

**Report of  
Department of  
Office Management & Secretarial Practice  
(2022-23)**



**Mehr Chand Mahajan  
DAV College for Women  
Sector-36/A, Chandigarh**

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The Department of Office Management and Secretarial Practices of Mehr Chand Mahajan DAV College for Women, Sector 36-A, Chandigarh organized an extension Lecture On **COMMUNICATION SKILLS** On 16<sup>TH</sup> November, 2022 BY MS. Ruchika Singh, Assistant Professor, Department of English, Mehr Chand Mahajan DAV College for Women, Chandigarh was the speaker for the event. The lecture covered the basics of effective communication, including the importance of clear and concise language, active listening, and proper tone and body language. The speaker also provided tips for communicating effectively in the workplace, such as using appropriate language for different audiences, avoiding jargon, and using technology effectively. The lecture was well-received by the students, who found it informative and relevant to their future careers. Overall, the extension lecture was a valuable addition to the curriculum and provided the students with practical skills that they can apply in their future professional endeavour.

The Department organized another extension Lecture on Personality Development on 18<sup>th</sup> November, 2022. Ms. Sahiba Sharma, Assistant Professor from the Post Graduate Department of Commerce of the college was the resource person for the event. Such types of lectures are useful and help students to work on their latent skills. The students were enriched with indepth knowledge of how personality development plays a crucial role in the success of an individual and an organization. Students were told how important their dreams and desires are for developing the personality. The speaker focused on self-motivation, self-confidence, management of emotions such as fear and anger, problem solving and decision making skills, and positive thinking. Overall, it was an effective session. The feedback of the students was very positive and the students gained a lot of insights about how to set and achieve goals.

The Department of Office Management and Secretarial Practices of Mehr Chand Mahajan DAV College for Women, Sector 36-A, Chandigarh organized '**Panache 2023**', a three day workshop on "**Practices in Business Communication**" beginning from 3rd March, 2023. The Panache workshop is an annual series of workshops organized by the department aimed at equipping students with the necessary skills to succeed in their respective fields.

The first day of the workshop aimed to acquaint the students with **Business Etiquette and Presentation**. **Dr. Aparna Sharma**, Assistant Professor from the Department of English of the college was the resource person for the first session. She introduced the participants to the need to hone their soft skills in order to be better prepared for their social and work lives as they graduate and take up new roles.

The second day of the workshop aimed to acquaint the students with concept of **Building interpersonal relationships**. **Ms. Sahiba Sharma**, Assistant Professor from the Post Graduate Department of Commerce of the college was the resource person for the second session. The Interpersonal Relationship workshop helped the participants in understanding the importance of building meaningful relationships and skills required to foster a healthy environment at workplace. Ms Sahiba Sharma introduced the participants to the concept of Emotional Intelligence. The session helped the participants to nurture communication skills that make the way they speak, listen and interact with others more effective and successful.

One of the key areas of focus during the workshop is interview etiquette, which plays a crucial role in determining the outcome of job interviews. The tripartite session on interview etiquette was conducted by Ms. Ruchika Singh on insert date to provide participants with a comprehensive understanding of the three key areas that make up interview etiquette. These areas include the importance of speaking and correct pronunciation, body language, and interview preparation.