

# Sh. L.N. Hindu College, Rohtak

Affiliated to M.D.University, Rohtak

A Post Graduate Co-Educational College, Bhiwani Road, Rohtak

Accredited by NAAC with 'B' (2.74) Grade

## Certificate Course in Office Management

**Beneficiaries:** All Students

**Duration:** 30 Hours


### Course Objectives:

- To learn about the efficient and effective performance at office.
- To Understand the Directing, controlling and supervision of the support services of the organization.
- Performing the basic functions such as planning, directing, communicating, and supervising successfully
- To understand the Smooth flow of work
- How to do effective supervision

### Learning Outcomes:

At the end of the course the students will be able to learn/understand the following:

- Introductory management principles and techniques for the modern business office.
- The management of human resources in modern business office.
- Development of an information system and the management of physical resources.
- Quality management principles and techniques for the administrative systems in a modern business office.

  
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## Syllabus

**Theory Paper: 60 Marks**  
**Practical: 40 Marks**  
**Total Marks: 100**

**NOTE:** The examiner shall set nine questions in all covering the whole syllabus. Question No 1. will be compulsory covering all the units and shall carry six small questions of two marks each. The rest of the eight questions will be from all the units the examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 12 marks each.

### Course Contents

#### **I Introduction to administrative office management:**

- Principles of administrative office management.
- Office job analysis
- Solving problems in administrative office management.

#### **II Managing human resources:**

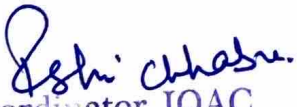
- Selecting and orienting the office staff.
- Supervising the office staff.
- Training, appraising and promoting office personnel.
- Office salary administration.
- Employee management relations in the office.
- Office personnel problems and practices.

#### **III Managing administrative services:**

- Space management for administrative services.
- Ergonomics in the office.
- Telecommunications in administration.

#### **IV Managing administrative systems quality management principles:**

- Analyzing administrative office systems.
- Improving office productivity.
- Budgetary control.
- Deming's quality theory
- Quality tools

  
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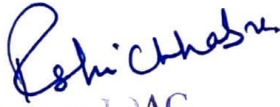


- TQM implementation

### Suggested Readings:

- T.N. Chabra. Modern Business Organization, New Delhi: Dhanpat Rai & co.2004
- P.K. Ghosh. Office management. Sultan Chand & sons, New Delhi
- Office Management, R.K. Chopra. Himalaya Publication
- Office Management, B.R. Duggal, Kitab Mahal: New Delhi, 1993.
- Office Organization and Management, S.P. Arora. Vikas Publications,1991

Note: Latest and additional good books may be suggested and added from time to time.

  
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SH.L.N. HINDU COLLEGE, ROHTAK

Registration List for the Session 2018-19

Certificate Course in Office Management

Course Coordinator: *Mrs Uma Sharma*

Sr no	Name of Student	Class	Roll No	Signature
1	Sumit	B.Com I Year	1641	<i>Sumit</i>
2	Savita	B.Com I Year	1712	<i>Savita</i>
3	Uday Bhardwaj	B.Com I Year	1719	<i>Uday</i>
4	Bhavik	B.Com I Year	1647	<i>Bhavik</i>
5	Mehak	B.Com I Year	1648	<i>Mehak</i>
6	Aayush	B.Com I Year	1649	<i>Aayush</i>
7	Deepak	B.Com I Year	1632	<i>Deepak</i>
8	Mohit	B.Com I Year	1650	<i>Mohit</i>
9	Monu	B.Com I Year	1714	<i>Monu</i>
10	Nitin	B.Com I Year	1716	<i>Nitin</i>
11	Paras Saini	B.Com I Year	1717	<i>Paras</i>
12	Jai	B.Com I Year	1718	<i>Jai</i>
13	Sujeet Kumar	B.Com I Year	1731	<i>Sujeet</i>
14	Anmol	B.Com I Year	1721	<i>Anmol</i>
15	Gomsi	B.Com I Year	1722	<i>Gomsi</i>
16	Pooja	B.Com II Year	7533	<i>Pooja</i>
17	Khushboo	B.Com II Year	7535	<i>Khushboo</i>
18	Ritu	B.Com II Year	7541	<i>Ritu</i>
19	Ankita	B.Com II Year	7542	<i>Ankita</i>
20	Saloni	B.Com II Year	7543	<i>Saloni</i>
21	Shubham	B.Com II Year	7544	<i>Shubham</i>
22	Badal	B.Com III Year	2825	<i>Badal</i>
23	Deepa	B.Com III Year	2853	<i>Deepa</i>
24	Umesh	B.Com III Year	2816	<i>Umesh</i>
25	Shubham	B.Com III Year	2819	<i>Umesh</i>
26	Nishant	B.Com III Year	2821	<i>Nishant</i>
27	ARCHIT	B.Com Hons. I Year	3310	<i>Archit</i>
28	JASMINE	B.Com Hons. I Year	3311	<i>Jasmine</i>
29	TANUJ	B.Com Hons. I Year	3312	<i>Tanuj</i>
30	HARSHITA DHAMIJA	B.Com Hons. I Year	3313	<i>Harshita</i>
31	Divya	B.Com Hons. I Year	3303	<i>Divya</i>
32	SAGAR CHINDA	B.Com Hons. I Year	3316	<i>Sagar</i>
33	NAINA	B.Com Hons. I Year	3317	<i>Naina</i>
34	Saiyam	B.Com Hons. I Year	3348	<i>Saiyam</i>
35	Ritik	B.Com Hons. I Year	3355	<i>Ritik</i>
36	SWEETY	B.Com Hons. II Year	8210	<i>Sweety</i>
37	JITENDER	B.Com Hons. II Year	8211	<i>Jitender</i>
38	HIMANSHU	B.Com Hons. II Year	8212	<i>Himanshu</i>
39	SAHIL	B.Com Hons. II Year	8213	<i>Sahil</i>
40	AHIL KUMAR KADYA	B.Com Hons. II Year	8214	<i>AHIL</i>
41	RIZUL	B.Com Hons. II Year	8215	<i>Rizul</i>
42	SRISHTI	B.Com Hons. II Year	8227	<i>Srishti</i>
43	AYUSH NAGPAL	B.Com Hons. II Year	8228	<i>Ayush</i>
44	ARUN KATYAL	B.Com Hons. II Year	8229	<i>Arun</i>

