

Part A Introduction		
Program:		Session: 2025-26
Course Code		
Course Title	OFFICE PROCEDURE AND PRACTICES	
Course Type	SEC	
Pre-requisite (if any)	NO	
Course Learning outcomes (CLO)	<p>After studying this Course the Student will be able to</p> <ul style="list-style-type: none">➤ Understanding of Office Management, Office Automation, workplace environment➤ Understand about Office Forms, Register and the Mail management.➤ Understand the Budget and Audit system in the Office➤ Understand the procedure of various deductions like Professional tax, Goods and Service tax, Income tax, Provident Fund and Insurance.➤ Learn the use of tools and equipment's used in office.	
Expected Job Role / career opportunities	Office Manager, Personal Assistant, front office executive, administrative assistants, secretary, executive secretary, professional assistant, sales assistant, marketing assistant and research assistant etc...	
Credit Value	3	
Part B- Content of the Course		
Total No. of Lectures : 45		
Module	Topics	No. of Hours
I	<p>Office Record Management and Filing</p> <p>Meaning of Records and Types of Records, Principles and Objectives of Records management and records keeping, essentials of record management system, centralization and decentralization of record keeping, record management process, Components of record management.</p> <p>Meaning and importance of filing, characteristics of a good filing and indexing, methods of filing, classification of files. Advantages and disadvantages of filing system, concept of paperless office, digitalization and retrieval of records, retention, weeding and destruction of old records.</p> <p>Practical Activities-</p> <p>The student shall intern with a modern office and learn the practical aspects of Office Record Management and Filing, Office Budget and Auditing and Should acquire the practical Knowledge of basic level of Office Forms and registers.</p>	15
II	<p>Office Forms and Registers</p> <p>Introduction, meaning and importance of forms, advantages and disadvantages of the use of forms, type of forms, factor affecting forms design, principle of form design, entry of material in stock register and its management.</p> <p>Postal management meaning, importance and objectives of Postal Services, inward and outward process, sending of documents, dispatch of official</p>	15

	documents, using postal and courier services, centralization and decentralization of post-management. Practical Activities- The student shall gain Practical Basic Knowledge of specialized records maintained by office concerning professional tax deduction, Goods and Service Tax, Income Tax, Provident Fund and Insurance, Service Records, Financial and Legal Records.	
III	Office Budget and Audit Office Budget: Concept, Necessity, Types of Office Budget, Monthly, Quarterly Semi-annual and Annual Budget, Essentials of a Budget, Estimation planned and non planned expenditure, recurring and non-recurring expenditure, Pre-requisites for Preparation of Budget, Budget Control. Audit: Definition, importance and audit process, Meaning of Voucher, Types of Voucher, Importance of Vouching, Verification, Meaning, Process of Verification of Office Assets, Office Assets and Consumables Register, Maintenance and Disposal of Consumables & Fixed Assets. Practical Activities- Case study	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Behera Soumya Ranjan , Learn Tally.ERP 9, B K publications pvt ltd
- SINGH SHRADDHA,mehra navneet ,Tally ERP 9 (Power Of Simplicity). V&S publisher. delhi
- Agrawal Dr. Namrata , Comdex Tally.ERP 9 Course Kit, comdex publication delhi.
- Agrawal Dr. Mahesh Financial Accounting, Ramprasad and sons,Bhopal
- बंसल मनोज एवं शर्मा अजय ,कम्प्यूटरीकृत लेखांकन प्रणाली , साहित्य भवन पब्लिकेशन,आगरा
- Roopa, Tally for Every one - ATC Publishing Chennai.
- Nadhani, A.K. Implementing Tally ERP 9
- A Comprehensive Guide to Tally ERP 9, Tally Manual

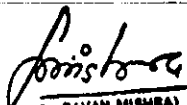
Suggestive digital platforms web links

- <https://sscstudy.com/tally-erp-9-book-pdf-free-download/>
- <https://www.sarkarirush.com/tally>
- <https://learnmech.com/fundamentals-of-tally-erp-9-tutorial-pdf-free-download/>
- <https://instapdf.in/tally-erp-9/>

Suggested equivalent online courses

Part D-Assessment and Evaluation

Maximum marks -		100
Continuous Comprehensive Assessment (CCE)	Total Marks-	
University exam	Total Marks -	100



(PROF.PAVAN MISHRA)
CHAIRMAN

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