

GOVERNMENT POLYTECHNIC, PANAJI-GOA

TIME TABLE - EVEN TERM 2018-19

SECOND		SEMESTER									
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	24	PRACT	9	TOTAL	33
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00		
Mon	Comp Aided off, Mgt-I MOP COMP LAB			Managerial & Adm Comm AS CR 1	Basic Steno-I VB MOP C LAB		Basic Acc & Finance-I SH CR 1	Computer Typewriting VB MOP C LAB	Administrative Mgt-II AM CR 1		
Tue	Basic Steno-I VB MOP C LAB	Managerial & Adm Comm AS CR 1		Administrative Mgt-II AM CR 1	Basic Acc & Finance-I SH CR 1		Computer Typewriting VB MOP C LAB	Environmental Studies MF CR 1			
Wed	Basic Steno-I VB MOP C LAB	Administrative Mgt-II AM CR 1		Basic Acc & Finance-I SH MOP LAB	Managerial & Adm Comm AS CR 1		Computer Typewriting VB MOP C LAB	Basic Acc & Finance-I SH CR 1	Computer Typewriting VB MOP C LAB		
Thu	Environmental Studies MF CR 1	Basic Steno-I VB CR 1		Computer Typewriting VB MOP C LAB	Administrative Mgt-II AM CR 1		Managerial & Adm Comm AS CR 1	Basic Acc & Finance-I SH CR 1			
Fri	Comp Aided off, Mgt-I MOP COMP LAB			Basic Steno-I VB CR 1	Basic Acc & Finance-I SH CR 1		Managerial & Adm Comm AS CR 1	Environmental Studies MG CR 1	Administrative Mgt-II AM CR 1		

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FOURTH		SEMESTER										
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	27	PRACT	4	TOTAL	31	
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00			
Mon	Basic Costing MG CR 2	Human Behaviour in Office MG CR 2		Banking SH CR 2	Accounting SS CR 2		Marketing Management AM CR 2	Company Secretarialship practice AS CR 2				
Tue	Accounting SS CR 2	Human Behaviour in Office AM CR 2		Banking SS CR 2	Basic Costing MG CR 2		Company Secretarialship practice AS CR 2	Accounting Information Systems MG GT COMP LAB				
Wed	Banking SS CR 2	Human Behaviour in Office MG CR 2		Accounting SS CR 2	Marketing Management AM CR 2		Accounting Information Systems MG GT COMP LAB					
Thu	Company Secretarialship practice AS CR 2	Basic Costing MG CR 2		Marketing Management AM CR 2	Accounting SS CR 2		Banking SH CR 2	Accounting SS CR 2	Basic Costing MG CR 2			
Fri	Accounting SS CR 2	Company Secretarialship practice AS CR 2		Accounting SS CR 2	Human Behaviour in Office AM CR 2		Marketing Management AM CR 2					

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SIXTH		SEMESTER										
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	21	PRACT	4	TOTAL	25+6=31	
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00			
Mon	Advance Stenography VB CR -3	Financial Management SS CR -3		Human Resource Management MG CR -3	Hotel Management SH CR -3		Bussiness Law AS CR -3	Project AM CR -3				
Tue	Bussiness Law AS CR -3	Financial Management SS CR -3		Hotel Management SH CR -3	Advance Stenography VB MOP LAB		Human Resource Management MG CR -3	Project SH MOP LAB	Project SH MOP LAB			
Wed	Bussiness Law AS CR -3	Financial Management SS CR -3		Human Resource Management MG CR -3	Hotel Management SH CR -3		Financial Management SS CR -3	Project SS MOP LAB	Project SS MOP LAB			
Thu	Financial Management SS MOP LAB	Bussiness Law AS CR -3		Hotel Management SH CR -3	Human Resource Management MG CR -3		Advance Stenography VB MOP LAB	Human Resource Management MG CR -3				
Fri		Financial Management SS CR -3		Bussiness Law AS CR -3	Advance Stenography VB MOP LAB		Hotel Management SH CR -3	Project AM MOP LAB				

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TIME TABLE - EVEN TERM 2018-19

						LECT VISITING		SUKANYA SAWANT				
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	15	PRACT	NIL	TOTAL	15	
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00			
Mon		Financial Management SS CR -3					Accounting SS CR 2					
Tue	Accounting SS CR 2	Financial Management SS CR -3			Banking SS CR 2							
Wed	Banking SS CR 2	Financial Management SS CR -3			Accounting SS CR 2			Financial Management SS CR -3	Project SS MOP LAB	Project SS MOP LAB		
Thu	Financial Management SS MOP LAB						Accounting SS CR 2		Accounting SS CR 2			
Fri	Accounting SS CR 2	Financial Management SS CR -3			Accounting SS CR 2							

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TIME TABLE - EVEN TERM 2018-19

