

**Modern Office Management & Secretarial Practice 2021-22 (Odd Semester) W.e.f. 01/08/2022**

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	I	Professional Communication		Coputer Typing English-1(P) KK		L	Short Hand Hindi-1(T)RS		Computer Typing Theory-1 (RKG)	
	III	Secretarial Practice & Office Automation (T) RKG		Computer Accountancy-(P)SK			Short Hand English-3(P)KK		Short Hand Hindi-3(P)RS	
TUESDAY	I	Professional Communication (2L)(AN)		Modern Office Management & Practices (RKG)		U	Short Hand English-1(T) KK		Computer Typing Theory-1 (RKG)	
	III	Computer Typing English-3 (KK)		Comp. Typ. Hind-3(P)RS			Computer Accountancy-(P)SK		Secretarial Practice & Office Automation (P) RS	
WEDNESDAY	I	Professional Communication (1L)(1Lab)(AN)		Modern Office Management & Practices (RKG)		N	Office & Business Correspondence in English -KK		Computer Typing Theory-1 (RKG)	
	III	Computer Accountancy-(P)SK		Computer Typing Hindi-3(P) RS			Computer Typing Hindi-1(T) RS		Computer Accountancy-(P)SK	
THURSDAY	I	Professional Communication (2Lab)(AN)		Modern Office Management & Practices (RKG)		C	Short Hand Hindi-1(T) RS		Computer Typing Theory-1 (RKG)	
	III	Computer Typing Hindi-3(P) RS		Sh.Hnd. Eng-3(P) KK			Short Hand English-3(P)KK		Secretarial Practice & Office Automation (P) RS	
FRIDAY	I	Short Hand English-1(P) KK		Coputer Typing English-1(P) KK		H	Short Hand English-1(P)KK		Short Hand Hindi-1(P)RS	
	III	Secretarial Practice & Office Automation (T) RKG		Secretarial Practice & Office Automation (P) RS			Short Hand Hindi-3(P)RS		Computer Typing English-3 (KK)	
SATURDAY	I	Computer Typing Theory-1 (RKG)		Short Hand Hindi-1(P)RS		H	Computer Typing English-1 (KK)		Computer Typing Hindi-1(P) RS	
	III	Office & Business Correspondence in English -KK		Computer Accountancy-(P)SK			Secretarial Practice & Office Automation (T) RKG		Office & Business Correspondence in English -KK	

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