

SOP OF THE TIME TABLE COMMITTEE

1. Scope of the committee:

Time table committee will ensure proper running of academic activities in college. Time tables should be prepared for students of different courses as well as every faculty member. Occupancy of different facilities like theory classrooms and laboratories need to be prepared and displayed. This work would be done at the starting of each semester.

2. Composition of the committee:

Committee would comprise faculty members as representatives of different departments of the college.

3. Steps taken for functioning of the committee

1. Department in charges make teacher wise allocation of the workload for each semester.
2. Student and teacher time tables are developed to ensure maximum utilization of the available resources.
3. Student time tables of each course are uploaded on college website as well as hard copies are put-up on notice boards in the college premise.
4. Teacher time tables are displayed outside their rooms.