

ಮಂಗಳೂರು  
MANGALORE



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
UNIVERSITY

(Accredited by NAAC with 'A' Grade)

ಕ್ರಮಾಂಕ/No: MU/ACC/CR.12/2018-19/A8

ಕುಲಸಚಿವರ ಕಛೇರಿ

ಮಂಗಳಗಂಗೋತ್ರಿ - 574 199

Office of the Registrar

Mangalagangothri - 574 199

ದಿನಾಂಕ/Date: 15.05.2019

### **NOTIFICATION**

Sub: Syllabus of Office Management & Secretarial Practice Vocational course for  
B.Com Degree Programme under Choice Based Credit System -reg

Ref: Decision of the Academic Council at its meeting held on 19.03.2019

Pursuant to the above, the Syllabus of Office Management & Secretarial Practice Vocational course for B.Com Degree Programme under Choice Based Credit System which was approved by the Academic Council at its meeting held on 19.03.2019 is hereby notified for implementation with effect from the academic year 2019-20.

Copy of the Syllabus shall be downloaded from the Mangalore University Website.  
[www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in)

  
REGISTRAR.  
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To:

- 1) The Principals of the Colleges concerned.
- 2) The Registrar (Evaluation), Mangalore University.
- 3) Prof. Hemalatha, Chairperson, U.G. BOS in S.P, O.P.M and O.M & S.P Mangalore University, Besant Women's College Mangalore - 3
- 4) The Superintendent, Academic Section, O/o the Registrar, Mangalore University.
- 5) The Director, DUIMS, Mangalore University - with a request to publish in the Website.
- 6) Guard File.