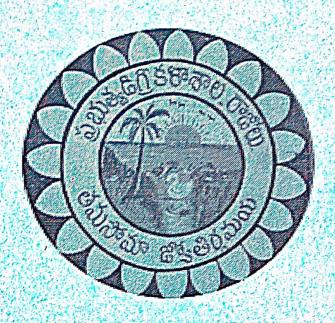
GOVT.DEGREE COLLEGE RAZOLE E.G Dist

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

The Prince pull

Yours faithfully,

Lavor model to product to see

V.D. V.V. (aligo) 2020 (VDVV LAKSHMI)

sub-Commission course Office Management-2019-20 Eutropesion of Work desce

ald ment a regional for action rig.

ABSTRACT

I culture that the Department of Economics constituted that so for the continue Come of the Cities wanning ment 2019 20, the material almost my the wind.

S.NO	NAME OF THE FACULTY OUT	Total number of hours taken
12 de ministration	VDVV LAKSHMI	45
grand was	Lecturer in Economics	

Yames failthfully

AUSTRACT

VI CH LIM PACULTY

THIER AND COUNTY OF

Jaron 8/1/20

I for it me i her en han en tit of

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

Batch		:1	
S.NO	DATE	BATCH TIME	TOPIC
		(4.00 to 5.00 PM)	IOFIC
1	21-01-2020	1Hr	Office and Office management - meaning
			Functions of Office
2	22-01-2020	1Hr	Administrative Functions of Office
3	23-01-2020	1Hr	Relation of office with other Depts
4	24-01-2020	1Hr	Concept of paperless office, virtual.
5	25-01-2020	ENAHrer ro	Open and private office //)
6	27-01-2020	1Hr	Definition and Elements of OM
7	28-01-2020	1LJ.,	Duties of office manager
8	29-01-2020	1Hr	Filing and Indoning associate
9	30-01-2020	1Hr	Filing and Indexing- meaning Importance of filing
10	31-01-2020	1Hr.	Freential of and dili
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 Types of Office forms
17	07-02-2020	1Hr	
18	10-02-2020	1Hr	Advantages of forms used in the BO Objectives of form designing
19	11-02-2020	1Hr	Principles of form designing
20	12-02-2020	1Hr	Meaning of office regard
21	13-02-2020	1Hr	Meaning of office record management Importance of record management
22	14-02-2020	1Hr	Principles of record management
23	15-02-2020	1Hr	Types of record kept in a BO
24	17-02-2020	1Hr	Office machines and equipment
25	18-02-2020	1Hr	Importance of offices machines
26	19-02-2020	1Hr	Objectives of office machines
27	22-02-2020	1Hr	Office safety and security
28	24-02-2020	1Hr	Meaning of Office golder and and
29	25-02-2020	1Hr	Meaning of Office safety and security Importance Office safety and security
30	26-02-2020	1Hr	Safety hazards
31	27-02-2020	1I-Ir	Steps to improve office safety
32	28-02-2020	1Hr	Steps to improve office security
33	29-02-2020	1Hr	Measurement of office work
34	02-03-2020	1Hr	Importance of office work
35	03-03-2020	1I-Ir	Purpose difficulty in measuring off work
100	11-1		
	A Driver	11.40	Improved acrest a seed of the report of
	1,01	11	Televisian and the second second

tipe into a second the content

Typeson establish for they William the age me. THE MORE THE PROPERTY. Charley to read you

11

36	04-03-2020	1111	Different ways of measurement
37	05-03-2020	111r	Setting of work standards
38	06-03-2020	111r	Benefits of work standards
39	07-03-2020	1111	
40	09-03-2020	111r	Techniques of setting standards
41	10-0302020	Hir	Meaning of office manuals
42	11-03-2020	1111	Need of office manuals
43	12-03-2020	111r	Types office manuals Need of office manuals
44	13-03-2020	1111	
45	14-03-2020	111r	Steps in preparing of office manuals

Signature of the Lecturer

V.D.V.V.los

(VDVV LAKSHMI)

Jan 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		0.4
2	1008	K Sailalitha	BA TM	25
3	1009		BA TM	35
4	1011	M Sathish	BA TM	30
5	1015	N Lilly	BA TM	35
		R Padmavathi	BA TM	30
6	1016	5 Vijaya Lakshmi	BA TM	35
7	1017	U Prasanth	BA TM	30
8	1019	Y Anusha	BA TM AND	30
9	181076201004	Haseena Zehra	BANTM	35
10	1005	J Sai Prasanna	BA TM	35
11	1003	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	2.5 6 2.5 2.5	35
15	1018	S Sindhu	BA TM BA TM	35

X 1 ... Colette

4 Hoter Mills

Harris Za HA

1 500 P. 1888 340

of Divings Property fried Ottomon, Consilher V-D-V-V-latz

In the

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. ER EIFICATE COURSE

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 off or ms 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

e of seron to at to tribe 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

apples on the property of the state of the

which it has the many the part of a day pollers

office manuals.

