

Report of OMS Department (2020-21)



Mehr Chand Mahajan DAV College for Women

Sector-36, Chandigarh

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DEPARTMENT: OFFICE MANAGEMENT & SECRETARIAL PRACTICE

The Department of Office Management and Secretarial Practice of the College organized a skill development workshop on 10th June, 2021 on “The Face of the Office: Understanding Office and Business Correspondence” whereby Ms. Ruchika Singh, Assistant Professor (English), MCM DAV College for Women was the Resource Person. This session targeted providing the students, with a brief overview on both office and business communication methods and correspondence techniques. The session was organized with an objective to inculcate awareness and encourage adoption of necessary and effective communication, especially for workplace and business communication amongst the students in order to prepare them for the future. She further focussed on the techniques and channels of formal communication or official channels of sharing information, by following ordained rules, procedures and formats for correspondence. She also explained using relevant examples the importance of proper communication to maintain superior-subordinate relationship, more effectively. She concluded that official communication is a two –way process, including combination through letters, requests, memorandums, circulars, emails superiors to subordinates, both horizontal and vertical communication including meetings, minutes, etc. and therefore, it being pivotal to learn and adopt the basic communication and correspondence tools and skills.

An online session on “Changing Face of Job Opportunities in the time of COVID-19” was conducted by Shivani, student of B.A. 2nd year in tandem with the current strenuous times of the pandemic. She informed the students of the various online job and internship opportunities that they could avail when the offices and colleges are still not fully -operational. She emphasized on the Importance of online medium of work keeping in view the volatility of the job market. She laid stress on the fact that one should make oneself skilled enough to obtain and sustain in any situation so that there is no dearth of job opportunity.