

Government Womens Polytechnic College Bhopal
Department of Modern Office Management
Activity Plan of Local Mentor for Session 2020-
2021

S.No.	Mentor Name	Designation	Organization	Topic	Expected Date	Coordinator
1	Mrs. Suman Dat Sharma	Training Officer	ITI, Bhopal	Interview Techniques & Skills	3 rd week of February	Dr. Neelu Varma
2	Dr. Ishrat Qureshi	Asstt. Professor	Barkatullah University	General Awareness & Environment	4 th week of February	Ms. Preeti Tamrakar
3	Mr. G.R. Buadey	Personal Secretary	Mantralaya, Vallabh Bhawan, Bhopal	Office Services & Secretarial Procedures	1 st week of March	Dr. Rajendra Bhutada
4	Shri Vinod Vishwarkarma	Training Officer	ITI, Bhopal	Tips of Note-taking, transcription in Shorthand	2 nd week of March	Mr. P.C. Mehra
5	Ms. Sunaina Tiwari	Asstt. Professor	Excellence College of Bhopal	Marketing Management	3 rd week of March	Ms. Preeti Tamrakar
6	Mr. Nishant Chourasiya	Lecturer	Govt.S.V. Polytechnic College, Bhopal	Role of Computer Literacy skills in students	4 th week of March	Ms. Neha Raghuwanshi
7	Mr. Sanjay Agrawal	Deputy Director	DTRIT, Bhopal	Ethics & Values	1 st week of April	Dr. Neelu Varma
8	Dr. Preeti Maheshwari	Lecturer	Govt. S.V. Polytechnic College, Bhopal	Financial Accounting with Tally ERP 9	2 nd week of April	Dr. Suteekshan Dwivedi
9	Dr. M.A. Beg	Retd. HOD	Govt. Women's Polytechnic College, Bhopal	Stress Management	3 rd week of April	Dr. Arti Thakur
10	Dr. B.L. Narayan Reddy	Deputy Director	Directorate of Technical Education	Behavioural aspects of a good employee	4 th week of April	Dr. Rajendra Bhutada
11	Dr. Atul Kumar Pandey	Asstt. Professor	NLU, Bhopal	e-commerce & cyber security	1 st week of May	Dr. Suteekshan Dwivedi
12	Ms Anushka Sharma	C.A.	Agrawal Associates	e-filing & Tax Calculation	2 nd week of May	Dr. Neelu Varma
13	Mr Pawan Kushwaha	Asstt. Professor	AISECT University, Bhopal	Entrepreneurship Development	3 rd week of May	Ms. Neha Raghuwanshi
14	Dr. M.A. Beg	Retd. HOD	Govt. Women's Polytechnic College, Bhopal	Time Management	4 th week of May	Dr. Arti Thakur