

**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/Dr. Manpreet Kaur**

**Department : Office Management & Secretarial Practice**

**Class : B.A. II**  
**Secretarial Practice**

**Subject : Office Management &**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	21 <sup>st</sup> July, 2023	31 <sup>st</sup> July, 2023	Office: Meaning, Importance, Function, concept of an organization	Lecture method
2	1 <sup>st</sup> August, 2023	31 <sup>st</sup> August, 2023	Centralization and decentralisation of office services, Handling Office Correspondence	Group Discussion
Departmental meeting to discuss the coverage of the syllabus and problems being faced by the students				
3	1 <sup>st</sup> Sept. 2023	30 <sup>th</sup> Sept. 2023	Outgoing correspondence procedures, Office Filing and Indexing	PPT
4	1 <sup>st</sup> Oct, 2023	31 <sup>st</sup> Oct, 2023	Modern Office Machines, Modern Communication System, Meeting	PPT and Online sources
<b>Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans</b>				
5	1 <sup>st</sup> Nov., 2023	Nov., 2023	Secretarial Functions, Making Travel Arrangements	Lecture method and Online sources
6	Jan, 2024	31 <sup>st</sup> Jan, 2024	Correspondence	Online sources and Lecture method
7	1 <sup>st</sup> Feb, 2024	28 <sup>th</sup> Feb, 2024	MS WORD, Manuscript	Online sources and Lecture method
Departmental meeting to discuss the coverage of the syllabus and the pattern of the mid-term exams				
8	1 <sup>st</sup> March, 2024	31 <sup>st</sup> March, 2024	Extended use of certain Consonants	Lecture Method
9	1 <sup>st</sup> April, 2024	April, 2024	Prefixes and Suffixes	Lecture Method

**Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans**