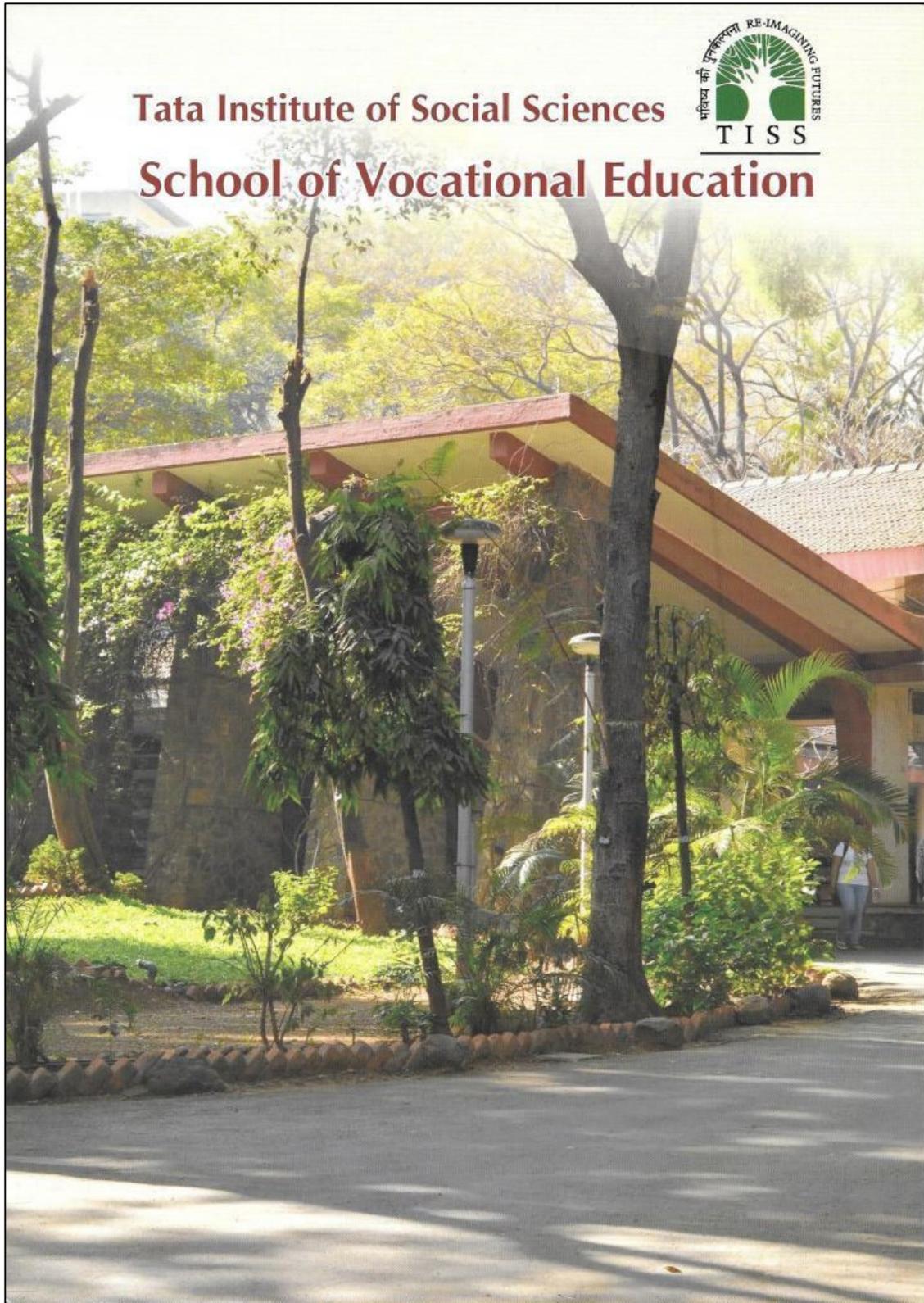


Tata Institute of Social Sciences



School of Vocational Education



About TISS-SVE

The Tata Institute of Social Sciences (TISS) is a premier Institute of Social Work in India. It was established in 1936 and was recognised as a Deemed University by the University Grants Commission (UGC) of India in the year 1964. The vision of the institute is to be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

In December 2011, Tata Institute of Social Sciences setup the School of Vocational Education (SVE) with the objective of incubating a 'National Vocational University' thus providing quality skill development opportunity across the length and breadth of the country. This project has been initiated under the aegis of the All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India

Office Administration Management

Introduction and Course Objectives

One of the key functions in organisations is the administration of facilities. Most organisations big & small have some or the other admin manager/ executive who handles varied functions of security management, facilities management, transport management, travel & hotel bookings, keeping track of fixed assets of the company etc. However there is hardly any structured course/training to learn these skills and most are learnt on the job.

Eligibility for Admission

- Fresh Graduates
- Jr. working professional from admin, security, facilities and HR function
- Graduates with 1 -2 years of work experience looking at career opportunities in admin management.

Course Structure

The course would be for a total duration of approximately 120 hours and can be conducted full time, in evening classes or weekend classes.

Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

Course Syllabus

The gamut of activities in which an admin manger is involved depends on various factors, be it the size and spread of the organisation or the kind of business it is involved in. This course shall broadly cover most aspects that any admin person may have to deal with.

Main Concepts Covered

1. Management of facilities & Security
2. Asset Management
3. Statutory compliances
4. Vendor management
5. Procurement/Negotiations
6. Concierge Services
7. Event Management
8. Front Office Management

Learning Objectives:

- Be able to appoint and monitor vendors for security & facility management.
- Will be able to understand & negotiate terms of contracts with various vendors
- Be able to manage cost effective concierge service to the company staff
- Will be able to list out all the statutory compliance requirements
- Generate the returns for statutory compliances & assist in conduct of audits
- Will be able to account for and maintain all fixed assets of the office/organisation
- Will be able to maintain books of records
- Will be able to track and schedule events

Method of Teaching

Classroom theory sessions and practical sessions

Method of Assessment & Weightage

Assessment Tasks: Written Exam, Projects