

Unit- V

Issues in food security and poverty alleviation; an evaluation of the working of TPDS. Legislation on food safety and standards. Quality assurance in PDS supplies .

Books Recommended:

1. Suryanarayana. G. : Public Distribution System in India. Chug. Allahabad, 1985.
2. Dubhashi. P.R. and Jaideep Singh : Delivery Systems Asian Experience. IIPA. New Delhi. 1996.
3. Ojha Ghanshyam Das : Organisation and Management of Public Distribution System. New Delhi. 1987.
4. Suresh Mishra and Sapana Chadah, (Ed.), Consumer Protection in India : Issues and Concerns, IIPA, New Delhi, 2012.
5. Suresh Mishra and Sapana Chadah, (Ed.), Emerging Perspectives in Consumer Welfare, IIPA, New Delhi, 2012

M4PAD01-Skill- 02- Office Automation

Unit-I

Meaning and importance of automation. Techniques for office automation. Basics of Computer and internet and intranet. Audio- video systems. Cyber security.

Unit-II

Technology driven methods. Requirement of offices and its computerization. Software and hardware for office automation. On Line communication and transactions.

Unit-III

Data and information storage, retrieval, text processing, e. mail, task management. Video conferencing. EPBAX.

Unit-IV

Office efficiency, effectiveness and productivity. Controlled devices, sensing devices and interface devices. Intranet and internet in offices.

Unit- V

Safety devices, CCTV and Biometric attendance. Online mechanism of office surveillance. Role of employees' association in office security. Work culture and automation.

Books Recommended

1. Kumar , Archana, Computer Basics with Office Automation, I.K.International Publication,2010.
2. Don, Tapscott, Office Automation: A User-Driven Method, Springer,New York, 2012.
3. Smith Judith Read and others, Record Management, South Western, 2002.