

4603 - ADMINISTRATIVE MANAGEMENT -I									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.	Total		
4		4	25	3Hrs.	100		125		
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
		MOP		75	25	100	25	—	125

RATIONALE: The purpose of this course is to explain the rudiments of Administrative Management to the students. They should be able to understand the basics of office activities, routine and procedures. It is offered as an Elective under the category of Administration & Management (A&M) specialisation.

COURSE CONTENT	Hrs	Mks
1. THE OFFICE FUNCTION	11	20
a) development of office in retrospect and prospect, b) Meaning and Importance of office, c) Basic office functions, d) Administrative management function, e) Misconceptions about office work. e.g. –It is unproductive, it is uninteresting, it creates bottlenecks in decision making, it causes inefficiencies, it is paper work only	10	20
2. OFFICE MANAGEMENT	13	20
a) Management and office management defined, b) Major functions and processes, c) Scientific Office Management, d) Administrative office management, e) The Office-Manager changing profiles, f) Duties and responsibilities, g) Behaviour and Appearance of office manager, h) Why people prefer office jobs.	16	20
3. OFFICE ORGANISATION	14	20
a) Fundamentals of Organisation, b) Division of work and departmentation, c) Organisational charts, d) Span of Control/Management, e) Authority and Delegation, f) Centralisation and Decentralisation	14	20
4. OFFICE MACHINES	14	20
a) Office Mechanisation, b) Criteria to select equipment & machines, c) Various office Automation Machines, d) Impact of Office Automation on office.	64	100
5. OFFICE ACCOMMODATION		
a) How to select?, b) Urban Vs. Suburban location, c) Office Building, d) Size, Shape and cost of building		
Total	64	100

INSTRUCTION TO EXAMINERS: a) Questions must not be essay type. Instead, the same questions can be broken down and asked explicitly without any subjectivity b) Question must be provided with internal choices, c) Short answer type questions should be preferred.

REFERENCE BOOKS

1. Banerjee Mrityunjoy, "Business Administration", (ASIA).
2. Benard Chester I, "The Functions of executive", CAMBRIDGE,
3. Brech, EFL, "Management: Nature and Significance" (PITMAN).
4. Brech EFL, "Principles & Practice of Management" (LONGMAN),
5. Davar, Rustome S. "The Management Process" (PROGRESSIVE),
6. Drucker Peter, "The Practice Of Management" (HARPER & ROW),
7. Fayol Henri, "General & Industrial Management".(PITMAN),
8. Jaeger Dieter, "Handbook Of Modern Office Management and Administrative Services", (McGraw Hill),
9. Kendall William, "Personnel Testing" (HEYEL),
10. Little field, Rachel & Others, "Management Of Office Operations", (PHI),
11. Tead Orday, "The Art Of Administration" (McGraw Hill),
12. Urwick L. "The Elements Of Administration" (PITMAN),
13. Madon Khorshed & Mc Dowell, "Administrative & Office Management: Scope & Function."