

**GOVERNMENT POLYTECHNIC PANAJI**  
**DEPARTMENT OF MODERN OFFICE MANAGEMENT**  
**SEMESTER : II (2025-2026)**

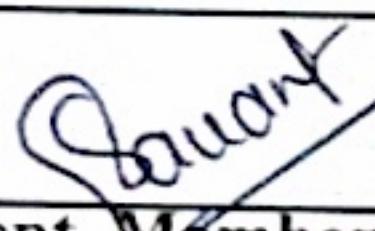
Day	9.00 - 10.00	10.00 - 11.00	11.15 - 12.15	12.15 - 1.15	2.00 - 3.00	3.00 - 4.00	4.00 - 5.00
Monday	AM-II (L) MOPL. AM	EVS (L) MOPL (CN) GT	FS-I (P) MTL VB	BK (L) MTL PS	MAC (L) MTL SH	Question paper Solving (AM II)	LIBRARY
Tuesday	MAC (L) MOPL. SH	FS-I (P) MOPL VB	BK (L) MOPL PS	AM-II (L) MOPL AM	CA-II (P) MOPL VB	CAOM-I (P)	
Wednesday	FS-I (P) MOPL VB	BK (L) MOPL PS	EVS (L) MOPL (CN) GT		CAOM-I (P)		Question paper Solving (BK)
Thursday	MAC (L) MOPL. SH	CA-II (P) MOPL VB	BK (L) CR2 PS	FS-I (P) CR2 VB	AM-II (L) MTL AM	BK (T) MTL PS	Question paper Solving (MAC)
Friday	CA-II (P) MOPL VB	EVS (L) MOPL (CN) GT	MAC (L) MOPL SH	BK (L) MTL PS	FS-I MTL VB	AM-II (L) MTL AM	Practice (FS I)

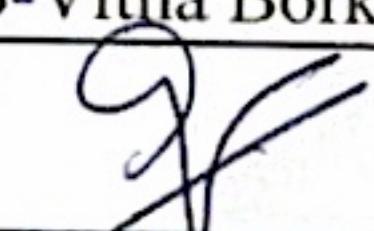
L-Lecture

T- Tutorial

P-Practical

Subject : BK- Book Keeping & Accounting/ AM II- Administrative Mgt.-II/ CA II- Computer Applications-II/FS I- Fundamentals of Stenography-I/MAC-Managerial & Administrative Comm./CAOM I-Computer Aided Office Mgt.-I/EVS- Environmental Studies  
 Staff : AM- Asma Shaikh/ PS- Purva Satelkar/ SH- Shireen Sheikh/VB-Vitha Borkar/CN-Charulata Anant


Dept. Member Time Table Committee


Chairperson Time Table Committee


Principal GPP

GOVERNMENT POLYTECHNIC PANAJI  
DEPARTMENT OF MODERN OFFICE PRACTICE

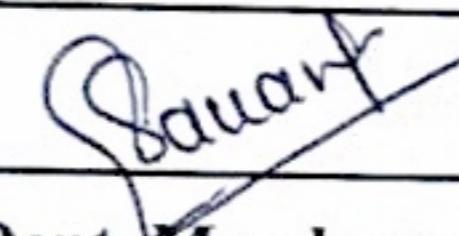
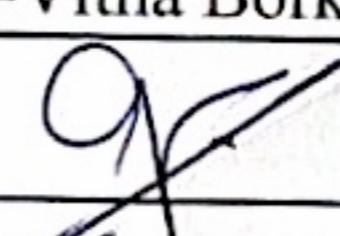
SEMESTER : IV(2025-2026)

