

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester/Even Semester)
Session – 2021-22

Name of the Teacher/s : Mrs. Meenakshi Vashist

Department ; Office Management & Secretarial Practice

Class : B.A. I
Practice

Subject : Office Management & Secretarial

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	Sept, 2021	30 th Sept, 2021	Typewriter, Types of Machines	Lecture Method & Practical Training
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
2	1 st Oct, 2021	30 th Oct, 2021	Introduction to Computers	Lecture Method & Practical Training
3	1 st Nov, 2021	30 th Nov, 2021	Keyboard Operations; Introduction to Computers	Lecture Method & Practical Training
4	1 st Dec, 2021	15 th Dec, 2021	Display Techniques	Lecture Method & Practical Training
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
5	Feb, 2022	March, 2022	Introduction, Consonants, Vowels, Diphthongs	Lecture Method & Practical Training
6	April, 2022	30 th April, 2022	Grammalogues, Phraseography	Lecture Method & Practical Training
7	1 st May, 2022	31 st May, 2022	Circles, Loops	Lecture Method & Practical Training
8	1 st June, 2022	30 th June, 2022	Hooks	Lecture Method & Practical Training

*Any of these – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies etc.
 Other Methods adopted by the teacher – Please write the specific teaching method