

Day	Period	Time	1st Year	4th Semester	
Room No.			202	216	
MONDAY	1	09:00-10:00	OC(DS)	Steno(GF)	
	2	10:00-11:00	Steno(GF)	SP (SP)	
	3	11:00-12:00	OM&P (Seema)	CA/MP(DS/JST)	
	4	12:00-01-00	Steno/SCA(GF/SP)		
	5	01:00-02:00	R E C E S S		
	6	02:00-03:00	COM(TCP)	CA/Steno(DS/GF)	
	7	03:00-04:00	Typing/Steno (GCS/GF)		
	8	04:00-05:00	Steno(GF)	EDM(DS)	
TUESDAY	1	09:00-10:00	OM&P (Seema)	E&CS/MP(GF/JST)	
	2	10:00-11:00	Steno/Typing(GF/GCS)		
	3	11:00-12:00	OM&P (Seema)	Steno/MP(/GF/GCS)	
	4	12:00-01-00	COM(TCP)		
	5	01:00-02:00	R E C E S S		
	6	02:00-03:00	Typing(GCS)	MP/Steno(TCP/GF)	
	7	03:00-04:00	SCA (JST)		
	8	04:00-05:00	Steno(GF)	HRM (TCP)	
WEDNESDAY	1	09:00-10:00	OC(DS)	EDM(DS)	
	2	10:00-11:00	Steno(GF)	SP (SP)	
	3	11:00-12:00	OC(DS)	CA/Steno(SP/GF)	
	4	12:00-01-00	Typing/Steno (GCS/GF)		
	5	01:00-02:00	R E C E S S		
	6	02:00-03:00	Typing(JST)	MP/Steno(TCP/GF)	
	7	03:00-04:00	OM&P (Seema)		
	8	04:00-05:00	Steno(GF)	SP (SP)	
THURSDAY	1	09:00-10:00	COM(TCP)	E&CS(GF)	
	2	10:00-11:00	Steno(GF)	EDM(DS)	
	3	11:00-12:00	OM&P (Seema)	HRM (TCP)	
	4	12:00-01-00	COM(TCP)	Steno(GF)	
	5	01:00-02:00	R E C E S S		
	6	02:00-03:00	OC(DS)	MP/CA(GCS/SP)	
	7	03:00-04:00	Steno(GF)		
	8	04:00-05:00	Steno(GF)	HRM (TCP)	
FRIDAY	1	09:00-10:00	OM&P (Seema)	CA/Steno(DS/GF)	
	2	10:00-11:00	Typing/COM (JST/TCP)		
	3	11:00-12:00	Steno(GF)	E&CS(GF)	
	4	12:00-01-00	OC(DS)	SP (SP)	
	5	01:00-02:00	R E C E S S		
	6	02:00-03:00	SCA/Steno (SP/GF)	CA/E&CS(DS/GF)	
	7	03:00-04:00			
	8	04:00-05:00	COM(TCP)	SCA(DS)	
Class Tutor/ Mentor			Ms.Seema Parashar	Ms.Divya Sharma	

\*Stenography Subject of Classes 1st OMCA will be engaged by GCS (Mon & Wed), DS (Tue & Thur) SP (Mon & Thur) & JST (Fri) during absence of GF.

\*Stenography Subject of Classes 4th OMCA will be engaged by JST (Mon, Tue & Wed), GCS (Wed, Thur & Fri) & TCP (Mon) during absence of GF.

\*E&CS Subject of Classes 4th OMCA will be engaged by TCP during absence of GF.

The time table is prepared as per HSBTE / AICTE norms.

Teaching Load Sh. Jitender Singh Tomar (JST) = 17

Sh. G. C. Sharma (GCS) = 17 Ms. Seema Parashar (SP) = 21

Sh. Tarachand (TCP) = 20 Ms. Divya Sharma (DS) = 21

Endst No. GPU/ 301

A copy of the above is forwarded to the following for information & N.A.

1. O/I Timetable/ Exam./Office/IQAC
2. Concern Staff
3. Notice Board

Dated

O/I OMCA  
G.P.Uttawar

O/I OMCA  
G.P.Uttawar

*Principal*  
*[Signature]*

*[Signature]*  
09/02/2024  
*[Signature]*  
09/02/2024