

# Government Women's Polytechnic College Bhopal

## Department of Modern Office Management

**Vision: A diploma holder of Modern Office Management will contribute effectively with his managerial skills in accordance to the needs of good governance in modern office**

### Activity Calendar (July-December 2020)

Month	Week	Modern Office Management- Activities
July	I	1. Commencement of Classes for III and V Sem
	II	
	III	
	IV	
August	I	
	II	
	III	
	IV	
	V	
September	I	1. Expert Lecture-Financial Accounting Tally 2. Virtual site visit- "Mall"
	II	1. Expert Lecture- Financial Market
	III	1. Expert Lecture- Stenography 2. Mid Term Feedback
	IV	1. Expert Lecture- Data base management
	V	
October	I	1. State level Inter polytechnic competition 2. First Year Orientation Programme (subject to date of admission) 3. I Sem Classes Start (subject to date of admission)
	II	1. Expert Lecture- Technical report writing 2. Expert Lecture- Cost accounting 3. Online Parent Teacher Meeting
	III	1. Expert Lecture-Income Tax 2.Virtual visit - Offices
	IV	1. Expert Lecture- Auditing
	V	
November	I	1. Expert Lecture- Office management 2.Departmental Alumni meet 3. End Term Students' Feedback
	II	
	III	1. Expert Lecture-Office Correspondence 2.Virtual visit- Industry * Last Date of teaching for III and V sem 20 November
	IV	
December	I	1. Commencement of Semester Examination
	II	
	III	
	IV	1.Training- 6 Weeks online Internship for V sem students