



GOVERNMENT DEGREE COLLEGE
RAZOLE – 533242, EAST GODAVARI (Dist), A.P
NAAC Re-Accredited with 'B' Grade



GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS

Razole
02-08-2021

To,
The Principal
Government Degree College
Razole

Sir,

Sub: Certificate course-Office Management-2020-21 Submission of Work done statements-request for action-reg.

I submit that the Department of Economics conducted classes for the Certificate course in Office Management 2020-21. The statement showing the work done together with the details of number of hours and the faculty name provided in the statement that follow.

Thanking you sir

Yours faithfully,

(VDVV LAKSHMI)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1	VDVV LAKSHMI Lecturer in Economics	45

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
OFFICE MANAGEMENT 2020-2021
Minutes of Certificate Course

After through discussion the following resolutions are made

Resolutions

- It was resolved to introduce “Office management” certificate course in this academic year 2020-21.
- It is resolved to conduct certificate course for final year students.
- It is resolved to conduct classes for 45 working hours on the syllabus presented.
- Resolved to approve the syllabus and model paper. it is resolved to conduct external examination for 60 marks and internal examinations for 40 marks. Average will be considered marks seminars/Assignment and vive-voce.



GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS

OFFICE MANAGEMENT 2020-2021

(August 2021 to September 2021)

Work done statement of Certificate Course

Name of the Lecturer : VDVV LAKSHMI

Subject : Economics

Batch 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	05-08-2021	1Hr	Office and Office management – meaning Functions of Office
2	06-08-2021	1Hr	Administrative Functions of Office
3	07-08-2021	1Hr	Relation of office with other Depts
4	09-08-2021	1Hr	Concept of paperless office, virtual.
5	10-08-2021	1Hr	Open and private office
6	11-08-2021	1Hr	Definition and Elements of OM
7	12-08-2021	1Hr	Duties of office manager
8	13-08-2021	1Hr	Filing and Indexing- meaning
9	16-08-2021	1Hr	Importance of filing
10	17-08-2021	1Hr	Essential of good filing system
11	18-08-2021	1Hr	Centralized filing system
12	19-08-2021	1Hr	Decentralized filing system
13	21-08-2021	1Hr	Need of Indexing used in the BO
14	23-08-2021	1Hr	Types of Indexing used in the BO
15	24-08-2021	1Hr	Meaning of office forms
16	25-08-2021	1Hr	Types of Office forms
17	26-08-2021	1Hr	Advantages of forms used in the BO
18	27-08-2021	1Hr	Objectives of form designing
19	28-08-2021	1Hr	Principles of form designing
20	31-08-2021	1Hr	Meaning of office record management
21	01-09-2021	1Hr	Importance of record management
22	02-09-2021	1Hr	Principles of record management
23	03-09-2021	1Hr	Types of record kept in a BO
24	04-09-2021	1Hr	Office machines and equipment
25	06-09-2021	1Hr	Importance Of offices machines
26	07-09-2021	1Hr	Objectives of office machines
27	08-09-2021	1Hr	Office safety and security
28	09-09-2021	1Hr	Meaning of Office safety and security
29	11-09-2021	1Hr	Importance Office safety and security
30	13-09-2021	1Hr	Safety hazards

31	14-09-2021	1Hr	Steps to improve office safety
32	15-09-2021	1Hr	Steps to improve office security
33	16-09-2021	1Hr	Measurement of office work
34	17-09-2021	1Hr	Importance of office work
35	18-09-2021	1Hr	Purpose difficulty in measuring off work
36	20-09-2021	1Hr	Different ways of measurement
37	21-09-2021	1Hr	Setting of work standards
38	22-09-2021	1Hr	Benefits of work standards
39	23-09-2021	1Hr	Techniques of setting standards
40	24-09-2021	1Hr	Meaning of office manuals
41	25-09-2021	1Hr	Need of office manuals
42	27-09-2021	1Hr	Types office manuals
43	28-09-2021	1Hr	Need of office manuals
44	29-09-2021	1Hr	Steps in preparing of office manuals
45	30-09-2021	1Hr	Preparing of office manuals

Signature of the Lecturer



(VDVV LAKSHMI)

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF ECONOMICS
OFFICE MANAGEMENT 2020-2021
INTERNAL MARKS AWARD LIST

S.NO	Regd.No	Name of the student	Group with medium	Marks awarded 40
1	181076201003	G.Ratnam	BA TM	35
2	1010	K.Pradeep	BA TM	30
3	1015	M.Santhoshi	BA TM	35
4	1016	M.Mounika	BA TM	35
5	1021	U.Swarna Latha	BA TM	35
6	191076201003	B.Vamsi	BA TM	30
7	1004	B.Durga Prasad	BA TM	30
8	1008	D.Aswani N Durga	BA TM	35
9	1011	Hameede Sana	BA TM	35
10	1014	K.L.Prasanna	BA TM	35
11	1017	K.Girija	BA TM	30
12	1022	Md.Kubra	BA TM	35
13	1029	S.Sivaji	BA TM	35
14	1030	Sk.Abdulla	BA TM	35
15	1032	T.Kavitha	BA TM	35



