

**Report of  
Department of  
Office Management &  
Secretarial Practice**

**(2021-22)**



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With the objective to give an edge to the students of Office Management & Secretarial Practice”, a hands on three day workshop “Panache-2022” was organized from 10th January, 2022 to 12th January, 2022. It aimed to acquaint the students with the art of Resume Writing, Interview Skills, Communication Skills and others facets of personality development including personal grooming and professional etiquettes. It consisted of three sessions conducted by resource persons who acquainted the students with different relevant topics.

Day 1 – The resource person Dr. Jasmine Anand from the Department of English brought to light the nitty-grities of Resume Writing and Interview Skills. She illustrated through vivid examples the top ten recruiters’ top ten resume pet peeves. She focused on actual errors in resume writing. She went at length discussing resume length and content. She told the students about the importance of using action verbs in their resume. She familiarized the students with interview skills and helped them to work on standard interview questions. She discussed the various responses to behavioral interviews, case interviews, stress interviews, online interviews. She also guided students on how to focus on their attire and etiquette during the interview.

Day 2 – The resource person Dr. Aparajita Sharma from the Department of English familiarized the participants with the tips for better communication skills. She asked the participants to incorporate good reading habits, deliberate on important issues and engage in discussions with their classmates on regular basis. She ended her session by asking the students to speak in a well coherent manner while following the basic rule of grammar.

Day 3 – The session, titled “Body Language and Business Etiquette: Decoding the basics” was organized which aligns with the goal of professional development of the students. The Resource Person, Ms. Ruchika Singh from the Department of English apprised the students of the nuances of non-verbal communication, primarily the body language with respect to business etiquette. The students were also asked to reflect on their own body language in various situations such as job interviews, business conferences and professional meetings. She motivated the students to focus on positive body language which helps foster team spirit in the workplace.