

Report of OMS Department

(2016-17)



**Mehr Chand Mahajan DAV
College for Women**

Sector-36, Chandigarh

www.mcmdavcwchd.edu.in

Department of Office Management & Secretarial Practice

The Department of Office Management & Secretarial Practice signed an MOU with M/s. Jonjua Overseas Pvt. Ltd., Mohali in the month of August, 2016. Main highlights of the MOU are :

- i) To provide On-the-Job Training to students
 - ii) To provide part time jobs to students
 - iii) To organize workshops to bridge the gap
- 2) Department organized a workshop on 'Resume Writing' for its students in the month of November, 2016, wherein experts from M/s. Jonjua Overseas Pvt. Ltd. apprized the students about various key points to be kept in mind while preparing a resume. They also conducted a resume writing session for students, checked their resumes and gave suggestions for improvement.

