

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. Japneet

Department : Office Management & Secretarial Practice

Class : B.A. III

Subject : Office Management & Secretarial Practice

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	24 th August, 2021	31 st August, 2021	Organizational Behaviour: Meaning & features of organizational behaviour, objectives, elements of organizational behavior.	Lecture method, Case studies,
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
2	1 st September, 2021	30 th September, 2021	Perceptions and Attitudes: Meaning, features and importance, factors affecting perception, meaning and importance of attitudes, factors affecting attitude formation. Group Behaviour: Meaning and importance of group, types of groups, reasons for joining groups, Inter and Intra group conflicts and resolving conflicts.	Lecture method, Case studies, Group Discussion, Management games
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
3	1 st Oct. 2021	31 st Oct. 2021	Basic of Inter-Personal Relations: Meaning and Importance of Inter-personal relations, motivation, theories of motivation, grievances, Incentives and their effects. Organizational Development: Meaning, features and factors affecting organisational	Lecture method, Case studies, Group Discussion

			culture; meaning and factors affecting organizational climate; meaning, techniques and importance of organisational development.	
4	1st Nov, 2021	15th Dec, 2021	<p>Personality Development: Meaning of personality, various stages of personality development, factors affecting personality, techniques for improvement of personality.</p> <p>Communication Skills: Definition, Introduction and process, objectives, media and modes, channels, barriers, listening skills, body language, humour in communication, silence in communication, essentials of effective communication, report writing, presentation skills, listening skills.</p>	Lecture method, Case studies, Online sources
Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans				
5	3 rd Feb, 2022	29 th March, 2022	Advanced Phraseography; Excel	PPT, Lecture Method & Online Source
6	30 th March, 2022	15 th April, 2022	Intersaction; Power Point	Lecture Method, PPT
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
7	16th April, 2022	30 th April, 2022	Special List of Words; Internet, Email, Computer Virus,	Lecture Method & Online Sources
8	1 st May, 2022	25 th May, 2022	Official Correspondence	Lecture Method & Practical Training