



Ref: SITE/AO/SA/9/2021-22/2

Date: 14-09-2021

Orders of Principal dt.14-09-2021

OFFICE ORDER

Sub: Constitution of Timetable Committee for A.Y 2021-2022 – reg.

Ref Letter dt.14.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC & Dr. G. Leenendra Chowdary, Associate Professor

Time-Tablecommittee has been constituted with the following members, under the Coordinator ship of Dr. G. Leenendra Chowdary to look after the activities in the institution.

Member Composition

S No	Name	Designation	Department
1	Dr.G.Leenendra Chowdary	Coordinator	ECE –Assoc.Professor
2	K.Sandeep	Co-Coordinator	CSE- Asst. Professor
3	Dr.A.Sombabu	Member	ASH- Asst. Professor
4	Y V B Sai Kumar	Member	CE- Asst.Professor
5	B.Kusuma	Member	MS- Asst. Professor
6	J.Kantha Rao	Member	ME- Asst. Professor
7	B.Raghavendra Rao	Member	EEE- Asst. Professor
8	P R Mahidhar	Member	ECE- Asst. Professor
9	S Phani Kumar	Member	IT-Asst Professor

Roles & Responsibilities

- To allot subjects to the faculty based on their specialization and preferences (Subject willingness).
- To ensure better utilization of time and resources.
- To provide a balanced workload for the faculty in order to have better performance.
- To allocate classes in Lecture halls, Computer Lab and Library without any overlapping
- To prepare the timetables of individual faculty members and labs.

Procedure

- To prepare the class time table at the beginning of each semester with the activeinvolvement of the committee members by collecting data on teaching loaddistribution of individual faculty members, assigning classrooms
- With the information gathered, prepare the class time tables in the prescribedformat
- Checking the Provisional Timetable for accuracy
- By referring to the class timetables, prepare the timetables of individual facultymembers.

- Communicate and widely publicize the class time tables to staff and students.
- Make the class time tables available in the notice board for students' reference and send a copy of timetable to all faculties.

Roles and Responsibilities of coordinator

- Ensuring that conflicts in Timetable are avoided.
- Providing the information regarding Timetables and venue to any of the departmental committees.
- Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
- Ensuring the Timetable is available on the departmental notice boards before each semester.
- Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.
- Providing support and training to the committee members as required.

Roles and Responsibilities of members

- Preparing the class and lab Timetables at the beginning of every semester.
- Preparing faculty Timetables and workload.
- Assigning subjects to the faculty based on their specialization and preferences that were approved by the Head of the department.
- Maintaining a Timetable committee file.
- Posting the class and lab Timetables on the respective classroom boards.
- Making sure that the faculty individual Timetables are submitted to each faculty before the beginning of the semester.
- Working collaboratively with other members to meet the Timetable requirements.
- Attempting to resolve the conflicts within the faculty regarding the published Timetable.

Meetings

The committee shall hold at least one meeting per semester and more on any exigency.

Tenure


The selected committee members shall function for at least one academic year and shall continue to be in force until reconstitution.

Enc:

1. Minutes of the meeting content

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
 Mail & Hard copy to: PA to principal
 Mail & Hard copy to: Director
 Mail & Hard copy to: Principal polytechnic
 Mail & Hard copy to: Dr. G. LeenendraChowdary, Associate Professor
 Mail & Hard copy to: Dr T V Rama Krishna, IQAC, Coordinator
 Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS
 Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/
 Mail to: All faculty members/ all committee members
 Mail to: All students


PRINCIPAL
~~Principal~~
Sasi Institute of Technology & Engineering
TADEPALLIGUDEM - 534 101
W.G.Dist., (A.P.)