

SHRI RAM DEVI RAM DAYAL TRIPATHI MAHILA POLYTECHNIC , KANPUR
ACADEMIC YEAR -2022

TRADE : MODERN OFFICE MANAGEMENT & Sec. PRACTICE

2nd SEMESTER

DAY	10:00 To 10:50	10:50 To 11:40	11:40 To 12:30	12:30 To 1:20	1:20 To 1:50	1:50 To 2:40	2:40 To 3:30	3:30 To 4:20	4:20 To 5:00
MONDAY	Short hand Hindi (Theory)	Elementary book keeping & accounting	Short hand Hindi (Practical)	Short hand English (Theory)	L U N C H	Computer Typing English	Computer Typing Hindi	Short Hand English (Practical)	Computer Communication & Concept
TUESDAY	"	"	"	"		"	"	"	"
WEDNESDAY	"	"	"	"		"	"	"	"
THURSDAY	"	"	"	"		"	"	"	"
FRIDAY	"	"	"	"		"	"	"	"
SATURDAY	" (SL)	" (SV)	" (SL)	" (RB)		"	" (RB)	" (SL)	" (RB)

RB - Mrs Rajni Bhatia
SL - Miss Suman Lata
SV - Mr. Suraj Vishwkarma
SM - Mrs Sandhya Mishra

SHRI RAM DEVI RAM DAYAL TRIPATHI MAHILA POLYTECHNIC ,KANPUR

ACADEMIC YEAR -2022

4th SEMESTER

TRADE : MODERN OFFICE MANAGEMENT& Sec. PRACTICE

DAY	10:00 To 10:50	10:50 To 11:40	11:40 To 12:30	12:30 To 1:20	1:20 To 1:50	1:50 To 2:40	2:40 To 3:30	3:30 To 4:20	4:20 To 5:00
MONDAY	Short hand English (Pr.)	Short hand Hindi (Pr.)	Computer Typing English	Computer Typing Hindi	L U N C H	Elements Of Company Law & Banking Services	Personality Development & Behaviour	Vocational Hindi & Correspondence	Environmental Education & Dis. Mang.
TUESDAY	"	"	"	"		"	"	"	"
WEDNESDAY	"	"	"	"		"	"	"	"
THURSDAY	"	"	"	"		"	"	"	" (SL)
FRIDAY	" (RB)	" (SL)	" (RB)	" (SL)		"	"	"	Personality Development& Behavior
SATURDAY	Field Exposure (RB)	Field Exposure (RB)	Personality Development& Behavior (RB)	Personality Development& Behavior (RB)		" (sv)	" (RB)	" (SL)	" (RB)

RB - Mrs Rajni Bhatia
 SL - Miss Suman Lata
 SV - Mr. Suraj Vishwkarma