
Syllabus of Court Manager

Topic mentioned in GREEN are covered in our course, while the keywords of the syllabus, mentioned in RED are not covered in our course.

1. Indian Legal System and General Awareness

Salient Features of the Indian Constitution, Fundamental Rights, Directive Principles of State Policy, Executive and Legislative of the Union and in the States, the Union Judiciary and the High Courts in the States; Judicial System in India; the role of lawyers, prosecution, community and police in judicial administration; Legal Aid System in India; Indian Economic System; Indian Political System; Current Affairs.

2. Principles of Management

Concepts of General Management and Financial Management; Basic Managerial Functions – Planning Process, Types of Plan; Organizing – Organization Structure, Types of Organization, Span of Control; Staffing; Directing – Motivation, Leadership, Communication, Authority Relationship, Conflict Management; Controlling – Process and Techniques; Fundamental Areas of Management; Social and Ethical Issues in Management.

Accounting – Accounting Process, Accounting Information System, Generally Accepted Accounting Principles (GAAP), Accounting Concepts and Policies, Accounting Standards in India. Financial Management – Importance and Organization, Functions of Financial Manager, Essentials of a Good Financial Plan, Financial Plan for a New Project and for Growth and Expansion of an Established Organization, Management of Fixed Capital, Working Capital and Earnings.

3. Human Resource Management and Office Management

Concepts of Human Resource Management, Functions of Human Resource Management, Human Resource Planning, Job Analysis, Role Description, Recruitment and Selection, Training and Development, Performance Appraisal and Potential Evaluation, Job Evaluation and Wage Determination, Employee Welfare, Dispute Resolution and Grievance Management, Employee Empowerment.

Office Management – Concepts, Principles of Scientific Office Management, Qualities, Duties and Responsibilities of Office Manager, Basic Principles of Office Organization, Methods of Promoting Office Productivity.

Principles of Materials Management, Materials Management Manual.

Purchasing – Policies, Types, Organization and Methods.

Stores Keeping – Importance, Functions, Organization, Methods and Inventory Control.

4. Management Information Systems and Computer Applications

Management Information Systems – Definition and Basic Concepts; Managerial Decision-Making Process; Problem-Solving Process; Applications of Information Technology; Features of Computer-Based Information System (CBIS); Decision Support Systems (DSS); Database Management Systems (DBMS); System Analysis and Design; Artificial Intelligence; Data Presentation, Analysis and Interpretation; Report Writing and Analysis of Reports; **Important Features of MS Office Software – Word Processing with MS Word, Spreadsheet Working with Excel, Presentation with PowerPoint; Working with Common Accounting and Statistical Packages.**