

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
Kakatiya University, Warangal
B.A. OFFICE MANAGEMENT
FIRST YEAR- SEMESTER – II
(Discipline Specific Course)

Paper - II: Principles and Practice of Management

Unit - 1: Introduction:

1. Meaning and Importance of Management.
2. Scope and Evolution of Management
3. Management and Administration.

Unit - 2: Concepts of Management:

1. Classical approach: Luther Gullick and Urwick
2. Human Relations Approach: Elton Mayo
3. Behavioral Approach: Herbert Simon

Unit - 3: Principles of Management:

1. Authority and responsibility
2. Centralization and decentralization
3. Division of work and co-ordination

Unit - 4: Areas of Management:

1. Production Management
2. Marketing Management
3. Human Resource Management

Unit - 5: Management Techniques:

1. Work study and work simplification
2. Management information system (MIS)
3. Cost benefit analysis

Suggested Readings:

1. Dr. R.C. Bhatia: Principles of Office Management, Lotus Press Publishers & Distributors.
2. Tripathi; Principles of Management; Tata Mc Graw Hill Publications.
3. Terry and Franklin, Principles of Management; AITBS Publishing.
4. K. Murali Manohar (Ed.): Nirvahana Shastram, KASPA Publications.
5. S.P. Jain and T.N. Chhabra: Modern Office Management.
6. L. Goel: Modern Management Techniques.
7. Herald Koontz and O. Donnel; Essentials of Management.