

# Report of OMS Department

(2019-20)



## 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 2019-20**

Department of Office Management & Secretarial Practice organised an Extension Lecture on the topic “**Role of Leadership in Organizational Development**” On 5<sup>th</sup> October, 2019. **Ms Manika Kohli**, Asstt. Professor, Department of Commerce delivered the lecture. The students were enriched with an in depth knowledge of how leadership plays an indispensable role in the development of an organization. Various real life examples of prominent leaders and the leadership styles adopted by them were also shared with the students. It was an interactive session as students were also involved by asking about their role models from whom they are influenced. At the end, a quiz was conducted for students to know how good their leadership skills are.

- Another Extension Lecture on the topic “Personality Development” was organized on 15<sup>th</sup> November, 2019. Dr. Mamta Ratti, Asstt. Professor, Department of Commerce, MCM DAV College delivered the lecture. Such types of lectures are useful and help students to work on their latent skills. The students were enriched with indepth knowledge of how personality development plays a crucial role in the success of an individual and an organization. Students were told how important their dreams and desires are for developing the personality. The speaker focussed on self-motivation, self-confidence, management of emotions such as fear and anger, problem solving and decision making skills, and positive thinking. Overall, it was an effective session. The feedback of the students was very positive and the students gained a lot of insights about how to set and achieve goals.
- Department organized a workshop on “Writing Skills – special reference to Business and Office Communication” on 7<sup>th</sup> March, 2020. Dr. Jasmine Anand and Dr. Aparna Sharma, Asstt. Professors, Deptt. of English, MCM DAV College were the resource persons for the same. General introduction to Business Communication, Inter and Intra departmental communication were deliberated upon by the resource persons.
- Eight students from the department worked in the College Office under the Scheme of **EARN WHILE YOU LEARN.**