

OFFICE PROCEDURES & PRACTICE SESSION PLAN 2025-26 (12TH)			
MONTH	UNITS	TOPICS COVERED	
		THEORY	PRACTICAL
APR-25	UNIT-INTRODUCTION TO SECRETARIAL PRACTICE	Meaning, Importance, Types and Duties 1.2. Changing Profile of a Secretary 1.3. Qualifications and Personal Qualities of a Secretary 1.4. Personality Development 1.5. Time Management – Meaning and Importance 1.6. Stress Management	After the visit, a Project Report to be prepared by each student. One chapter to include routine, reception and higher level duties of a private secretary. The chapter should also highlight the changing profile of a secretary in today's world of work and using IT (Information Technology) skills for completion of daily tasks viz. letter typing, preparing presentations, scheduling appointments, practicing e-filing, indexing, holding meetings etc. ☐ The students to identify their strengths and weaknesses. They should assess them and set goals which can be measurable and attainable for next three months. To attain these goals in consistent manner, how will they prepare a daily agenda and prioritize their tasks of the day. This will help them in managing time and stress. (The activity should be recorded in the Project File)
MAY-25	EMPLOYABILITY SKILLS UNIT-1 (COMMUNICATION SKILLS)	ACTIVE LISTENING PASSIVE LISTENING WRITING SKILLS CONSTRUCTION OF PARAGRAPH	DESCRIBING KEY ASPECT OF ACTIVE LISTENING. DEMONSTRATION AND PRACTICE OF WRITING
	SUMMER VACATION (11TH MAY- 30TH JUNE)		
JUN-25	SUMMER VACATION (11TH MAY- 30TH JUNE)		

JUL-25	UNIT-2 HANDLING THE MAIL	<p>Meaning and Types of Mail</p> <p>2.2. Handling of Incoming Mail</p> <p>2.3. Handling of Outgoing Mail</p> <p>2.4. Handling of Electronic Mail</p> <p>2.5. Mail Room Equipment</p> <p>2.6. Postal Services</p>	<p>The students to note Mail Handling procedure being followed in their own school's office.</p> <p>In the Project Report, one chapter/topic should be included on the same along with mail handling tools/equipment used by the office.</p> <p>☐ Demonstration of Mail Handling Tools/Equipment and observations to be recorded.</p>
	EMPLOYABILITY SKILLS UNIT-2 (SELF MANAGEMENT SKILLS)	<p>LISTING MOTIVES</p> <p>SOURCE OF MOTIVATION</p> <p>EXPENSIVE THOUGHTS</p> <p>PERSONALITY DEVELOPMENT</p> <p>PERSONALITY TRAITS</p> <p>PERSONALITY DISORDER</p>	<p>GROUP DISCUSSION ON VARIOUS NEED AND DESIRES</p> <p>DISCUSSION ON SOURCE OF MOTIVATION AND INSPIRATIONS</p> <p>DEMONSTRATE THE KNOWLEDGE OF PERSONALITY TRAITS AND ITS TYPES</p>
AUG-25	UNIT- 3 FILING AND INDEXING	<p>Filing- Meaning, Importance and Essentials</p> <p>3.2. Classification of Filing – Alphabetical, numerical, geographical, subject, chronological</p> <p>3.3. Methods of Filing – Horizontal and Vertical</p> <p>3.4. E-filing</p> <p>3.5. Weeding Out or Destruction of Old Records</p> <p>3.6. Indexing – Meaning, Importance and Types</p> <p>3.7. Filing Procedure</p>	<p>The students to note various types of files, filing equipment, filing method/procedure,</p> <p>Filing classification, indexing etc. used by the organizations/own school's office for record management during the visit and include one chapter/topic on the same in the Project Report. Procedure of weeding out of old records also to be noted.</p> <p>☐ Demonstration of E-filing by creating two folders and five files in each folder. Files to be named according to Geographical/Subject wise/Alphabetical classification and arranged in the folder.</p>
	EMPLOYABILITY SKILLS UNIT-3 (INFORMATION & COMMUNICATION TECHNOLOGY)	<p>SPREADSHEET APPLICATION</p> <p>CREATING NEW WORKSHEET</p> <p>OPENING WORKBOOK</p> <p>RESIZING FONTS AND STYLES</p> <p>FILTERS AND SORTING</p>	<p>DEMONSTRATION AND PRACTICE THE MENTIONED TOPICS AND CONTENTS ON A COMPUTER FOR BETTER</p>