Day	9.00 - 10.00	10.00 - 11.00	11.15 - 12.15	12.15 - 1.15	2.00 - 3.00	3.00 - 4.00	4.00 - 5.00
Monday	STENO (P)	MM (L)	AIS (P)		HBO (L)	FA (L)	BANK (L)
	CR2 VB	CR2 AM	MOPL	SH	CR2 AM	CR2 PS	CR2 VL
Tuesday	FA (L)	MM (L)	HBO (L)	FA (L)	CA (L)	BANK (L)	Question paper Solving (HBO)
	MTL PS	MTL AM	CR2 AM	CR2 PS	CR2 SH	CR2 VL	
Wednesday	CA (L)	HBO (L)	CA (L)	FA (L)	Question paper Solving (FA)		LIBRARY
	MTL SH	MTL AM	MTL SH	MTL PS	Question paper Solving (CA)		
Thursday	FA (L)	HBO (L)	AIS (P)		CA (L)	MM (L)	BANK (L)
	CR2 PS	CR2 AM	MOPL	SH	CR2 SH	CR2 AM	CR2 VL
Friday	HBO (L)	FA (L)	STENO (P)	MM (L)	BANK (L)	Practice (STENO)	Question paper Solving (MM)
	CR2 AM	CR2 PS	CR2 VB	CR2 AM	CR2 VL		

L-Lecture      T- Tutorial      P-Practical

Subject : BANK- Banking/ AIS- Accounting Information System/ HBO- Human Behaviour in Office/FA-Financial Accounting/STENO-Stenography/MM- Marketing Management/CA-Cost Accounting

Staff : AM- Asma Shaikh/PS- Purva Satelkar/ SH- Shireen Sheikh/VB-Vitha Borkar/VL-Visiting Lecturer

		
Dept. Member Time Table Committee	Chairperson Time Table Committee	Principal GPP

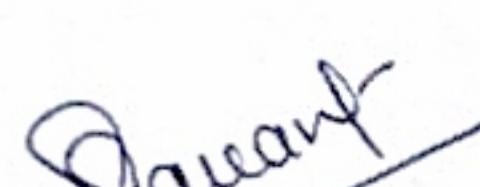
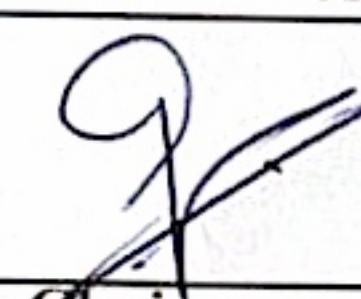
**GOVERNMENT POLYTECHNIC PANAJI**  
**DEPARTMENT OF MODERN OFFICE PRACTICE**  
**SEMESTER : VI(2025-2026)**

Day	9.00 - 10.00	10.00 - 11.00	11.15 - 12.15	12.15 - 1.15	L U N C H	2.00 - 3.00	3.00 - 4.00	4.00 - 5.00
Monday	PROJECT MTL SH	HM (L) MTL SH	FM (L) CR2 PS	HRM (L) CR2 AM		PROJECT MOPL PS	BL (L) MTL VL	PROJECT MOPL AM
Tuesday	HRM (L) CR2 AM	IC (L) CR2 SH	HM (L) MTL SH	AS (P) MTL VB		BL (L) MTL VL	Question paper Solving (HM)	LIBRARY
Wednesday	FM (L) CR2 PS	AS (P) CR2 VB	FM (L) CR2 PS	HM (L) CR2 SH		PROJECT MTL PS/SH	Practice (AS)	Question paper Solving (HRM)
Thursday	AS (P) MTL VB	IC (L) MTL SH	HRM (L) MTL AM	FM (L) MTL PS		PROJECT MOPL PS	BL (L) MOPL VL	PROJECT MOPL SH/AM
Friday	FM (L) MTL PS	HM (L) MTL SH	HRM (L) MTL AM	PROJECT MOPL SH		PROJECT MOPL AM	BL (L) MOPL VL	Question paper Solving (FM)

L-Lecture      T- Tutorial      P-Practical

Subject : PROJECT- MOP Project/ FM- Financial Management/ ADV.ST.- Advanced Stenography/HRM-Human Resource Management/HM-Hotel Management/BL-Business Law/AC-Indian Constitution(Audit Course)

Staff : AM- Asma Shaikh/ PS- Purva Satelkar/ SH- Shireen Sheikh/VB-Vitha Borkar/VL-Visiting Lecturer

		
Dept. Member Time Table Committee	Chairperson Time Table Committee	Principal GPP