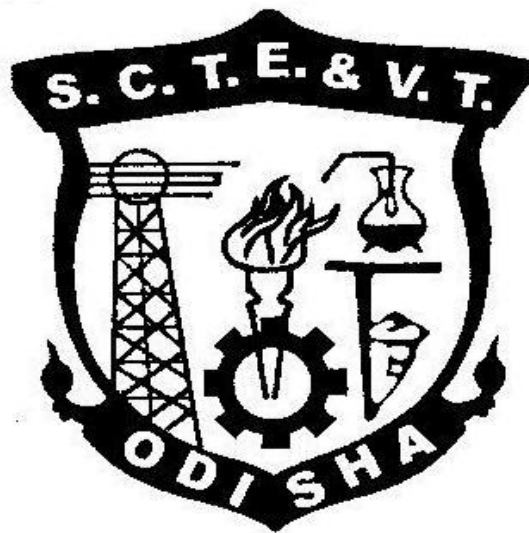


**CURRICULLUM OF 3rd SEMESTER
FOR
DIPLOMA IN MODERN OFFICE MANAGEMENT
(W.E.F 2019-20 SESSION)**



**STATE COUNCIL FOR TECHNICAL EDUCATION
&
VOCATIONAL TRAINING, ODISHA, BHUBANESWAR**

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

TEACHING AND EVALUATION SCHEME FOR 3rd Semester Modern Office Management (w.e.f 2019-20)

Sl. No.	Subject	Periods/week			Evaluation Scheme			
		L	T	P	Internal Assessment/ Sessional	End Sem Exams	Exams (Hours)	Total
Theory								
Th.1	Fundamentals of Office Management	5	-	-	20	80	3	100
Th.2	Human Resource Management	5	-	-	20	80	3	100
Th.3	Company Law Secretarial Practice	5	-	-	20	80	3	100
Th.4	Corporate Accounting	5	-	-	20	80	3	100
Th. 5	Environmental Studies	4	-	-	20	80	3	100
	<i>Total</i>	24	-	-	100	400	-	500
Practical								
Pr.1	Seminar & GD	-	-	4	50	50	2	100
Pr.2	Office Automation Lab I	-	-	8	50	100	2	150
	Student Centred Activities (SCA)		-	3	-	-	-	-
	<i>Total</i>	-	-	15	100	150	-	250
	Grand Total	24	-	15	200	550	-	750

Abbreviations: L-Lecturer, T-Tutorial, P-Practical . Each class is of minimum 55 minutes duration

Minimum Pass Mark in each Theory subject is 35% and in each Practical subject is 50% and in Aggregate is 40%

SCA shall comprise of Extension Lectures/ Personality Development/ Environmental issues /Quiz /Hobbies/ Field visits/ cultural activities/Library studies etc. There shall be 1 Internal Assessment done for each of the Theory Subject. Sessional Marks shall be total of the performance of individual different jobs/ experiments in a subject throughout the semester.

Th 1 - FUNDAMENTALS OF OFFICE MANAGEMENT

Theory	5 Periods per week	Internal Assessment	20 Marks
Total Periods	75	End Sem Exam	80 Marks
Examination	3hours	Total Marks	100Marks

Rationale : Office management is a profession involving the design, implementation, evaluation, and maintenance of the process of work within an office or other organization, in order to sustain and improve efficiency and productivity.

Objective: To acquaint the students with office environment, procedure and communication. To improve knowledge on Office management, Modern Office and its functions.

Sl. No.	Topics	Periods
01	Introduction to Office	10
02	Record Management	20
03	Office Accommodation and Working Environment	15
04	Supervisory Skills & Communication	15
05	Leadership and Motivation	15
	Total	75

CONTENTS:-

UNIT-I Introduction

- 1.1 Meaning of Definition of Office
- 1.2 Nature of Office Work
- 1.3 Importance and Functions of Office
- 1.4 Meaning and Definition of Office Management
- 1.5 Functions, Duties and Qualities of Office Manager

UNIT-II Record Management

- 2.1 Record Keeping: Objectives, Principles of Record Keeping
- 2.2 Filing: Types of filing, Steps in filing, selecting the appropriate filing system
- 2.3 Indexing, Types of Indexing, handling incoming and outgoing mails
- 2.4 Meaning and Definition of Organization Structure, Types of Organization Structure
- 2.5 Advantages and Disadvantages of Different Types of Structures