CERTIFICATE COURSE

GOVERNMENT DEGREE COLLEGE RAZOLE

SYLLABUS FOR CERTIFICATE COURSE IN 2019-20

FINANCIAL EDUCATION

Hours : 45

Unit I

Financial Literacy – meaning, Significance - Personal finance - Saving and Investment options - Difference between saving and Investment - Time value of money – Inflation - Inflation affect on savings and investment - Compound interest - The rule of 72 - Rupee cost averaging

Unit II

Meaning of financial planning - Financial planning process - 5 step approach for achieving financial goals - Choosing investment options - Understanding risk - Risk vs return

Unit III

Banking, Types of deposits - Digital Banking - Do's and Don't in Digital Banking - Debit card vs Credit card – RBI

Unit IV

Investment in Securities market - Types of Risks - Prerequisites for investing in securities - Primary market - Secondary market - Placing order - Trading days, Trading, Settlement - BSDA, AMC - Mutual funds, SIP - Commodity derivatives market - Derivative exchanges, Options - Do's and Don't in Securities market

Unit V

Insurance Meaning - Types of Insurance, IRDAI - Pension, Pension services, NPS - Investment options under NPS - Exit from NPS - PFRDA, Retirement and Estate planning - Will, Nomination - Borrowing, types of loans, Credit score - Government schemes for saving & investment - Tax saving options - Caution against Ponzi schemes

Unregistered investment advisors

References:

1. <https://www.rbi.org.in/FinancialEducation/Basic.aspx>
2. <http://investor.sebi.gov.in>.
3. <https://www.bseindia.com/static/investors/Education.aspx>
4. <https://www.nseindia.com/invest/investors-awareness-programs>
5. <https://www.irdai.gov.in>

Pattern of Examination

Theory (60 marks)

The students have to write the theory examination for 60 marks 3hours duration.

Practicals(40 marks)

- > Assignments
- > Viva-voce



GOVERNMENT DEGREE COLLEGE RAZOLE
CERTIFICATE COURSE IN FINANCIAL EDUCATION
SYLLABUS FOR CERTIFICATE COURSE IN 2019-20
MODEL QUESTION PAPER

TIME: 3Hrs

Max. Marks: 60

Section-A

Answer any **Four** of the following

(4x10=40)

1. What is financial literacy? What is the significance of financial literacy?
2. What are various saving and investment options?
3. What is financial planning? Explain about its process.
4. What are five steps approach for achieving financial goals?
5. What are the different types of deposits accepted by banks?
6. What are the functions of RBI?
7. What are the prerequisites for investing in securities?
8. What are the tax saving options?

Section-B

Answer any **FOUR** of the following.

(4x5=20)

9. Inflation
10. Rule of 72
11. Risk vs return
12. Credit card vs debit card
13. Mutual fund
14. PFRDA
15. Ponzi schemes

GOVERNMENT DEGREE COLLEGE, RAZOLE

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE "OFFICE MANAGEMENT"



2020-2021
CERTIFICATE COURSE ATTENDANCE
"OFFICE MANAGEMENT"
(AUGUST 2021 to SEPTEMBER 2021)

S.NO	NAME OF THE STUDENT	CLASS	5/08/2021	6/09/2021	7/09/2021	9/09/2021
1.	U. SWARNA LATHA	II BA	P	P	P	P
2.	M. SANTOSHI	III BA	P	P	P	P
3.	K. PRADEEP	III BA	P	P	P	P
4.	G. RATNAM	II BA	P	P	P	P
5.	M. MOUNIKA	III BA	P	P	P	P
6.	MD. KUBRA	II BA	P	P	P	P
7.	Hameede. SANA	II BA	P	P	P	P
8.	K. LAKSHMI PRASANNA	I BA	P	P	P	P
9.	D. ASWANI NAGA DURGA	II BA	P	P	P	P
10.	T. KAVITHA	II BA	P	P	P	P
11.	K. GIRIJA	I BA	P	P	P	P
12.	SK. ABDULLA	I BA	P	P	P	P
	S. SIVAJI	I BA	P	P	P	P
	B. VAMSI	II BA	P	P	P	P
	B. DURGA PRASAD	II BA	P	P	P	P

