

BPS Mahila Polytechnic Khanpur Kalan
Time table of OMCA department from Feb to July 2024

		1	2	3	4				
		9-10	10-11	11-12	12-1	5	6	7	
Monday	2nd	Steno (Neha)	OM (Shilpa)	Computer(SS)	OC(Shilpa)	Lunch (1.00 to 2.00)	2-3	3-4	4-5
	4th	Eng (Sunita)	Steno (Neha)	SP(shilpa)	CA (SS)		Typing (Neha)	Steno (Neha)	SCA (Kavita)
	6th	Project Oriented Professional Training					HRM(kavita)	MinorProject (KJ)	Steno (Neha)
							Project Oriented Professional Training		
Tuesday	2nd	Steno (Neha)	OM (Shilpa)	Computer(SS)	OC(Shilpa)		Typing (Neha)	Typing (Neha)	SCA (Kavita)
	4th	Eng (Sunita)	Steno (Neha)	EDM(Kavita)	CA (SS)		SP(shilpa)	MinorProject (KJ)	Steno (Neha)
	6th	Project Oriented Professional Training					Project Oriented Professional Training		
Wednesday	2nd	Steno (Neha)	OM (Shilpa)	Computer(SS)	OC(Shilpa)		Typing (Neha)	Steno (Neha)	SCA (Kavita)
	4th	SP(shilpa)	Steno (Neha)	EDM(Kavita)	CA (SS)		HRM(kavita)	MinorProject (KJ)	Steno (Neha)
	6th	Project Oriented Professional Training					Project Oriented Professional Training		
Thursday	2nd	Steno (Neha)	OM (Shilpa)	Computer(SS)	OC(Shilpa)	Steno (Neha)	Typing (Neha)	SCA (Kavita)	
	4th	Eng (Sunita)	Steno (Neha)	SP(shilpa)	CA (SS)	CA (SS)	MinorProject (KJ)	SCA (Rajni)	
	6th	Project Oriented Professional Training				Project Oriented Professional Training			
Friday	2nd	Steno (Neha)	OM (Shilpa)	Computer(SS)	OC(Shilpa)	Typing (Neha)	Computer(SS)	OM (Shilpa)	
	4th	Eng (Sunita)	Steno (Neha)	EDM(Kavita)	CA (SS)	HRM(kavita)	MinorProject (KJ)	MinorProject (KJ)	
	6th	Project Oriented Professional Training				Project Oriented Professional Training			

Workload:

- 1 Mrs Kiran Jindal-Minor Project- 6
- 2 SS Malik- Computer,CA,Projcet- 6+6+10= 22
- 3 Mrs. Shilpa- OM, OC,SP, Project -6+5+4+10=25
- 4 Mrs. Kavita- EDM, HRM,SCA,Project- 3+3+4+10=20
- 5 Ms. Neha- Typing, Steno, Project- 6+8+8+5=27
- 6 Smt Sunita - English-4
- 7 Smt. Rajni- SCA-1

Class Metors:

1. Smt. Shilpa- 1st year
2. Mr. S.S. Malik- 2nd Year
3. Smt. Kavita- 3rd Year

HOD

Principal