UNIT-III Office Accommodation and Working Environment

- 3.1 Meaning and Importance of Office Accommodation
- 3.2 Factors Influencing Choice of Office Accommodation
- 3.3 Meaning and Definition of Working Environment
- 3.4 Factors Affecting Working Environment

UNIT-IV Supervisory Skills & Communication

- 4.1 Supervisory Skill: Meaning, Skills of Supervisor
- 4.2 Function of Supervisor
- 4.3 Communication: Meaning, Process, Tools and Types
- 4.4 Barriers in Communication

UNIT-V: Leadership and Motivation

- 5.1 Leadership: Meaning and concept, Importance
- 5.2 Qualities of a leader, Relationship and difference
- 5.3 Leadership and Motivation, Organizational Leadership
- 5.4 Leadership Ethics: Trait of an ethical leader
- 5.5 Leadership Style: Types, Situational Leadership, Emotional Intelligence of leader

Syllabus Coverage up to I.A

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Books Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher:
01	Chopra and Chopra	Office Management	Vikas Publishing House P. Ltd.
02	Sharma and Gupta	Office Organization and Management	Dreamtech Publication
03	Krishna Murty	Office Management	Comdex Computer Publishing

TH 2- HUMAN RESOURCE MANAGEMENT

Theory	5 Periods per week	Internal Assessment	20 Marks
Total Periods	75	End Sem Exam	80 Marks
Examination	3hours	Total Marks	100Marks

Rationale: Human Resource Management deals with issues related to compensation, performance management, **organisation** development, safety, wellness, benefits, employee motivation, training and others. HRM plays a strategic role in managing people and the workplace culture and environment.

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Contents:-

Sl. No.	Topics	Periods
01	Human Resource Management	15
02	Acquisition of Human Resource	15
03	Training and Development	15
04	Performance Appraisal	20
05	Maintenance	10
	Total	75

Unit I: Human Resource Management

- 1.1 Concept, Functions and role
- 1.2 Status and competencies of HR Manager
- 1.3 HR Policies, Evolution of HRM.
- 1.4 Emerging Challenges of HRM
- 1.5 Working diversity, empowerment, Downsizing
- 1.6 VRS, Human Resource Information System

Unit II: Acquisition of Human Resource

- 2.1 Human Resource Planning- Quantitative and Qualitative dimensions
- 2.2 Job analysis – job description and job specification
- 2.3 Recruitment – Concept and sources
- 2.4 Selection – Concept and process, test and interview, placement induction

Unit III: Training and Development

- 3.1 Concept and Importance
- 3.2 Identifying Training and Development needs
- 3.3 Designing Training Programmes
- 3.4 Role Specific and Competency Based Training
- 3.5 Evaluating Training Effectiveness
- 3.6 Training Process Outsourcing
- 3.7 Management Development, Career Development

Unit IV: Performance Appraisal

- 4.1 Nature and Objectives
- 4.2 Modern Techniques of Performance Appraisal
- 4.3 Potential Appraisal and Employee Counselling
- 4.4 Job Changes – Transfer and Promotions
- 4.5 Compensation: Concept and Policies, Job Evaluation
- 4.6 Methods of Wage Payments and Incentive plan
- 4.7 Fringe Benefits, Performance Linked Compensation.

Unit V: Maintenance

- 5.1 Employee Health and Safety, Employee Welfare
- 5.2 Social Security, Employer Employee Relations – An Overview
- 5.3 Grievance Handling and Redressal Industrial Disputes Causes and Settlement Machinery

Syllabus Coverage upto I.A

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Books Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher:
01	Khanka S.S	Human Resource Management	S Chand
02	Rao V.S.P	Human Resource Management	Vikash Publication
03	DeCenzo, D,A and S.P. Robbins	Personnel/ Human Resource Management	Prentice Hall of India, New Delhi.

TH 3- COMPANY LAW AND SECRETARIAL PRACTICE

Theory	5 Periods per week	Internal Assessment	20 Marks
Total Periods	75	End Sem Exam	80 Marks
Examination	3hours	Total Marks	100Marks

Rationale: If you imagine doing business without any legal means to protect your best interests, you'll understand why the rule of law is important to business. The rule of law gives everyone a framework for how to act and operate. It holds people, businesses and government accountable for their actions. Secretarial Practice' has been used to include knowledge, skills, procedure and methods of work to be performed by a Private Secretary or Office Assistant.

Objective: To help the students to acquire the conceptual knowledge of company formation, issue management and resolutions.

