



# DURGAPUR GOVERNMENT COLLEGE

## DEPARTMENT OF COMMERCE

J. N. Avenue, Durgapur, Paschim Bardhaman, Pin Code-713214

Email: eco.dgc.2020@gmail.com

No. Adc/24/1

Dated: 09-03-2024

### NOTIFICATION

In pursuance of the College Notice No. 100 dated 06-03-2024 of the Office of the Principal, Durgapur Government College this is for information to all students that Department of Commerce, Durgapur Government College, will offer an **Add on Course on "OFFICE MANAGEMENT AND SECRETARIAL PRACTICE "** during the period **14-03-2024 to 14-05-2024**. This topic is not included in the course curriculum of the affiliating university and aims for bridging the curricular gap focusing the skill enhancement of students.

The registration link for the aforementioned course is

<https://forms.gle/gKcgDkrLiiYAXDfUA>

**The flyer for the course is enclosed herewith.**

*The inaugural session of the aforementioned add on course will be held in Bidhan Prekhagriho (Conference Room) on 14-03-2024 from 10 am onwards.*

*It is mandatory for all students of the organizing department/s to remain present in the inaugural session. Hard Copy of the attendance will be recorded during the inaugural session.*

*To promote the interdisciplinary approach, students of other departments who will register for the aforementioned add on course should email to the Course Coordinator (to debasishm03@gmail.com) subsequently from 15-03-2024 and apply for registration on or before 22-03-2024.*

Principal  
Durgapur Government College

Head  
Department of Commerce  
Durgapur Government College

**Copy to:**

- Student Notice Boards (Department of Commerce)
- All Departments
- Principal, Durgapur Government College
- Coordinator, IQAC, Durgapur Government College
- Secretary, Teachers' Council, Durgapur Government College
- Notice Book, Department of Commerce, Durgapur Government College

## Who can apply?

All 6<sup>th</sup> Semester students of department of  
Commerce, Durgapur Government College

## How to apply?

Registration Link

<https://forms.gle/gKcgDkrLiiYAXDfUA>

## Course Coordinators

Prof. Debasish Maitra

*Associate Professor and HOD*

*Department of Commerce Durgapur  
Government College*

and

Prof. Partha Sarathi Adhikary,

*SACT, Department of Commerce  
Durgapur Government College*



## Durgapur Government College

*Accredited by NAAC with "A" Grade in 2017*

Affiliated to Kazi Nazrul University | UGC 2(f) and 12(B) Recognized College

## Add on Course on "OFFICE MANAGEMENT AND SECRETARIAL PRACTICE"

March 2024 to May 2024



Offered by

Department of Commerce  
Durgapur Government College



The Add on course on OFFICE MANAGEMENT AND SECRETARIAL PRACTICE is designed in a manner to make the candidate equipped with office skills and secretarial work in various fields of endeavor.

### **Add on Course on “OFFICE MANAGEMENT AND SECRETARIAL PRACTICE”**

- ✓ After registration to the course, students will receive confirmation by e-mail
- ✓ Lectures will be delivered both through online and offline mode
- ✓ Hands on training classes will be conducted
- ✓ No Fee will be charged for the course
- ✓ Attendance will be taken in each class
- ✓ Students have to submit their assignments on or before the stipulated date and time
- ✓ The duration of the add on course will be 8 weeks with total 35 contact hours excluding assessment.
- ✓ Successful completion of the course is subject to attendance, MCQs and the student project submission by the students.
- ✓ Certificates and Grade Cards will be provided to students after successful completion of the course.

## **Syllabus**

Contact Hours = **35 hours (Excluding Assessment)**; Duration: **8 Weeks**

### **Course Objectives**

This course on office management and secretarial practice has been introduced in Durgapur Government College under the department of Commerce, which basically focuses on business communication skills, of its management, awareness and general knowledge about of its equipment as well as maintaining human relations. In addition to this, this course also focuses on secretarial practice to impart knowledge, skills, procedures and methods of work to be performed by an office assistant or a secretary.

### **Course Outcome**

- To be familiar with modern office management and business communications.
- To improve presentation skills, communicative skills and language-based skills.

## **COURSE STRUCTURE**

**OFFICE MANAGEMENT**

**OFFICE ADMINISTRATION**

**INTRODUCTION TO  
COMPANY SECRETARY  
AND MEETING**

**COMPANY SECRETARIAL  
AND MANAGERIAL SKILLS**