

**OFFICE OF THE PRINCIPAL, MINIMATA GOVT. GIRLS POLYTECHNIC,
RAJNANDGAON
DEPT. OF MODERN OFFICE MANAGEMENT
REVISED TIME-TABLE (Jan-June 25)
II, IV & VI Sem w.e.f. 17-03-2025**

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	II	Stat.	DBMS	Fin A/C-II	L U N C H	Sport	OPC	-----
	IV	E.Comm	Typing	Internet(T)		Entre.	PDG (MKC)	Typing
	VI	Project(T)	Bus. Std.	Steno (E/H)		Steno (E/H)	MM	OFF.Train.
TUE	II	Stat.	DBMS	Fin A/C-II		Sport	OPC	-----
	IV	E.Comm	Typing	Internet(T)		Entre.	PDG (MKC)	Typing
	VI	Project(T)	Bus. Std.	Steno (E/H)		Steno (E/H)	MM	OFF.Train.
WED	II	Stat.	DBMS	Fin A/C-II		NSS	Typing	Lib(KSR)
	IV	E.Comm	Typing	Internet(T)		Entre.	Steno (H)	Lib(MKC)
	VI	Project(T)	Bus. Std.	Steno (E/H)		Steno (E/H)	MM	Project(PS)
THU	II	Stat.	DBMS	Fin A/C-II		OPC	Typing	Typing
	IV	E.Comm	Typing	Internet(P)		Entre.	Steno (H)	Const.
	VI	Project(P)	Bus. Std.	Steno (E/H)		OFF.Train.	MM	NC(HL)
FRI	II	Stat.	DBMS	Fin A/C-II		OPC	Typing	-----
	IV	E.Comm	Typing	Internet(P)		PDG (KSR)	Steno (H)	Lib(MKC)
	VI	Project(P)	Bus. Std.	Steno (E/H)		OFF.Train.	Project(PS)	NC(HL)
SAT	II	Lib(KSR)	Fin A/C-II	OPC		NSS	NSS	Typing
	IV	PDG(HL)	Typing	Steno (H)		PDG (KSR)	Lib(MKC)	Steno (H)
	VI	Project(P)	Project(P)	Bus. Std.		Steno (E/H)	MM	NC(MKC)

Name of Teaching Staff	II Sem	IV Sem	VI Sem	Total
Dr.M.K.Choubey	Stat. (5), Lib (1)	Const.(1), Lib(3), PDG()	OFF.Training(4),NC (1)	16
Mrs. Hemlata Lahre	DBMS (5), Sports (2)	E.Comm (5), PDG(1)	M.M..(5), NC (2)	20
Mrs. Smita Sonpipre	Typing (5), OPC (5)	Typing (8)	Steno English (9)	27
Mrs. Monika Das	NSS (3),	-----	-----	03
Mr. K S Rajput	Fin A/C-II (6), Lib (2)	Entre. (4), PDG(3)	Bus.Std. (6)	20
Mr. Prashant Sharma	-----	Internet (5),	Project (9)	14
Mr. S.K Banchhor	-----	Steno Hindi (5),	Steno Hindi (9)	14
Total	33	36	36	106

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MOM

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Principal
Minimata Govt. Girls Polytechnic
Rajnandgaon