Sl. No.	Topics	Periods
01	Introduction	15
02	Company Formation & Issue Of And Debenture	20
03	Company Management	15
04	Company Meetings	15
05	Resolutions	10
	Total	75

Contents:-

Unit-I:INTRODUCTION

- 1.0 Meaning ,Definition and importance of secretarial Practice
- 1.1 Type of Secretaries and their function functions
- 1.2 Appointment of company Secretary.
- 1.3 Rights Duties and Power of Company Secretary.
- 1.4 Liabilities of Company Secretary.

Unit-II: COMPANY FORMATION & ISSUE OF AND DEBENTURE

- 2.0 Role of a secretary in the formation of a company
- 2.1 Issue of Share and Debentures
- 2.2 Procedures for application and allotment of shares.
- 2.3 Forfeiture and Re-issue of Shares and debentures.
- 2.4 Share Certificates and Share Warrants

Unit-III: COMPANY MANAGEMENT

- 3.0 Appointment, duties and powers of a Director
- 3.1 Appointment, Duties and powers of a Meaning Directors
- 3.2 Company Meeting – Types of Meeting
- 3.3 Secretarial Work regarding conduct of a meeting

Unit-IV: COMPANY MEETINGS

- 4.0 Preparing of an Agenda
- 4.1 Quorum
- 4.2 Voting
- 4.3 Poll
- 4.4 Proxies

Unit – V: RESOLUTIONS

- 5.1 Types of Minutes
- 5.2 Recording of Minutes
- 5.3 Secretarial Work regarding Resolutions

Syllabus Coverage upto I.A

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Books Recommended:-

SI.No	Name of Authors	Title of the Book	Name of Publisher:
01	B.N. Tondon	Secretarial Practice	S Chand & Company Pvt Ltd
02	S.A Sherlekar	Secretarial Practice	Himalaya <i>Publishing</i> House
03	N.D Kapoor	Company Law	Sultan Chand & Sons
04	M.C. Kuchhal	Company Law	Vikas Publishing House

TH 4- CORPORATE ACCOUNTING

Theory	5 Periods per week	Internal Assessment	20 Marks
Total Periods	75	End Sem Exam	80 Marks
Examination	3hours	Total Marks	100Marks

Rationale: The subject of management accounting is expanding its horizon day-by-day. It is a subject of recent origin and it is a combination of two words i. Management and ii. Accounting. A better management is a key to success. Hence any organisation will be interested in its better management, when accounting is used for the purpose of management.

Objectives : To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

Sl. No.	Topics	Periods
01	Share Capital And Loan Capital	15
02	Company Final Accounts	15
03	Valuation Of Share And Goodwill	15
04	Accounts For Amalgamation And Reconstruction	15
05	Funds Flow And Cash Flow Statements	15
	Total	75

Contents:-

UNIT-1 SHARE CAPITAL AND LOAN CAPITAL:

- 1.1 Issue Forfeiture and Re-Issue Share
- 1.2 Types of Share, Types of Share capital
- 1.3 Redemption of Preference Share
- 1.4 Debenture- Types of Debentures
- 1.5 Issue and Redemption of Debentures

UNIT-2 COMPANY FINAL ACCOUNTS:

- 2.1 Concepts of Final Accounts
- 2.2 Components of Final Accounts
- 2.3 Preparations of Profit and Loss Account and Balance Sheets

UNIT-3 VALUATION OF SHARE AND GOODWILL

- 3.1 Meaning of Shares-Types of Share
- 3.2 Methods of Valuation of Share

- 3.3 Good-Meaning, Definition, Concepts, Need for Valuation of Goodwill
- 3.4 Methods of Valuation of Goodwill

UNIT-4 ACCOUNTS FOR AMALGAMATION AND RECONSTRUCTION

- 4.1 Meaning and Definition of Amalgamation
- 4.2 As Per Accounting Standard 14
- 4.3 Reconstruction-Internal and External

UNIT-5 FUNDS FLOW AND CASH FLOW STATEMENTS

- 5.1 Meaning, Definition, Concepts of Funds Flow Statement
- 5.2 Preparation of Funds Flow Statement
- 5.3 Meaning Definition concept of cash flow statement (AS-3)
- 5.4 Preparation of Cash Flow Statement

