

# **Report of OMS Department (2018-19)**



## **Mehr Chand Mahajan DAV College for Women**

**Sector-36, Chandigarh**

**[www.mcmdavcwchd.edu.in](http://www.mcmdavcwchd.edu.in)**

## **Department of Office Management & Secretarial Practice**

### **Report 2018-19**

The Department of Office Management & Secretarial Practice in collaboration with the Placement Cell of the College organized a seminar on Interview Techniques and Resume Writing on 22<sup>nd</sup> October, 2018 in Multimedia Hall from 10.00 am to 1.00 pm. Mr. Alok Kumar, Corporate Trainer and IAS Coach from ITM Group of Institutes, New Delhi was the Resource Person for the Seminar.

The purpose of the seminar was to equip our young girls with the knowledge of two of the most important pre-requisites i.e. Interview Techniques and Resume Writing before they step into the gigantic world of opportunities that awaits their arrival.

Importance of reading newspapers, knowledge of current affairs, self conversation was some of the topics which were emphasized in the seminar. Students were made aware of the fact that there is no dearth of opportunities available but getting selecting is difficult because of non preparation on the part of students for interviews. Students were advised to focus on their strengths and weaknesses before appearing for an interview and were advised to present their weakness as their strength.



Department organized an extension lecture on Essentials of good Communication on 29<sup>th</sup> October, 2018. Ms. Arzoo, Asstt. Professor, Department of Commerce, MCM DAV College was the resource person for the same.

All the elements of Communication including process, channels and barriers of communication were covered in the lecture. Emphasis was laid on various ways of communication, so as to overcome various barriers in an effective communication. Students were also given tips to improve their personal communication skills.