

Modern Office Management & Secretarial Practice 2021-22 (Even Semester) W.e.f. 22/01/2022

| DAYS | Sem. | 10:00-10:50 | 10:50-11:40 | 11:40-12:30 | 12:30-01:20 | 20 Minutes | 01:40-02:30 | 02:30-03:20 | 03:20-04:10 | 04:10-05:00 |
|-----------|------|--|--|--|--|------------|--|--------------------------------------|--|---------------------------------|
| | | I | II | III | IV | | V | VI | VII | VIII |
| MONDAY | II | Computer Typing Hindi-2(P) RS | Short Hand English-4(P) KK | Short Hand English-2(P) KK | Computer Typing Hindi-4(P) RS | L | Elementary Book Keeping &A/c. (T) GL | Short Hand Hindi-4(P) RS | Computer Typing English-4(P) KK | Short Hand Hindi-2(P) RS |
| | IV | Short Hand Hindi-2(T) RS | Computer Typing Hindi-4(P) RS | Elementary Book Keeping &A/c. (T) GL | Computer Typing Hindi-4(P) RS | | Computer Typing Hindi-2(P) RS | Elementary Book Keeping &A/c. (T) GL | Computer Typing English-4(P) KK | Short Hand Hindi-2(P) RS |
| TUESDAY | II | Short Hand Hindi-2(T) RS | Elementary Book Keeping &A/c. (T) GL | Elementary Book Keeping &A/c. (T) GL | Computer Typing Hindi-4(P) RS | U | Computer Typing Hindi-2(P) RS | Elementary Book Keeping &A/c. (T) GL | Computer Typing English-4(P) KK | Short Hand Hindi-2(P) RS |
| | IV | Vocation Hindi& Correspondence (T) KK | Sh. Hn. Hindi-4(P) RS | Com. Typing Hin-4(P) RS | Computer Communication Concept-2(P) SK | | Personality Development Behavior(T) GL | Short Hand Hindi-2(T) RS | Computer Typing Hindi-2(P) RS | Computer Typing English-4(P) KK |
| WEDNESDAY | II | Computer Typing English-2(P) KK | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS | Computer Communication Concept-2(P) SK | N | Personality Development Behavior(T) GL | Short Hand Hindi-2(T) KK | Computer Typing English-2(P) RS | Short Hand Hindi-2(P) RS |
| | IV | Element. Of Company Law& Banking Services (T) GL | Environment Education And Disaster Management (RS) | Environment Education And Disaster Management (RS) | Environment Education And Disaster Management (RS) | | Element. Of Company Law& Banking Services (T) GL | Short Hand English-2(T) KK | Environment Education And Disaster Management (RS) | Short Hand English-4(P) KK |
| THURSDAY | II | Computer Typing English-2(P) KK | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS | Computer Communication Concept-2(P) SK | C | Short Hand Hindi-2(T) KK | Short Hand Hindi-2(T) KK | Computer Typing English-2(P) RS | Short Hand Hindi-2(P) RS |
| | IV | Computer Typing Hindi-4(P) RS | Element. Of Company Law& Banking Services (T) GL | Element. Of Company Law& Banking Services (T) GL | Element. Of Company Law& Banking Services (T) GL | | Environment Education And Disaster Management (RS) | Short Hand Hindi-4(P) RS | Environment Education And Disaster Management (RS) | Short Hand Hindi-2(P) RS |
| FRIDAY | II | Short Hand Hindi-2(T) RS | Computer Communication Concept-2(P) SK | Computer Communication Concept-2(P) SK | Computer Communication Concept-2(P) SK | H | Computer Typing English-2(P) RS | Computer Typing English-2(P) RS | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS |
| | IV | Personality Development Behavior(T) GL | Personality Development Behavior(P) RS | Personality Development Behavior(P) RS | Personality Development Behavior(P) RS | | Personality Development Behavior(T) GL | Short Hand Hindi-4(P) RS | Personality Development Behavior(T) GL | Short Hand Hindi-2(T) KK |
| SATURDAY | II | Short Hand Hindi-2(T) RS | Short Hand English-2(P) KK | Short Hand English-2(P) KK | Short Hand English-2(P) KK | H | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS | Short Hand Hindi-2(P) RS |
| | IV | Vocation Hindi& Correspondence (T) KK | Personality Development Behavior(P) RS | Personality Development Behavior(P) RS | Personality Development Behavior(P) RS | | Short Hand Hindi-4(P) RS | Field Exposure -IV RS | Field Exposure -IV RS | Field Exposure -IV RS |

Checked by 

Academic Officer 

Principal 