Sanketika Vidya Parishad Engineering College
(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)
P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO
Email.id-svpec.principal@gmail.com Ph-9573334902

Ref: SVPEC/PO/IQAC/06/2024-25/11 Date: 11.06.2024

OFFICE ORDER

Sub: Constitution of Time table Committee for Academic Year 2024-2025 -reg.

Ref: Letter dt. 11.06.2024 from Dr. P PHANIDHAR VARMA, Coordinator, IQAC and Mr. P Murari, Assistant Professor, EEE

***

Time-Table committee has been constituted with the following members, under the coordinator ship of Mr. P Murari to look after the activities in the institution.

Member Composition

S No	Name	Designation	Department
1	Dr. T V Rama Krishna	Chairperson	Principal, Professor of ECE
2	**Mr. P Murari**	**Coordinator**	**EEE — Asst. Professor**
3	Mr. M Kaleswar	Member	BS&H- Asst. Professor
4	Ms.M. Jaya Kumari	Member	CE- Asst. Professor
5	Ms. K Sai Lakshmi Revathi	Member	MBA- Asst. Professor
6	Mrs. M S Pavani	Member	ME- Asst. Professor
7	Mr. K Satish Kumar	Member	EEE- Asst. Professor
8	Mrs. C R K Gayatri	Member	ECE- Asst. Professor
9	Ms. P Devi Prasanna	Member	MCA-Asst Professor
10	Ms. Ch Lakshmi Laya	Member	CSE- Asst Professor
11	Mr. G. Hanumantha Rao	Member	College Examination in-charge

Objective: To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members.

Procedure

S.No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar / schedule for academic year	HoD's	Before the start of Odd and Even semester
2	Releasing the academic schedule to all teaching / non-teaching staff members	Principal	Before the start of semester
3	Receiving students' choices on elective courses	HoDs and Faculty	One week before start of semester
4	Receiving service courses from the relevant departments	HoDs	Two weeks before start of

			semester
5	Conducting department meeting on course allocation based on willingness and competency	Academic Committee / HoDs	Two weeks before start of semester
6	Sharing the course option sheet with all faculty members	HoDs	Two weeks before start of semester
7	Analysing the competency of staffs in course chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	Academic Committee /HoDs	Two weeks before start of semester
8	Allocating the courses to the faculty based on the number of times the course handled, specialization result analysis and earlier student's feedback	Academic Committee /HoDs	Two weeks before start of semester
9	Assigning the practical laboratory courses corresponding to the theory allotted faculty.	HoDs	Two weeks before start of semester
10	Approval by Principal after course allotment	Principal	Before the start of semester

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 active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms.
- With the information gathered, prepare the class time tables in the prescribed format
- Checking the Provisional Timetable for accuracy
- By referring to the class timetables, prepare the timetables of individual faculty members.
- 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.

Principal 11/06/24

PRINCIPAL
Aditya Vidya Parishad
Engineering College
Kakinada Palem, Visakhapatnam-41

CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI
Mail & Hard copy to: Hon'ble Executive Director, AGTI
Mail & Hard copy to: Academic Director, AGTI
Mail & Hard copy to: Executive Officer, AGTI
Mail & Hard copy to: Principal, SVPEC
Mail & Hard copy to: AO, AGTI
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/MBA/MCA/CoE/
Mail & Hard copy to: IQAC Coordinator
Mail & Hard copy to: All Committee members
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/
Mail copy to: All faculty members