	(INFORMATION & COMMUNICATION TECHNOLOGY SKILL)	FORMULAS AND FUNCTION PASSWORD PROTECTION PRINTING SPREADSHEET SPREADSHEET IN VARIOUS FORMATS	A COMPUTER FOR BETTER UNDERSTANDING.
SEP-25	CONDUCT INTERNAL ASSESMENT AND PERIODIC TEST FOR BOTH OFFICE PROCEDURES & PRACTICE AND EMPLOYABILITY SKILLS	PERIODIC TEST -1 PERIODIC TEST -2	PRACTICAL WORK ASSESMENT-1 PRACTICAL WORK ASSESMENT-2
		CHECKING OF NOTEBOOKS AND REVISION OF ALL UNITS THAT ARE EXPECTED TO COME IN MID TERM EXAMINATION.	
	MID TERM EXAMINATION 16 SEPTEMBER 2025-1 OCTOBER 2025		
OCT-25	UNIT-4 ARRANGING MEETINGS	<p>Meeting- meaning, importance, and types of meetings</p> <p>4.2. Requisites of a Valid Meeting</p> <p>4.2.1. Notice of a Meeting</p> <p>4.2.2. Agenda of a Meeting</p> <p>4.2.3. Quorum of a Meeting</p> <p>4.2.4. Chairman of a Meeting</p> <p>4.2.5. Motions and Resolutions</p> <p>4.2.6. Adjournment of a Meeting</p> <p>4.2.7. Minutes of a Meeting</p> <p>4.3. Secretarial Duties relating to meetings</p> <p>4.4. Terms relating to Meetings</p>	<p>6-8 students to hold an imaginary meeting. For the proposed meeting, preparation of</p> <p>Notice, Agenda and Minutes of Meeting also to be taken up. Observations to be recorded</p> <p>in the Project File.</p> <p>☐ Duties of a Private Secretary before, during and after the meeting to be included.</p>
	EMPLOYABILITY SKILLS UNIT-4 (ENTREPRENEURAL SKILLS)	BARRRIERS IN BECOMING ENTREPRENUER COMPETENCIES ADAPTABILITY PERSEVERENCE INTERPERSONAL SKILLS ORGANIZATIONAL SKILLLS SERVICE AND DIVERSITY	ADMINISTERING SELF RATING COLLECT SMALL STORIES FOR MOTIVATION PREPARATION OF COMPETENCIES PROFILE

NOV-25	UNIT -5 TRAVEL ARRANGEMENTS	<p>Modes of Travel</p> <p>5.2. How to make railway reservation?</p> <p>5.3. Air Travel</p> <p>5.4. E-Ticket and Paper Tickets</p> <p>5.5. Travel Agencies</p> <p>5.6. Hotel Reservation</p> <p>5.7. Itinerary</p> <p>5.8. Organizing Travel</p> <p>5.9. Tour Advance and Tour Claim</p> <p>5.10. Overseas Travel Arrangements</p>	<p>One imaginary itinerary to be prepared for five days' tour to any national/ international location.</p> <p>☐ Arrangements to be enlisted which are required for arranging international tour.</p> <p>☐ Demonstration of booking an e-ticket, hotel reservation, car rental services etc. and observations to be recorded in the Project file</p> <p>☐ Filling up of Tour Advance and Tour Claim forms.</p>
	EMPLOYABILITY SKILLS UNIT-5 GREEN SKILLS	<p>TOXIN FREE HOMES</p> <p>WATER CONSERVATION TECHNIQUES</p> <p>SOLAR AND WIND POWER PROJECTS</p> <p>ROLE OF GREEN JOBS</p> <p>GREEN HOUSE EMISSIONS</p> <p>RESTORING & PROTECTING ECOSYSTEM</p>	<p>LISTING OF GREEN JOBS POSTER PREPARATION GROUP CLASSROOM ACTIVITY ON GREEN JOBS</p>
DEC-25	UNIT-6 BANKING SERVICES	<p>Services provided by Bank</p> <p>6.2. Terms used in Banking Transaction</p>	<p>LDemonstration of filling up of various types of bank forms viz. opening of bank account, withdrawal slip, pay-in-slip, requesting demand draft etc.</p>
JAN-26	WINTER BREAK 1 JAN 2026-15 JAN 2026		
	INTERNAL ASSESMENT AND PREPARATION OF PREBOARD EXAMINATIONS	<p>NOTEBOOK CHECKING</p> <p>CHAPTER & UNIT WISE CLASS TEST</p> <p>REVISION OF ALL UNITS FROM OFFICE PROCEDURES & PRACTICE AND EMPLOYABILITY SKILLS AS WELL.</p> <p>INTERNAL ASSESMENT</p> <p>PRACTICAL FILE</p> <p>CHARTS</p> <p>SKILL BASED ACTIVITIES</p> <p>PREVOCATIONAL ACTIVITIES</p>	<p>PRACTICAL TEST AND EXPERIMENT TO BE PERFORMED FOR BETTER LEARNING OF STUDENTS</p>

	ORGANISATION OF VARIOUS OTHER NSQF ACTIVITIES FOR WHICH GRANTS/FUND RECEIVED	GUEST LECTURE FIELD VISITS INTERNSHIP INDUSTRY VISITS SKILL COMPETETION MULTI SECTORAL SKILLS PRINTING OF BANNERS DISTRIBUTION OF SUPPORT MATERIAL TO STUDENTS PREVIOUS YEAR SAMPLE PAPERS VERIFICATION OF STOCK	ALL THE BILLS AND REPORTS REGARDING INDUSTRY VISIT, GUEST LECTURE, INTERNSHIP ARE TO BE PREPARED AND TO BE KEPT IN RECORDS FOR MONTHLY INSPECTION AND VERIFICATION
FEB-26	REVISION FOR DELHI BOARD EXAMINATIONS	DETAILED UNIT WISE REVISION TO BE DONE IN CLASSROOM OF OFFICE PROCEDURES & PRACTICE AND EMPLOYABILITY SKILLS.	PRACTICAL WORK REPORT SUBMISSION AND REVISION
	REVISION		
MAR-26	ANNUAL EXAMINATION 2026		