suggested Readings Karyalaya Nirvahana(Tel), Telugu Akademi

- 1. Arora S.P., Office Organisation and Management, Vikas, New Delhi 1982
 2. Arora K & Shridhara Rhat K D
- 2. Aswathappa K.& Shridhara Bhat K., Production and Operation Management,
 3. Aswathappa House New D. W.
- Himalaya Publishing House, New Delhi-2002
- 1 Thukaram Rao, M.E., Office Organisation and Management, Atlantic Pubs, 2000
- 4. In Chhabra, T.N., Modern Business Organization, New Delhi, Dhanpat Rai& Sons. 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

umpolition and Marchmond, vibal. New Della

Theory (60 marks)

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

The report Farmer to be a Comment than the Characterist of Level Wales

the total at even Business digan, whose "are Ded Attacher"

Austern of Examination

The first the thing of the property of the second the second the

the and Marce Charle Monagement and Chamber will Coar a procedure

Practicals (40 marks)

- > Assignments Experience of the second of the selection with the production of the second
- > Viva-voce The light that the light of the light of the 1940.

कर किए छोटी उसी

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

TIME: 3Hrs Max. Marks: 60 party any Four of the following Section-A $(4 \times 10 = 40)$ Police Management? And explain the functions and importance of Office గ్రామ్మ్ మీ? మ్రియ్ తార్విల్ప్లు నిక్వయణ యోకర్తి విధులు, చామున్నిక janagement. officials Algranosa What is Indexing? And explain the types of indexing used in the business What is words Unstraid ? are able to the business and the business are the the busi More types of Office forms Explain the types of Office forms. ၁၅၈ နှစ်၍ အဆင့်မေတ် တစ်တွဲ၏ ခြစ်မစ်ညီ။? Explain the importance, objectives of office machines. မေးများ တွေးမှတ် သီးဝ(မှာမ ကြေးနှင့် ကြောက်မှာရှိတို့ သီမတို့ မည်းရှိမေ မြောက်မှာရှိတို့ သီမတို့ မည်းရှိမေး မြောက်မှာရှိတို့ သီမတို့ မည်းရှိမေး မြောက်မှာရှိတို့ သီမတို့ မည်းရှိမေးမှာမေး Explain the measurement of Office work क्रमण्डा राम काक वर्ष विकारिक विक्वित्वे क्षा ? What is Office Manuals? Explain Need and Types of Office Manuals. ธิธุงอง อึงหารอย์ม ชาการ์สาใส ชัธอยาร สิสปอล์ ฉึบ? Section-B Answer any FOUR of the following. (4x5=20)30H & book 5000 200 200 50 7. Concept of Paperless Office. er which is the table కార్యులకు నిర్వహ్హంటు అంశాలు Elements of Office Management. कुर व्याउट (केक्स क्रिक 9. Importance of Filing-10. Principles of Record management 2008 ASSOSO LOSSASON. NO 1000 కార్యాలయ్ జాంగ్రాఫ్ల్ మరియు ఇక్రద్ 11. Office safety and security.

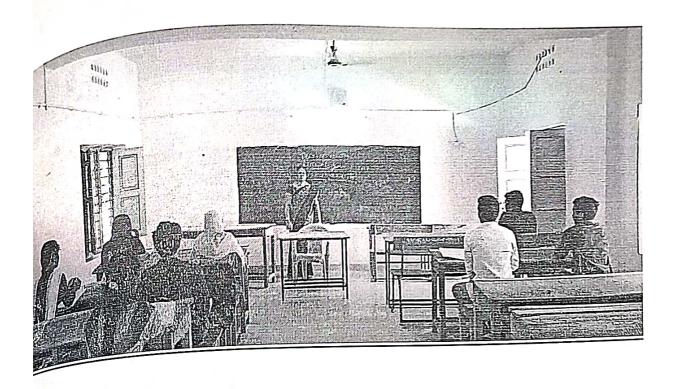
ప్రే (ప్రామంకిక్టర్లీ (ప్రమోజ్లకాలు

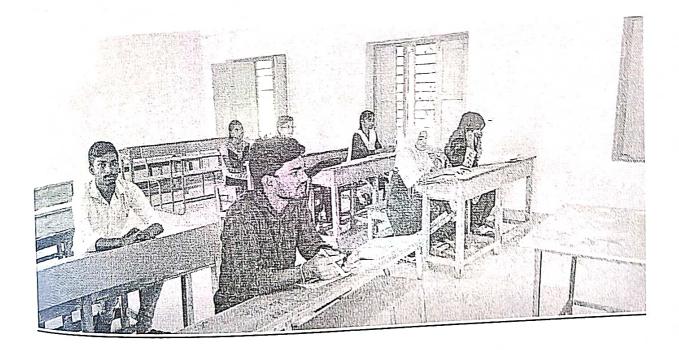
కాంట్రాలకు ఎని (ఎంమంఇ్స్ట్రిల్

12 Benefits of work standard.

13. Importance of Office Work

DEPARTMENT OF ECONOMICS CERTIFICATE COURSE 2019-2020





Jan.



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

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

3

IQAC Coordinator

Principal

HOD