



## **TIME TABLE COMMITTEE**

### **OBJECTIVES:**

- The time Table committee of KITS recognizes the importance of time and ensures proper utilization for students which makes them organized and uses time effectively to maximize chance of success hence increasing productivity.
- To ensure work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures
- Smooth and efficient management of academic programme through the semesters.
- To allocate classes in Lecture halls, Computer Lab and Library without any overlapping.
- To ensure that the time table is disseminated to all faculty members, concerned staffs and students.

### **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.



## KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTION

### **RESPONSIBILITIES:**

- Develop a well-distributed, internally consistent schedule that meets student needs.
- Working collaboratively with other faculties to meet the timetabling requirements receiving and processing requests from teaching staff for reasonable adjustments in relation to disabilities of staff or students.
- Analyzing the Provisional Timetable, in conjunction with other relevant faculty staff, for errors, appropriateness and quality.
- Informing faculty timetabling staff when Teaching Activities have to be amended in the Published Timetable.
- Providing specific timetable requirements to faculty timetabling staff for each course in a timely manner.
- Notifying students of changes to the Published Timetable within the prescribed timeframes.

### **FREQUENCY OF MEETINGS:**

- Twice in a year.

### **COMMITTEE MEMBERS**

S.NO	NAME	DESIGNAATION&DEPARTMENT	STATUS
1	Dr.V.Krishna Reddy	Professor	Chairman
2	Mr.A.Prasad	Asst. Prof-ECE	Coordinator
3	Mr.SK.Ayub Basha	Asst. Prof-CIVIL	Member
4	Mr.V.Pranay Kumar	Asst. Prof-MECH	Member
5	Mr.I.V.Koteswara Rao	Asst. Prof-EEE	Member
6	Mr.R.SRINIVASULU	Asst. Prof-CSE	Member