Syllabus Coverage upto I.A

- 1. Unit -1
- 2. Unit -2
- 3 Unit -3

Books Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher:
01	R.L.Gupta & M.Radhaswary	Corporate Accounting	S.Chand & Sons, New Delhi
02	S.N.Maheswari	Corporate Accounting	Vikash Publishing House, New Delhi
03	Jain and Narang	Company Accounting	Kalyani publishers, New Delhi
04	Shashi K. Gupta and R.K. Sharma	Management Accounting	Kalyani publishers, New Delhi

Th5. ENVIRONMENTAL STUDIES

(Common to all Branches)

Name of the Course: Diploma in Electrical Engineering			
Course code:		Semester	3 rd
Total Period:	60	Examination :	3 hrs
Theory periods:	4P / week	Internal Assessment:	20
Maximum marks:	100	End Semester Examination ::	80

A. RATIONALE:

Due to various aspects of human developments including the demand of different kinds of technological innovations, most people have been forgetting that, the Environment in which they are living is to be maintained under various living standards for the preservation of better health. The degradation of environment due to industrial growth is very much alarming due to environmental pollution beyond permissible limits in respect of air, water industrial waste, noise etc. Therefore, the subject of Environmental Studies to be learnt by every student in order to take care of the environmental aspect in each and every activity in the best possible manner.

B. OBJECTIVE:

After completion of study of environmental studies, the student will be able to:

1. Gather adequate knowledge of different pollutants, their sources and shall be aware of solid waste management systems and hazardous waste and their effects.
2. Develop awareness towards preservation of environment.

C. Topic wise distribution of periods:

Sl. No.	Topics	Period
1	The Multidisciplinary nature of environmental studies	04
2	Natural Resources	10
3	Systems	08
4	Biodiversity and it's Conservation	08
5	Environmental Pollution	12
6	Social issues and the Environment	10
7	Human population and the environment	08
	Total:	60

D. COURSE CONTENTS

1. The Multidisciplinary nature of environmental studies:

- 1.1 Definition, scope and importance.

1.2 Need for public awareness.

2. Natural Resources:

Renewable and non renewable resources:

- a) Natural resources and associated problems.
 - 2.1.1. Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction mining, dams and their effects on forests and tribal people.
 - 2.1.2. Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dam's benefits and problems.
 - 2.1.3. Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral resources.
 - 2.1.4. Food Resources: World food problems, changes caused by agriculture and over grazing, effects of modern agriculture, fertilizers- pesticides problems, water logging, salinity, .
 - 2.1.5. Energy Resources: Growing energy need, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
 - 2.1.6. Land Resources: Land as a resource, land degradation, man induces landslides, soil erosion, and desertification.
- b) Role of individual in conservation of natural resources.
- c) Equitable use of resources for sustainable life styles.

3. Systems:

- 3.1. Concept of an eco system.
- 3.2. Structure and function of an eco system.
- 3.3. Producers, consumers, decomposers.
- 3.4. Energy flow in the eco systems.
- 3.5. Ecological succession.
- 3.6. Food chains, food webs and ecological pyramids.
- 3.7. Introduction, types, characteristic features, structure and function of the following eco system:
- 3.8. Forest ecosystem:
- 3.9. Aquatic eco systems (ponds, streams, lakes, rivers, oceans, estuaries).

4. Biodiversity and it's Conservation:

- 4.1. Introduction-Definition: genetics, species and ecosystem diversity.
- 4.2. Biogeographically classification of India.
- 4.3. Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and optin values.
- 4.4. Biodiversity at global, national and local level.
- 4.5. Threats to biodiversity: Habitats loss, poaching of wild life, man wildlife conflicts.

5. Environmental Pollution:

- 5.1. Definition Causes, effects and control measures of:
 - a) Air pollution.

- b) Water pollution.
- c) Soil pollution
- d) Marine pollution
- e) Noise pollution.
- f) Thermal pollution
- g) Nuclear hazards.

5.2. Solid waste Management: Causes, effects and control measures of urban and industrial wastes.

5.3. Role of an individual in prevention of pollution.

5.4. Disaster management: Floods, earth quake, cyclone and landslides.

6. Social issues and the Environment:

- 6.1. Form unsustainable to sustainable development.
- 6.2. Urban problems related to energy.
- 6.3. Water conservation, rain water harvesting, water shed management.
- 6.4. Resettlement and rehabilitation of people; its problems and concern.
- 6.5. Environmental ethics: issue and possible solutions.
- 6.6. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies.
- 6.7. Air (prevention and control of pollution) Act.
- 6.8. Water (prevention and control of pollution) Act.
- 6.9. Public awareness.

