

Ref: SVIST(A)/TTC/2024-2025

COMMITTEE: TIMETABLE COMMITTEE

COLLEGE TIME – TABLE COMMITTEE

This is informed to all the Faculty / Staff and students that the College Time – Table Committee is formed for AY: 2024 – 2025 and below is the staff and student members of the committee. They are advised to conduct meetings, arrange stores and prepare necessary documents to fulfil the participative management and decentralized of power for smooth running of the college.

S. No	Name of the Faculty	Designation	Department	Phone Number	Position
1	Dr. R. Nagendra Babu	Principal		9848856798	Chairman
2	Mr. T. Venkateswara Rao	Asst. Professor	CSE, CSE-DS	8790347083	Convenor
3	Mrs. Sd. Salma Sultana	Asst. Professor	CSE (AI&ML)	9949697331	Member
4	Mrs. P. Dhanalakshmi	Asst. Professor	ECE	9676190378	Member
5	Mr. P. Uday Kumar	Asst. Professor	EEE	9398508697	Member
6	Mr. K. Anil Kumar	Asst. Professor	CE	9640722021	Member
7	Mr. M. Lakshmi Prasad	Asst. Professor	MECH	9010368935	Member
8	Mr. G. Nagarjuna	Asst. Professor	B.S&H	9885072955	Member
9	Mrs. K. Naga Rajeswari	Asst. Professor	CSE (P.G)	8328616090	Member
10	Mr. K. Venkanna	Asst. Professor	ECE (P.G)	6305826909	Member
11	Mrs. K. Ramya	Asst. Professor	EEE (P.G)	8125445558	Member
12	Mr. M. Suresh	Asst. Professor	MBA	8897476716	Member
13	Mr. M. Suresh	Asst. Professor	BCA & BBA	8897476716	Member

[Signature]
22/6/24
CONVENOR

[Signature]
22/6/24
PRINCIPAL

Principal
Sree Vahini Institute of Science and Technology
TIRUVURU-521235

C.C to

1. Dean Academics 2. All HODs 3. A.O 4. Library 5. Notice Boards

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FUNCTIONS OF THE COLLEGE TIME – TABLE COMMITTEE

The College Timetable Committee plays a crucial role in planning, organizing, and managing the academic schedule for students and faculty. Its functions typically include:

Here are its key functions:

1. Preparation & Planning

- Design and develop the academic timetable for all departments.
- Ensure optimal utilization of faculty, classrooms, and labs.
- Balance teaching hours to prevent faculty and student overload.

2. Faculty & Subject Allocation

- Assign subjects to faculty members based on expertise and availability.
- Manage workload distribution among faculty.
- Address faculty preferences while ensuring fair allocation.

3. Classroom & Lab Management

- Allocate classrooms based on student strength and course requirements.
- Schedule laboratory sessions without clashes.
- Ensure labs are available with the required equipment.

4. Conflict Resolution

- Identify and resolve timetable clashes (e.g., faculty handling multiple sections).
- Accommodate faculty requests (e.g., leave, research commitments).
- Adjust for student concerns (e.g., overlapping electives, breaks).

5. Coordination with Departments

- Collaborate with HODs and faculty to finalize schedules.
- Adjust the timetable based on interdepartmental dependencies (e.g., common subjects).
- Maintain uniformity across all branches and sections.

6: Integration of Academic & Extracurricular Activities

- Schedule time for workshops, guest lectures, and industry visits.
- Adjust the timetable to accommodate exams, internships, and training sessions.
- Ensure events do not interfere with regular academic hours.

7. Implementation & Communication

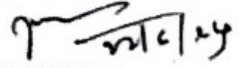
- Publish and circulate the final timetable to faculty and students.
- Address last-minute changes or updates as needed.
- Ensure transparency in timetable modifications.

8. Monitoring & Review

- Collect feedback from faculty and students to improve the timetable.
- Review and modify the schedule based on academic performance and workload.
- Ensure compliance with university/AICTE norms for academic hours.

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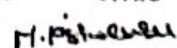
1. Dean Academics



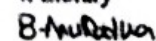
2. All HODs & Members



3. A.O



4. Library



5. Notice Boards



Ref. SVIST(A)/TTC/2024-2025

COMMITTEE: TIMETABLE COMMITTEE

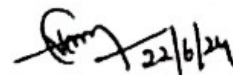
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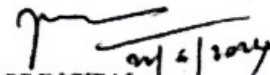
CIRCULAR

COLLEGE TIME - TABLE COMMITTEE

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5. Notice Boards


22/6/24


M. Suresh

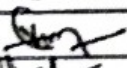
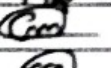
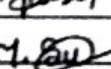
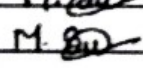
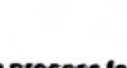
R. Suresh

MINUTES OF MEETING

The following are minutes of the meeting held on 03rd July 2024, 2.30 pm.

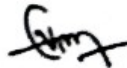
Venue: Dr. A. P. J. Abdul Kalam Block, Block - II, Room No: 2F06

The following faculty members attended the meeting.

S. No	Name of the Faculty	Designation	Department	Signature
1	Mr. T. Venkateswara Rao	Convenor	CSE & CSE-DS	
2	Mis. Sd. Salma Sulthana	Member	CSE (AI&ML)	
3	Mrs. P. Dhanalakshmi	Member	ECE	
4	Mr. P. Uday Kumar	Member	EEE	
5	Mr. K. Anil Kumar	Member	CE	
6	Mr. M. Lakshmi Prasad	Member	MECH	
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10	Mrs. K. Ramya	Member	EEE (P.G)	
11	Mr. M. Suresh	Member	MBA	
12	Mr. M. Suresh	Member	BCA & BBA	

The following points are discussed.

1. Discussed the Time Table prepared in all the departments and verified the process followed.
2. Reviewed the load distribution of all the faculties in every department.
3. Discussed the unit completion schedules.
4. Reviewed the faculty leaves and class adjustment along with the maintenance of the class adjustment register in all the departments.
5. Any modification in the timetable should happen through the consent of the timetable convenor.


CONVENOR 3/7/2024

Ref: SVIST(A)/TTC/2024-25/02

COMMITTEE: TIMETABLE COMMITTEE

Date: 23/12/2024

MINUTES OF MEETING

The following are minutes of the meeting held on 23rd December 2024, 2.30 pm.

Venue: Dr. A. P. J. Abdul Kalam Block, Block – II, Room No: 2F06

The following faculty members attended the meeting.

S. No	Name of the Faculty	Designation	Department	Signature
1	Mr. T. Venkateswara Rao	Convenor	CSE & CSE-DS	
2	Mis. Sd. Salma Sulthana	Member	CSE (AI&ML)	
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4	Mr. P. Uday Kumar	Member	EEE	
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The following points are discussed.

1. Discussed the Time Table prepared in all the departments and verified the process followed.
2. Reviewed the load distribution of all the faculties in every department.
3. Reviewed the faculty leaves and class adjustment along with the maintenance of the class adjustment register in all the departments.
4. Any modification in the timetable should happen through the consent of the timetable convenor.
5. Lab slots were finalized considering department needs.
6. Availability of lab assistants and equipment was taken into account.
7. Special requests from faculty regarding lecture timing were discussed.
8. Student concerns about back – to – back classes were noted.
9. Adjustments for exams, workshops, and holidays were discussed.
10. Plans were made to accommodate extra classes if required.
11. Discussion on Integrating online classes if required.

CONVENOR