

**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/Dr. Manpreet Kaur**

**Department : Office Management & Secretarial Practice**

**Class : B.A. II**

**Subject : Office Management & Secretarial Practice**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	24th August, 2021	31 <sup>st</sup> August, 2021	Office: Meaning, Importance, Function of an Organization.	Lecture method and Lecture method
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
2	1 <sup>st</sup> September, 2021	30 <sup>st</sup> September, 2021	Concept of an Organization; Centralization and decentralisation of office services, Handling Office Correspondence; Outgoing Correspondence procedures	Lecture method and Group Discussion
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
3	1 <sup>st</sup> Oct. 2021	30 <sup>th</sup> Oct. 2021	Office Filing and Indexing, Modern Office Machines,	PPT and Lecture method
4	1 <sup>st</sup> Nov, 2021	15 <sup>th</sup> Dec, 2021	Modern Communication System, Meeting, Secretarial Functions, Making Travel Arrangements	PPT, Lecture method and Online sources
<b>Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans</b>				
6	3 <sup>rd</sup> Feb, 2022	28 <sup>th</sup> Feb, 2022	MS WORD, Manuscript	Online sources and Lecture method
7	1st March, 2022	31st March, 2022	Extended use of certain Consonants	Lecture Method
8	1 <sup>st</sup> April, 2022	30 <sup>th</sup> April, 2022	Prefixes and Suffixes	Lecture Method
9	1 <sup>st</sup> May, 2022	25 <sup>th</sup> May, 2022	Correspondence	Online sources and Lecture method