

5. OFFICE MANAGEMENT - RC 14:5

- UNIT I : Modern Office - Office Management - Principles and scope - Administrative Arrangements and facilities.
- UNIT II : Records Management - Mail Service and Communication Forms Management & Control.
- UNIT III: Office Stationery and Supplies - Equipment and Machines - Collection and Recording of data.
- UNIT IV : Personnel Management - Office cost Reduction and standards - Work simplification - Office personnel Relations.

Text Book Recommended: Anyone of the following

1. P.K.Ghosh - Office Management - Sultan Chand & Sons
2. S.P.Arera - Office Organisation & Management - Vikas Publishing House.
3. Leffingwell & Robinson - A Text Book of Office Management - TMH
4. Shukla & Gulshan - Office Organisation & Management - S. Chand & Co.,

Reference

1. IC. Denyer - Office Management - ~~E.I.B.S.~~
2. Littlefield & others - Office and Administrative Management PH1
3. John Neuner & Lewis - Modern Office Management
D.B. Talaporewala