

(2022-23, 2023-24 & 2024-25)

(B. A./B.COM.-III)

VOCATIONAL SUBJECTS

STREAM I : OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

BCOU3511T OFFICE PRACTICE

Max Marks : 100

Time : 3 Hours

Pass Marks : 35%

Theory: 4 + Practical 2

External Assessment : 60

Internal Assessment : 20

Practical : 20

Periods per week : 6

INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS

The question paper covering the entire course shall be divided into three sections as follows.

SECTION-A

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

SECTION-B

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

SECTION-C

It will consist of 10 very short answer questions from entire syllabus. Students are required to attempt 8 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 24 marks

UNIT -I

Office Stationery : Types of papers and envelopes, control of consumption of papers, ink typewriting ribbons, carbon papers, pins, clips, erasers etc. issue there of stock and stock record Duplication Methods and Photocopying.

Meeting : Notice, Agenda, Physical facilities, quorum, providing secretarial assistance.

Using Information: Working Knowledge of making use of information from different sources-Telephone Directory, Post Office Guide, Railway Time-Table Teleprinter, Telex, Facsimile telegraphy.

Making travel arrangement : preparing tour programme, railway and air reservation booking Hotel accommodation, filling of form for Tour advance, preparing T.A.Bills.

UNIT - II

Manuscripts : Proof Corrections-sings and their meaning. Process of typing manuscripts, Corrections of drafts.

Tabulations: Definition and importance, part of tabulation, procedure for typing tabulation, Typing of booknotes, Typing of Balance-Sheet.

R. S. Singh

Syllabification of Combination : Rules for division of words line ends, exceptions, formation of special sing with combination of characters.

Shorthand : Advanced Phraseography, Phraseology related to business, banking, insurance and administration. Special list of word Arrangement of Materials on typewriter desk to facilitate transcription. Checking and proof-reading transcription.

Course Outcome: After the completion of this course the students will understand about office stationary, meeting, making travel arrangement, manuscript, tabulation and shorthand.

PRACTICALS: 20 Marks (10 for typing practical and 10 for Shorthand Practical)

MANUSCRIPTS

Typewriting of Manuscripts (Typed).

Typewriting of Manuscripts (Hand-written).

Practice on carrying out corrections of drafts.

Typewriting of tabulations Balance Sheet, Invoices, foot notes.

SYLLABIFICATION AND COMBINATION

Typewriting exercises- Breaking of words at line ends, breaking of words with syllabification rules, Typewriting of characters not existing on key boards.

CORRESPONDENCE

Typewriting un-arranged, misspelt and wrongly typed letters by observing the rules of display.

Typewriting of business, official letters.

SHORTHAND

1. Taking information from other documents in completion of shorthand notes.

2. Office style dictation with amendments.

3. Submitting transcribed materials for signature.

4. Marketing and filling of shorthand notices after completion of transcription.

RECOMMENDED DRILLS

Throughout the course there should be a constant emphasis on:

- Fluency in shorthand. Special care should be taken on exposing students to variety of pronunciation.
- Formation of well constructed shorthand outlines with the help of facility drills.
 - Auto-mobilization of grammaloges and phrases.
 - Daily practice in taking dictations starting at slow speed.
 - Practice in transcribing the long hand.
- Dictation each day should be on practice material to increase the speed and on new matter to improve competence. It should be for timing of 1,3,5,7 and 10 minutes.

INSTRUCTIONS FOR TYPING PRACTICAL

There will be type test for 5 minutes followed by oral viva voce.

INSTRUCTIONS FOR SHORTHAND PRACTICAL

There will be dictation of 5 minutes and the candidate shall be required to type in 25 minutes.