*Peshi Sharma*  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

*Uma*  
*Mrs Uma Sharma*



45	Deepak	B.Com Hons. II Year	8235	Deepak
46	RITIK BAJAJ	BBA I Year	3106	Ritik
47	KHUSHAL	BBA I Year	3114	Kushal
48	PUSHKAR	BBA I Year	3115	Pushkar
49	KASHISH	BBA I Year	3136	Kashish
50	PRIYA BAWA	BBA I Year	3131	Priya
51	ROSHAN	BBA II Year	8616	Rohsan
52	ANJALI KUMARI	BBA II Year	8606	Anjali
53	CHIRAG	BBA II Year	8605	Chirag
54	Yatin	BBA III Year	8408	Yatin
55	Harshit Narang	BBA III Year	8403	Harshit
56	Abhishek Chawla	BBA III Year	8409	AChawla
57	Akshay Kadyan	BBA III Year	8410	Akshay

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*Pshu Chhabra.*  
 Coordinator, IQAC  
 Sh. L.N. Hindu College, Rohtak





## Sh L N Hindu College Rohtak

Award List (including Internal Assessment & Final Theory Examination) with Grades  
of successful students regarding Online *Course in office Management*

**Course Coordinator :**

**Session : 2018-19**

Sr no	Name of Student	Class	Roll No	Theory Exam (MM 60)	I.A. (MM 40)	Total Marks (100)	Grade
1	Sumit	B.Com I	1641	54	36	90	A
2	Janita	"	1712	52	34	86	A
3	Uday	"	1719	46	33	79	B
4	Bhauk	"	1647	42	37	79	B
5	Mehak	"	1648	35	34	69	C
6	Harush	"	1649	40	36	76	B
7	Deepak	"	1632	52	35	86	A
8	Mohit	"	1650	54	36	90	A
9	Mona	"	1714	52	37	89	A
10	Nitin	"	1716	36	32	68	C
11	Palal	"	1717	40	37	77	B
12	Jai	"	1718	52	37	89	A
13	Sujeet	"	1731	52	37	89	A
14	Armal	"	1721	32	36	68	C
15	Amoli	"	1722	42	35	77	C
16	Kooja	B.Com II	7533	54	36	90	A
17	Khushboo	"	7535	32	36	68	C
18	Ritu	"	7541	52	38	90	A
19	Ankita	"	7542	50	35	85	A
20	Salmi	"	7543	40	34	74	C
21	Shubham	"	7544	36	38	74	C
22	Badal	B.Com III	2825	40	36	76	C
23	Deepa	B.Com III	2853	40	37	77	C
24	Umehi	"	2816	50	38	88	A
25	Shubham	"	2819	50	37	87	A
26	Nishant	"	2821	54	36	90	A
27	Arshit	B.Com III	3310	56	32	88	A
28	Jasmine	"	3311	55	34	89	A
29	Tamuj	"	3312	56	34	90	A
30	Harshita	"	3313	41	32	73	C
31	Divya	"	3323	54	35	89	A
32	Sagar	"	3316	42	32	74	C
33	Naina	"	3317	45	36	81	A
34	Saigam	"	3348	47	35	82	A
35	Ritik	"	3355	46	33	79	B
36	Sweety	B.Com II	8210	48	36	84	A
37	Jitender	"	8211	39	37	76	C
38	Himanshu	"	8212	39	34	73	C
39	Sahil	"	8313	41	34	75	C

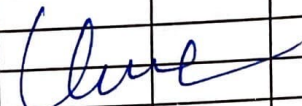
*Poojika Chhabra*  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

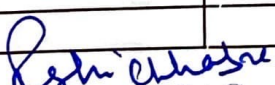
*Uma*  
Mrs Uma Shary





Sr no	Name of Student	Class	Roll No	Theory Exam (MM 60)	I.A. (MM 40)	Total Marks (100)	Grade
40	Abhil	B.Com II	8214	58	38	96	A
41	Rizul	"	8215	56	37	93	A
42	Shishit	"	8227	36	40	76	B
43	Ayush	"	8228	55	27	82	B
44	Pran.	"	8229	42	37	79	C
45	Deebak	B.Com II	8235	52	38	90	A
46	Ritik	BBA I	3106	50	34	84	A
47	Khushal	"	3114	35	36	71	B
48	Khushal	"	3115	50	32	82	A
49	Kashish	"	3136	47	38	85	A
50	Prisav	"	3131	56	38	94	A
51	Rathan	BBA II	8616	40	37	77	B
52	Anjali	"	8606	42	38	80	A
53	Chirag	"	8605	47	38	85	A
54	Vatim	BBA III	8408	46	34	80	A
55	Harshit	"	8403	46	36	82	A
56	Abhishek	"	8409	36	37	73	B
57	Akshay	"	8410	52	36	88	A

  
 (Mrs Ume Sharma)

  
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