

OFFICE OF THE PRINCIPAL, MINIMATA GOVT. GIRLS POLYTECHNIC, RAJNANDGAON
DEPT. OF MODERN OFFICE MANAGEMENT
Revised TIME-TABLE (July-DEC 24)
I, III & V Sem ✓ **w.e.f. 18-11-2024 (for 3rd sem)**

Day	Sem	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:00	2:00-3:00	3:00-4:00	4:00-5:00
MON	I	Computer (P)	CS	CC (P)	LU NC H	Typing (P)	Fin A/c-I (P)	Lib(SS) (P)
	III	Typing (P)	Cost A/c (P)	DTP (P)		STENO (P)	STENO	III(KSR)
	V	WPD (P)	I.Tax (P)	OEPMS (P)		OM (P)	WPD	STENO (P)
TUE	I	Computer (P)	CS	CC (P)		Typing (P)	Fin A/c-I (P)	Fin. A/c I
	III	Typing (P)	Cost A/c (P)	DTP (P)		STENO (P)	EESD	Lib(MKC) (P)
	V	WPD (P)	I.Tax (P)	OEPMS (P)		OM (P)	STENO	STENO (P)
WED	I	Computer	CS	CC		Typing (P)	Fin A/c-I	Lib(MKC) (P)
	III	Typing (P)	Cost A/c (P)	DTP (P)		STENO (P)	PD(KKK)	Typing (P)
	V	WPD (P)	I.Tax (P)	OEPMS (P)		OM	STENO	STENO (P)
THU	I	Computer	CS	CC		Typing (P)	NSS (P)	NSS (P)
	III	Typing (P)	Cost A/c (P)	DTP (P)		STENO (P)	STENO	PD(HL)
	V	WPD (P)	I.Tax (P)	OEPMS (P)		OM	IT (KSR)	STENO (P)
FRI	I	Sport (P)	CS	CC		Typing (P)	Fin A/c-I	
	III	Typing (P)	Cost A/c (P)	DTP (P)		STENO	EESD	PD(SS)
	V	WPD	I.Tax (P)	OEPMS (P)		OM	STENO	IT (KSR)
SAT	I	Lib(SS) (P)	Typing	Sport (P)		Typing (P)	NSS	
	III	Typing (P)	EESD	Typing (P)		Lib(MKC) (P)	PD(SS)	PD(SS)
	V	WPD	WPD	I.Tax		STENO (P)	STENO (P)	Lib(HL)(P)

Name of Teaching Staff	I Sem	III Sem	V Sem	Total
Dr.M.K.Choubey	CC (5), NC[Lib(1)],	NC [Lib(2)], EESD (3)		11
Dr. K.K. Katendra		NC [PD(1)], Typing (8)	STENO (E) (9)	18
Mrs. Hemlata Lahre	NSS (03) Computer (4), Sport (2)	Cost a/c (5), NC [PD(1)]	O.E.P.M.S.(5), N.C.[Lib(1)]	18
Mrs. Smita Sonpipre	NC [Lib(2)], Typing(7)	NC [PD(3)],	I.TAX (6)	18
Dr. H.K. Bhatia	CS(5)	-	-	05
Mrs. Manika Das	CS(4)	-	-	03
Mr. K S Rajput	Fin. A/c-I (5)	NC [III(1)]	O.M. (5), N.C.[IT(2)]	13
Mr. Prashant Sharma		DTP(5)	W.P.D. (8)	13
Mr. S.K Banchhor		STENO (II) (7)	STENO (II) (9)	16
Total	34	36	36	106


HOD

 16/11/24
Principal