R. S. Arora

(2022-23, 2023-24 & 2024-25)

(B. A./B.COM.-III)
VOCATIONAL SUBJECTS

BCOU3512J ON THE JOB TRAINING

Max. Marks : 50

Pass Marks: 35%

The students who appear in B.Com. Part-I examination for vocational subject will take up 'On the job training' in summer vacations after the B.Com.-I examination is over. They will prepare a Project Report based on their summer training. The evaluation and marks of this 'On the job training' are included in B.Com.-II. Similarly B.Com.-II students after B.Com.-II examination will take second 'On the job training' and prepare a project Report based on their summer training. The evaluation of this project report will be done in B.Com.-III. The following instructions are to be followed for the selection of organization (where summer training is to be taken) and for the preparation of project report:

- (1) The summer training up to 4-6 weeks can be had in any of the following organizations:
 - (a) Banks/Financial Institutions
 - (b) Offices of Centre/State/Local Government
 - (c) Insurance Companies
 - (d) Public Limited Companies
 - (e) Stock Exchange
 - (f) Chartered Accountants and Advocates dealing in Tax matters (For Tax related Add-on and Vocation Courses only).


Note: Sole proprietor organisations and partnership firms are not permitted for summer training.

- (2) The topic of study should be directly related to the vocational stream in which the students is studying.
- (3) Not more than 2 to 3 students should be permitted in one organization. The students getting training in the same organization should have different topics for their study.
- (4) Students shall work under the guidance of an official from the concerned organization during the period of training.
- (5) The training report should include:
 - (a) Certificate from the organization on letter pad or under the seal of the organization. The certificate should specify the name of the candidate, father's name, date of commencement of training and period of training.
 - (b) Objective, Scope and Methodology of the study.
 - (c) The finding of the study and suggestions made by the candidate, which would be based upon the work done by the candidate during training.

EVALUATION :

After completion of summer training students will be required to prepare a summer training report and all the Project Reports will be submitted through the principal of the concerned College to the University (Practical Branch) for evaluation up to December 31st, failing which students will be placed in compartment.

The evaluation of Project Reports shall be done by experts from panel of examiners approved by the Board of Under-Graduate studies in Commerce from time to time. The Controller of Examination will ensure the above given instructions have been followed by the students and evaluation of reports is carried on as per these instructions.



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(B. A./B.COM.-III)

VOCATIONAL SUBJECTS

STREAM I : OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

BCOU3611T: ENTREPRENEURSHIP DEVELOPMENT

Max Marks : 100

Time : 3 Hours

Pass Marks : 35%

Theory: 4 + Practical 2

External Assessment : 60

Internal Assessment : 20

Practical : 20

Periods per week : 6

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UNIT - I

Entrepreneur, Entrepreneurship and Enterprise : Concept and role in development characteristics of Entrepreneurs, Developments Entrepreneurial Competencies, Types of Enterprises and ownership, Charms of becoming an Entrepreneur, Reinforcing Entrepreneurial Motivation and Competencies.

Creativity and innovation, problem solving, small scale industry (SSI) sector and its role in economic development : Economic, environment and small scale industries sector; Economic development through SSI, Role and contribution of SSI in domestic as well as international markets.

UNIT - II

Planning a small scale, enterprise, Schemes and assistance of support agencies ; Banks, DIC, SFC, TCO, KVIC representatives. WTO and its impact on SSI sector, Social responsibility of business.

Achieving motivation training, perceiving a business opportunity, Assessing project feasibility, preparing the preliminary project report (PPR).

Note : To provide practical exposure to the students, colleges arrange at least two lectures from successful entrepreneurs from industry.

Course Outcome: After the completion of this course students will learn about small scale enterprises, WTO and its impact. They will also understand the about the project feasibility and preparation of preliminary project report.

R.S. Arif

INSTRUCTIONS FOR PRACTICAL

Candidates are required to prepare a project report on the topic covered in the above paper on the basis of field work/project work/training. The report will be submitted up to 30th April and the students will appear for viva-voce examination to be conducted by external examiner from a panel of experts approved by Board of Under-Graduate Studies in Commerce. Project report and viva-voce will be of 10 marks each.

R. S. Arif