



Time table Committee

Functions

- To allot subjects to the faculty based on their specialization and preferences
- To ensure better utilization of time and resources
- To provide a balanced workload for the faculty in order to have a better performance.

Roles and Responsibilities

Roles and Responsibilities of convenor

- Ensuring that conflicts in time table 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 classrooms 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.

Committee Members

Sr. No.	Name	Designation
01	Dr. Ranajan Shringarpure	Chairperson
02	Dr. Shirish Nakhate	Member

