
 <p>Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA</p> <p>PHONE : EPABX – 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in</p> <p>शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र</p> <p>दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग - ०२३१-२६०९०९४</p>	

Ref. No./SU/BOS/Humanities/541

Date :19/07/2023

To,

The Principal,
All Concerenced Affiliated Colleges/Institutions,
Shivaji University, Kolhapur

Subject : Regarding syllabi of B. A. Part II (sem. III & IV) degree programme
under the Faculty of Humanities as per National Education Policy, 2020 (NEP)

Sir/Madam,

With reference to the subject mentioned above I am directed to inform you that the University authorities have accepted and granted approval to the revised syllabi, equivalence and nature of question paper of B. A. Part II (Sem. III & IV) under the Faculty of Humanities as per National Education Policy, 2020. (NEP)

English (Comp.)	English (Opt.)	Linguistics (I.D.S.)	Sanskrit	Kannada
Business Administration	Marathi	Ardhamagadhi	Hindi	Urdu
S.P. & Comm. Corresp.	Sociology	Political Science	Psychology	Economics
Industrial Psychology	Geography	Human Development	Philosophy	History
Defence Study (Entire)				

This syllabi shall be implemented from the academic year 2023-24 onwards . A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

For students of Distance Education this syllabi be implemented from the academic yerar 2023-24.

You are therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully

(Dr. S. M. Kubal)

Dy. Registrar

Encl : As above

Copy to,

For Information and necessary action.

Dean, Faculty of Humanities.	Computer Center/I. T. Cell.
Chairman, B.O.S./Ad-hoc oard under faculty of Humanities.	Eligibility Section.
Director, Board of Examinations & Evaluation	P. G. Seminar Section.
Appointment Section A & B	Distance Education Section.
B. A. Exam. Section.	Affiliation Section (T. 1 & T 2)
P. G. Admission Section.	

B.A. Part II Semester – III
Inter – Disciplinary Subject
Secretarial Practice and Commercial Correspondence.

Paper: I Secretarial Practice

Course Objectives: 1) To acquaint with secretarial career
2) To understand the nature of office equipment and communication

Unit – I : Secretary – Meaning, definition, characteristics, importance and types of secretary, Secretarial skills. Qualities of a good secretary
(15 Periods)

Unit – II : Company Secretary.

Meaning, Qualification Appointment and role of company secretary, career in company secretariship.
(15 Periods)

Unit – III : Office Equipment

Meaning and importance of office furniture, factors to be considered in Selection of office furniture.
Office Machines – Meaning, importance and types.
Printers, Scanners, Copiers and computers – their meaning and importance.
(15 Periods)

Unit – IV : Office Communication and Filing

Office communication – Meaning, internal and external communication, means of communication, essentials of effective communication
Filing – Meaning, importance and types.
(15 Periods)

Recommended Books

1. Ms. Toral Juthani & Ms. Urvi Mehta -A Text Book of Secretarial Practice-
2. Jain and Dugar - Secretarial Practice and Business Correspondence World Press, Calcutta.
3. Beamer, Hanna and Pophm-Effective Secretarial Practice-South Western Publishing Co., New York.
4. D. C. Finklhor - College Course in Secretarial Duties - Prentice Hall, New York

5. L. I. Hutchinson - Standard Hand Book for Secretaries, Mac Graw Hill Book Co., New York
6. L. E. Fraiby - Hand Book of Business Letters - Super Book House, Bombay
7. S. P. Arora - Office Organisation and Management - Vikas Publishing House Pvt. Ltd. New Delhi
8. Nagamia and Bahi - Modern Business Correspondence and Writing- Hind Kitabs Ltd. Bombay - 1
9. J. Stephenson - Principles and Practice of Commercial Correspondence – Issac Pitman and Sons Ltd. , London
10. M. Arif Khan- Theory & Practice of Insurance
11. Indian Institute of Banking and Finance- Principles and Practices of Banking

B.A. Part II Semester – IV
Inter – Disciplinary Subject
Secretarial Practice and Commercial Correspondence.

Paper: II Commercial Correspondence.

- Course Objectives: 1) To acquaint with the nature of commercial correspondence and its technical aspects
2) To understand the nature of insurance and banking services.
3) To develop writing skills by drafting of commercial letters and meeting related items

Unit – I: Commercial Correspondence – nature, Importance of Commercial Correspondence. Layout of commercial letters.
Types of commercial letters – Letters of enquiry, Quotations, Orders, Compliance of Orders, Complaints and their settlements, Collection of Letters.
(15 Periods)

Unit – II : Meetings

Meaning and types of meetings
Secretary's duties relating to convening and conducting of meetings
Drafting of notices and minutes
Report Writing - Meaning , contents and precautions to be taken in writing reports.
(15 Periods)

Unit – III : Banking

Definition and importance of a bank
Acceptance of deposits and granting of loans
Opening a current account.
Applying for bank loan
(15 Periods)

Unit – IV : Insurance

Meaning , Principles and importance of insurance
Types of insurance
(15 Periods)

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