

**Report of
Department of Office Management
& Secretarial Practice
(2024-25)**



**Mehr Chand Mahajan
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A career counselling session was conducted on 23rd January, 2025 at PMGMSSS-18, Chandigarh for the 12th class students of Stenography vocational stream by Ms. Meenakshi, Department of Office Management & Secretarial Practice and Ms. Ruchika Singh, Assistant Professor in English, Mehr Chand Mahajan DAV College for Women. The objective of the session was to provide guidance on career opportunities, skill enhancement, and future prospects in the field of stenography.

The session began with an introduction of the speakers. First session was taken by Ms Ruchika Singh. Second session was taken by Ms Meenakshi, who introduced stenography as a specialized field that combines speed and accuracy in transcription, particularly in legal, media and administrative domains. She discussed about various job roles including: Court reporters, Transcriptionists, Administrative Assistants in Government and Private Sectors. She emphasized the growing demand for skilled stenographers due to advancements in communication and documentation technologies.

The importance of mastering shorthand techniques, increasing typing speed, and staying updated with software tools was stressed. The speaker encouraged students to focus on soft skills, such as communication, time management and professionalism.

The session was highly interactive, with students enthusiastically asking questions about career paths, industry challenges, and tips for excelling in stenography. She provided insightful answers and shared motivational anecdotes from her professional journey.

The session concluded with a vote of thanks from the school administration. Students expressed their gratitude for the valuable insights and guidance. The event was a success, inspiring student to pursue their careers in stenography with renewed enthusiasm and confidence.

Another career counselling session was conducted on 1st February, 2025 at GMSSS-37 B, Chandigarh for the 12th class students of Stenography vocational stream by Ms. Meenakshi, Department of Office Management & Secretarial Practice Mehr Chand Mahajan DAV College for Women. The objective of the session was to provide guidance on career opportunities, skill enhancement, and future prospects in the field of stenography.

A workshop on Brochure designing was organized by the department for its students on 25th February, 2025. Mr Ashish Mudgal, MCM DAV College for Women, was the resource person for the same. Participants learnt how to create attractive and professional brochures using simple tools available in MS Word. In this workshop, students were introduced to layout design, inserting images, using shapes and text boxes, applying themes, and formatting content effectively. It enhanced creativity and taught practical skills useful for designing promotional materials such as brochures, flyers, and pamphlets. The workshop also helped participants understand how to present information in a clear and visually appealing manner for academic, business, and organizational purposes.