

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester/Even Semester)
Session – 2023-24

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	21 st July, 2023	31 st July, 2023	Typewriter, Types of Machines	Lecture Method & Practical Training
2	1 st August, 2023	31 st August, 2023	Introduction to Computers	Lecture Method & Practical Training
3	1 st Sept. 2023	30 th Sept. 2023	Introduction to Computers	Lecture Method & Practical Training
4	1 st Oct, 2023	31 st Oct, 2023	Keyboard Operations	Lecture Method & Practical Training
Departmental meeting to discuss the coverage of the syllabus and problems being faced by the students				
5	1 st Nov., 2023	22 nd Nov., 2023	Display Techniques	Lecture Method & Practical Training
6	Jan, 2024	31 st Jan, 2024	Introduction, Consonants	Lecture Method & Practical Training
7	1 st Feb, 2024	28 th Feb, 2024	Diphthongs, Grammalogues, Phraseography	Lecture Method & Practical Training
Departmental meeting to discuss the coverage of the syllabus and the pattern of the mid-term exams				
8	1 st March, 2024	31 st March, 2024	Circles, Loops	Lecture Method & Practical Training
9	1 st April, 2024	April, 2024	Hooks	Lecture Method & Practical Training
Departmental Meeting to Review the completion of Syllabus as per lesson plans				

*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

