

UNIT

1**Office Management and
Modern Office and its Functions****Structure**

- 1.1 Principles of management
- 1.2 Functions of management
- 1.3 Meaning of modern office
- 1.4 Office work
- 1.5 Office Activities
- 1.6 Office functions

Learning Objectives

After studying this unit, the student will be able to

- To improve knowledge on Office management, Modern Office and its functions.

1.1 Principles of Management

A principle may be defined as a fundamental statements or general truth providing a guide to thought or action. The principles of management are the guidelines are the ground rules for the efficient management of any undertaking. The following are the principles of management outlined by Henri Fayol.

- I. **Division of work** : Principles of specialization are necessary to increase the efficiency in the utilization of labour.

Office Management And Modern Office And Its Functions

Carl Heyel



Office Management And Modern Office And Its Functions:

Handbook of Modern Office Management and Administrative Services Carl Heyel,1972 Se analizan en distintos trabajos la planificacion del trabajo de oficina entrenamiento y medida de niveles de trabajo tecnicas de supervision productividad motivaciones y efectos morales de los trabajadores asi como los factores espaciales y ambientales que ha de reunir todo centro de trabajo

Office Management, Its Principles and Practice Lee Galloway,1918

Modern Business: Office management ,1919 *Modern Office Management : Principles and Techniques* J.N. Jain,P.P. Singh,2007-01-01 Contents Include Modern Office An Overview Modern Office Management And Its Functions Office Organisation Delegation And Decentralisation Of Authority Office Systems And Routines Office Accommodation Layout And Environment Office Supervision Records Management And Filing Indexing Modern Office Furniture Modern Office Machines And Equipments Form Design Management Communication Office Correspondence And Mail Office Manuals Office Stationery Supplies And Control Work Measurement Standards And Standardisation Personnel Management Statistical Data Production And Office Cost Control Office Reports Data Processing And Modern Information Technology

Office Management Lee Galloway,1918 *Office Management Series* ,1924 *Office Management Series* American Management Association,1924 *Office Management* William Henry Leffingwell,1925 *Credit Craft and Modern Office* ,1928

The Principles of Factory Organization and Management Ralph Currier Davis,1928

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Office Administration John William Schulze,1919

The NOMA Bibliography for Office Management ,1954 [KVS/NVS TIER-II Assistant Commissioner Part - III \(Administration and Finance\) Subjective \(4 Marks\) Question Bank for 2026 Exam | As Per Latest Pattern](#) Nodia,2026-01-06

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Proceedings of the ... Annual Conference of the Life Office Management Association Life Office Management Association. Conference,1930

The Efficiency Magazine ,1914

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