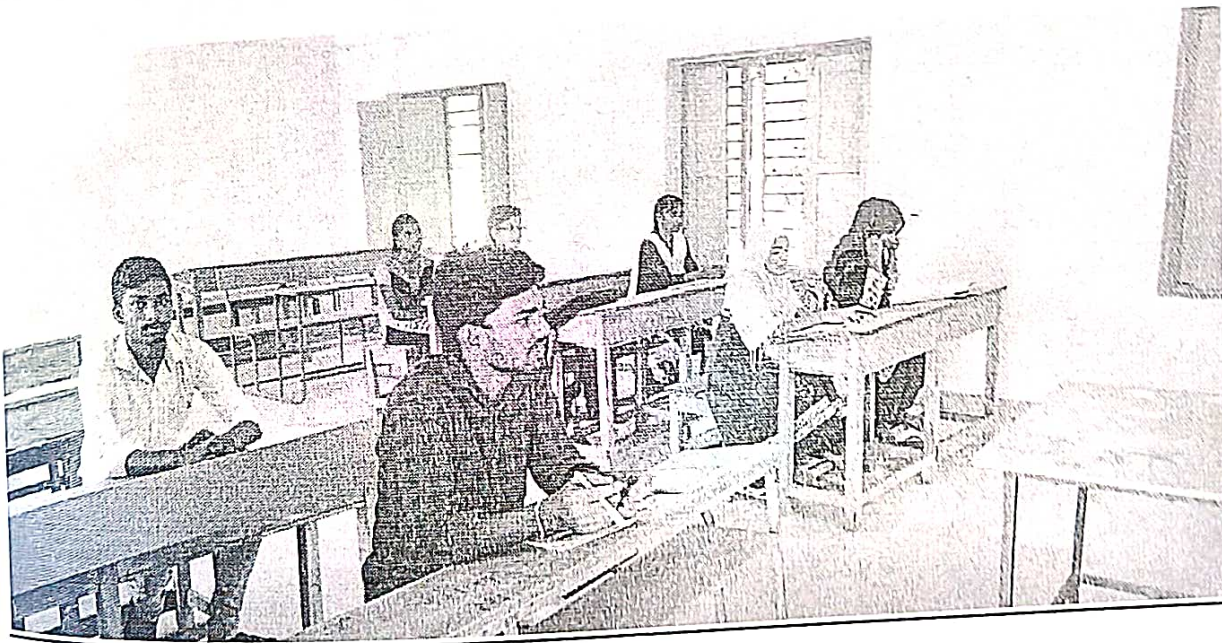
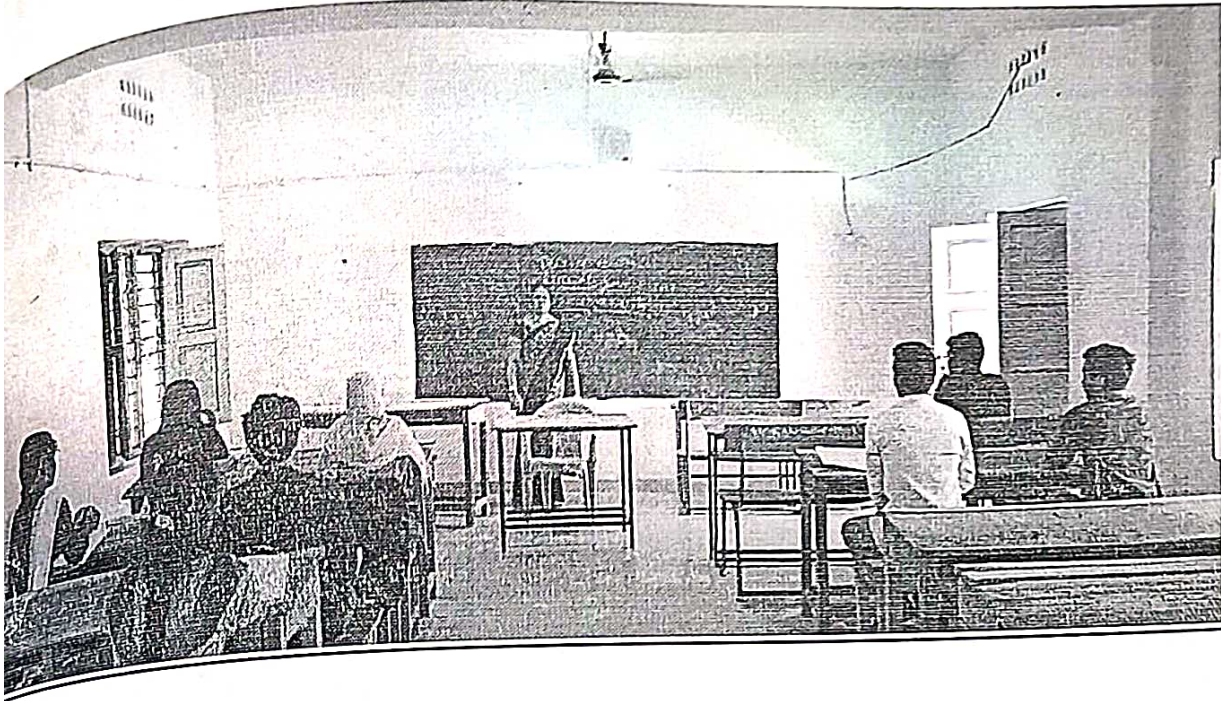
12. Benefits of work standard.

పని ప్రామాణికత ప్రయోజనాలు

13. Importance of Office Work

అధికారాల పని ప్రాముఖ్యత

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE 2019-2020



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GOVERNMENT DEGREE COLLEGE

NAAC Re-accredited with 'B' Grade & ISO 9001 : 2015 Certified)
RAZOLE, Dr B R AMBEDKAR KONASEEMA(Dt), ANDHRA
PRADESH -533242.

Department of ECONOMICS

Certificate of Completion

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For successfully completing a Certificate course on " OFFICE
MANAGEMENT " in Department of Economics Government
Degree College, Razole .

HOD

IQAC Coordinator

Principal