

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (Odd Semester/Even Semester)**  
**Session – 2022-23**

**Name of the Teacher/s : Mrs. Meenakshi Vashist**

**Department : Office Management & Secretarial Practice**

**Class : B.A. I      Subject : Office Management & Secretarial Practice**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	25 <sup>th</sup> Aug, 2022	30 <sup>th</sup> Sept, 2022	Typewriter, Types of Machines; Display Techniques	Lecture Method & Practical Training
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
2	1 <sup>st</sup> Oct, 2022	31 <sup>st</sup> Oct, 2022	Introduction to Computers	Lecture Method & Practical Training
3	1 <sup>st</sup> Nov, 202	20 <sup>th</sup> Nov, 2022	Keyboard Operations; Introduction to Computers	Lecture Method & Practical Training
Departmental meeting was held to discuss the coverage of the syllabus and problems being faced by the students				
5	16 <sup>th</sup> Jan, 2023	28 <sup>th</sup> Feb, 2023	Introduction, Consonants	Lecture Method & Practical Training
6	1 <sup>st</sup> April, 2023	30 <sup>th</sup> April, 2023	Diphthongs, Grammalogues, Phraseography	Lecture Method & Practical Training
7	1 <sup>st</sup> May, 2023	20 <sup>th</sup> May, 2023	Circles, Loops ; 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

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**Name of the Teacher/s : Mrs. Meenakshi Vashist/Dr. Ruhani Dhir Mahajan**

**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	25th Aug., 2022	30 <sup>th</sup> Sept., 2022	Office: Meaning, Importance, Function of an Organization; Concept of an Organization; Centralization and decentralisation of office services	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> Oct. 2022	30 <sup>th</sup> Oct. 2022	Handling Office Correspondence; Outgoing Correspondence procedures; Office Filing and Indexing, Modern Office Machines,	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> Nov, 2022	20 <sup>th</sup> Nov, 2022	Modern Communication System, Meeting, Secretarial Functions, Making Travel Arrangements	PPT and Lecture method
<b>Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans</b>				
6	16 <sup>th</sup> Jan., 2023	28 <sup>th</sup> Feb, 2023	MS WORD, Manuscript; Extended use of certain Consonants	Online sources and Lecture method
7	1 <sup>st</sup> April, 2023	30 <sup>th</sup> April, 2023	Prefixes and Suffixes	Lecture Method, Switching the Role Method
8	1 <sup>st</sup> May, 2023	31 <sup>st</sup> May, 2023	Correspondence	Lecture Method, Switching the Role Method, PPTs

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**Name of the Teacher/s Mrs. Meenakshi Vashist/ Dr. Manpreet Kaur**

**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	25 <sup>th</sup> August, 2022	10 <sup>th</sup> Sept, 2022	Organizational Behaviour: Meaning, features of organizational behaviour, objectives, elements of organizational behavior.	Lecture method, Case studies,
2	11 <sup>th</sup> September, 2022	30 <sup>st</sup> September, 2022	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. Basic of Inter-Personal Relations: Meaning and Importance of Inter-personal relations, motivation,	Lecture method, Case studies, Group Discussion, Management games
3	1 <sup>st</sup> Oct. 2022	31 <sup>st</sup> Oct. 2022	Theories of Motivation, Grievances, Incentives and their effects. Organizational Development: Meaning, features and factors affecting organisational culture; meaning and factors affecting organizational climate; meaning, techniques and	Lecture method, Case studies, Group Discussion

			importance of Organizational Development. Personality Development: Meaning of personality, various stages of personality development, factors affecting personality, techniques for improvement of personality.	
4	1 <sup>st</sup> Nov., 2022	20 <sup>th</sup> Nov., 2022	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.	Lecture method, Case studies, Online sources
<b>Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans</b>				
5	16 <sup>th</sup> Jan., 2023	31 <sup>st</sup> Jan., 2023	Advanced Phraseography; Excel	PPT, Lecture Method & Online Source
6	1 <sup>st</sup> Feb, 2023	28 <sup>th</sup> Feb, 2023	Intersaction; Excel	Lecture Method, PPT
7	1 <sup>st</sup> March, 2023	31 <sup>st</sup> March, 2023	Special List of Words; Power Point	Lecture Method & Online Sources
8	1 <sup>st</sup> April, 2023	20 <sup>th</sup> April, 2023	Official Correspondence; Internet, Email, Computer Virus,	Lecture Method & Practical Training