

Department of Public Administration & HRM  
Kakatiya University, Warangal  
**Model Scheme of Instruction and Examination**  
**B.A OFFICE-MANAGEMENT**  
Choice Based Credit System (CBCS) Syllabus - w.e.f. 2017-2018

Year	Semester	DSC/GE/ DSE/SEC	Paper	Title	Credits	Hours	Exam Duration	Internal Marks	External Marks	Max. Marks
I	I	DSC	Paper - I	Office Management	5	5	3 Hrs	20	80	100
	II	DSC	Paper - II	Principles and Practice of Management	5	5	3 Hrs	20	80	100
II	III	DSC	Paper-III	Secretarial Practice	5	5	3 Hrs	20	80	100
		SEC	<i>Paper - I</i>	<i>Communication Skills in English</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
	IV	DSC	Paper - IV	Technology and Office Administration	5	5	3 Hrs	20	80	100
		SEC	<i>Paper-II</i>	<i>Banking and Insurance</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
III	V	DSC	Paper - V	Business Communication	4	4	3 Hrs	20	80	100
		DSE	Paper - I A	Human Resource Management	4	4	3 Hrs	20	80	100
		DSE	Paper - I B	Business Organization and Management						
		DSE	Paper - I C	Entrepreneurship Development						
		GE	Paper - I	Fundamentals of Office Management	5+1	6	3 Hrs	20	80	100
		SEC	<i>Paper-III</i>	<i>Telangana Heritage and Culture</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
	VI	DSC	Paper - VI	Materials Management	4	4	3 Hrs	20	80	100
		DSE	Paper - IIA	Organizational Behaviour	4	4	3 Hrs	20	80	100
		DSE	Paper - II B	Industrial Relations						
		DSE	Paper - II C	Financial Management						
		GE	Paper - II	Management	5+1	6	3 Hrs	20	80	100
		SEC	<i>Paper - IV</i>	<i>Personality Development and Soft Skills</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>

DSC- (Discipline Specific Course), SEC -(Skill Enhancement Course) & DSE -(Discipline Specific Elective) for Students of History.

GE- (Generic Elective) or Inter-Disciplinary Course for Students of Social Sciences other than office Management (5 Credits + 1 Tutorial)

Prof.T. Yadagiri Rao

Chair Person, BoS Dept. of Public administration & HRM

Department of Public Administration & HRM  
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**Syllabus w.e.f 2016-2017**  
**B.A. OFFICE MANAGEMENT**  
**FIRST YEAR - SEMESTER – I**  
**(Discipline Specific Course )**

**Paper - I: Office Management**

**Unit - 1: Introduction:**

1. Meaning and Importance of Office Management.
2. Principles of Office Management.
3. Powers and Functions of Office Manager.

**Unit - 2: Modern Office appliances and Furniture:**

1. Meaning and objectives of mechanization.
2. Merits and demerits of mechanization.
3. Types of furniture fittings and accessories.

**Unit - 3: Filing and Indexing:**

1. Meaning and importance of filing.
2. Principles of maintaining records.
3. Types of indexing system.

**Unit - 4: Office accommodation and layout:**

1. Office space planning or office layout.
2. Principles of office layout.
3. Systems approach to office layout.

**Unit - 5: Office Machines and equipment:**

1. Importance and objectives of office machines “Office safety and security”
2. Meaning and importance of office safety
3. Office environment safety hazards and steps to improve office safety.

**Suggested Readings:**

1. S.K. Sahni and GSP Sundaresh: Office Organization and Management.
2. R.K. Chopra: Office Organization and Management.
3. C.L. Littlefield Rachel Frank: Office Administration and Management.
4. S.P. Arora: Office Organization and Management.
5. Gernard Tavernier; Basic Office Systems and Records