						LECT VISITING		ASMA SHAIKH			
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	11	PRACT	2	TOTAL	13
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00		
Mon								Marketing Management	Project	Administrative Mgt-II	
								AM CR 2	AM CR 3	AM	CR 1
Tue		Human Behaviour in Office			Administrative Mgt-II						
		AM CR 2			AM CR 1						
Wed		Administrative Mgt-II					Marketing Management				
		AM CR 1			AM CR 2						
Thu				Marketing Management	Administrative Mgt-II						
				AM CR 2	AM CR 1						
Fri					Human Behaviour in Office	Marketing Management	Project	Adminisstrative Mgt-II			
					AM CR 2	AM CR 2	AM MOP LAB	AM	CR 1		

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							LECT VISITING		SHIREEN SHEIKH			
MODERN OFFICE PRACTICE			DEPARTMENT				LECT	13	PRACT	2	TOTAL	15
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00			
Mon				Banking SH CR 2	Hotel Management SH CR -3		Basic Acc & Finance-I SH CR 1					
Tue				Hotel Management SH CR -3	Basic Acc & Finance-I SH CR 1		Project SH MOP LAB			Project SH MOP LAB		
Wed				Basic Acc & Finance-I SH MOP LAB	Hotel Management SH CR -3		Basic Acc & Finance-I SH CR 1					
Thu				Hotel Management SH CR -3			Banking SH CR 2			Basic Acc & Finance-I SH CR 1		
Fri					Basic Acc & Finance-I SH CR 1		Hotel Management SH CR -3					

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						LECT VISITING		MAYURI GAWAS					
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	11	PRACT	4	TOTAL	15		
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00				
Mon	Basic Costing MG CR 2	Human Behaviour in Office MG CR 2		Human Resource Management MG CR -3									
Tue					Basic Costing MG CR 2			Human Resource Management MG CR -3	Accounting Information Systems MG GT COMP LAB				
Wed		Human Behaviour in Office MG CR 2		Human Resource Management MG CR -3				Accounting Information Systems MG GT COMP LAB					
Thu		Basic Costing MG CR 2			Human Resource Management MG CR -3				Human Resource Management MG CR -3	Basic Costing MG CR 2			
Fri													

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						LECT VISITING		ASHWINI SAWANT				
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	14	PRACT	NIL	TOTAL	14	
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00			
Mon				Managerial & Adm Comm			Bussiness Law	Company Secretarialship practice				
				AS	CR 1		AS	CR -3	AS	CR 2		
Tue	Bussiness Law	Managerial & Adm Comm					Company Secretarialship practice					
	AS	CR -3		AS	CR 1		AS	CR 2				
Wed	Bussiness Law				Managerial & Adm Comm							
	AS	CR -3		AS	CR 1							
Thu	Company Secretarialship practice	Bussiness Law				Managerial & Adm Comm						
	AS	CR 2				AS	CR 1					
Fri		Company Secretarialship practice		Bussiness Law		Managerial & Adm Comm						
		AS		AS	CR -3	AS	CR 1					

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						INSTRUCTOR		VITHA BORKAR					
MODERN OFFICE PRACTICE		DEPARTMENT				LECT	5	PRACT	9	TOTAL	14		
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00				
Mon	Advance Stenography VB CR -3				Basic Steno-I VB MOP LAB				Computer Typewriting VB MOP C LAB				
Tue	Basic Steno-I VB MOPLAB				Advance Stenography VB MOP LAB			Computer Typewriting VB MOP C LAB					
Wed	Basic Steno-I VB CR 1							Computer Typewriting VB MOP C LAB		Computer Typewriting VB MOP C LAB			
Thu		Basic Steno-I VB CR 1			Computer Typewriting VB MOP C LAB			Advance Stenography VB MOP LAB					
Fri					Basic Steno-I VB CR 1		Advance Stenography VB MOP LAB						

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						LAB		MOP C LAB			
MODERN OFFICE PRACTICE		DEPARTMENT				LECT		PRACT		TOTAL	
DAY/ TIME	9.00 -10.00	10.00-11.00	TEA BREAK	11.15-12.15	12.15-1.15	LUNCH BREAK	2.00-3.00	3.00-4.00	4.00-5.00		
Mon	Comp Aided off, Mgt-I MOP COMP LAB				Basic Steno-I VB MOP LAB				Computer Typewriting VB MOP C LAB		
Tue	Basic Steno-I VB MOP LAB				Advance Stenography VB MOP LAB			Computer Typewriting VB MOP C LAB	Project SH MOP LAB	Project SH MOP LAB	
Wed	Basic Steno-I VB MOP LAB				Basic Acc & Finance-I SH MOP LAB			Computer Typewriting VB MOP C LAB		Computer Typewriting VB MOP C LAB	
Thu	Financial Management SS MOP LAB				Computer Typewriting VB MOP C LAB			Advance Stenography VB MOP LAB	Project SS MOP LAB	Project SS MOP LAB	
Fri	Comp Aided off, Mgt-I MOP COMP LAB				Advance Stenography VB MOP LAB			Computer Typewriting VB MOP C LAB			

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