7. Human population and the environment:

- 7.1. Population growth and variation among nations.
- 7.2. Population explosion- family welfare program.
- 7.3. Environment and humanhealth.
- 7.4. Human rights.
- 7.5. Value education
- 7.6. Role of information technology in environment and human health.

Syllabus coverage up to Internal assessment

Chapters: 1, 2 and 3.

<u>Learning Resources:</u>			
Sl.No	Title of the Book	Name of Authors	Name of Publisher
1.	Textbook of Environmental studies	Erach Bharucha	#UGC
2.	Fundamental concepts in Environmental Studies	D.D. Mishra	S.Chand & Co-Ltd
3.	Text book of Environmental Studies	K.Raghavan Nambiar	SCITECH Publication Pvt. Ltd.
4.	Environmental Engineering	V.M.Domkundwar	Dhanpat Rai & Co

PR 1. SEMINAR & GD

Theory	4 Periods per week	Sessional	50 Marks
Total Periods	60	End Sem Exam	50 Marks
Examination	2hours	Total Marks	100Marks

The students shall present seminar on different topics on Economy, Finance, Politics and General issues in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He/she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presenters should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.

PR 2. OFFICE AUTOMATION LAB – I

Theory	8 Periods per week	Sessional	50 Marks
Total Periods	120	End Sem Exam	100 Marks
Examination	2hours	Total Marks	150Marks

Rationale: It is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals. Office automation makes it possible for business organizations to improve their productivity and recognize easier ways to do business in profits.

Objective: It will help the students to understand the concepts of MSWord, MS. Power Point and Internet.

SL.No	Topics	Periods
01	MS WORD – I	30
02	MS WORD – II	30
03	MS POWER POINT	30
04	INTERNET	30
	Total	120

Contents:-

Unit -1 MS WORD – I

- 1.1 Starting MS Word: Creating document, Parts of Word Window
- 1.2 Mouse operations: Keyboard operations, Individual keys, Entering or typing text , Select- Undo, Redo - cut, delete ,copy, paste, move, paste special
- 1.3 Select all, Find and Replace - Bold, Italic, Underline, Strikethrough,
- 1.4 Subscript, superscript. Text effects - font colour, font size, style - text highlight, Format painter, clear format
- 1.5 Insert bullets, numbering - align text, sorting, styles- Insert Page break – Page number, Date &Time - Auto Text - Picture, clip art - Shapes, Smart Art - Chart, screen shot - Header &footer - text box - Word Art, Drop cap, Equation, symbol.

Unit- 2 MS WORD – II

- 1.1 Table and table properties- Draw Table, Eraser ,View gridlines , Merge Cells – Split Cells
- 1.2 Split Table – Auto fit – Height and Width – Text Directions – Convert – Formula
- 1.3 Page Layout – size, Orientation, Margins, Columns, Hyphenation -Watermark, Page colour

1.4 Page Border, Indent, Spacing, Wrap Text Bring Forward & Send Backward

Mailings – Mail Merge – Envelopes – Labels – spelling – Thesaurus

1.5 Word count – Translate – Designing – Shading – save the document – printing – save and send.

Unit-3 MS POWER POINT

1.1 Meaning – Opening new presentation, Different presentation templates, Setting backgrounds

1.2 Selecting presentation layouts. Creating a presentation – setting presentation style, adding text to the presentation.

1.3 Formatting – adding style, colour, gradient fills, arranging objects, Adding Header & Footer, slide Background, Slide layout,

1.4 Adding Graphics to the Presentation – Inserting Picture, movies, tables etc. into presentation

1.5 Adding effects to the presentation – Setting Animation & transition effect.

Unit 4- INTERNET

1.1 Meaning – uses of Internet – URL – types of internet connections – Dial Up connection, Broadband (ISDN, DSL, CABLE), Wireless (Wi-Fi, Satellite, Mobile) naming convention

1.2 Browsers, search engines, portals – Social Networking sites – blogs

1.3 Viewing a webpage, downloading and uploading the website

1.4 Creating and email-ID, e-mail reading, saving, printing, forwarding and deleting the mails

1.5 Checking the mails, viewing and running file attachments, addressing

Books Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher:
01	Sanjay Saxena	first Course in Computers	Vikas Publishing House P. Ltd.
02	Vikas Gupta	Comdex 14-in-1 Computer Course Kit	Dreamtech Publication
03	Stephen Copestake	Microsoft Office in Easy steps	Comdex Computer Publishing