

**TIME TABLE COMMITTEE MEMBERS**

S.No	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	Dr. M. Sreenivasa Kumar	Principal	ME	Chairman
2	Dr.D.Suneel	Vice Principal	ME	Convener
3	K.V.Pratap	Asst. Professor	CE	Member
4	B.Praveen Kumar	Asst. Professor	EEE	Member
5	M.Venkaiah	Asst. Professor	ME	Member
6	A. Charles Stud	Asst. Professor	ECE	Member
7	M.Sireesha	Assoc. Professor	CSE	Member
8	Sk.Kareem Basha	Asst. Professor	MBA	Member
9	G.Sambasiva Rao	Asst. Professor	MCA	Member
10	G.S.John	Asst. Professor	BS&H	Member

**FUNCTIONS OF THE STUDENT WELFARE COMMITTEE**

- 1.To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee
2. Collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment.
- 3.Assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. Lectures to be arranged only in morning slot, tea break and lunch break times etc.).
4. By referring to the class timetables, prepare the timetables of individual faculty members and labs.

5. Making changes to the Published Timetable (in consultation with the relevant faculty) where Teaching activities or Non-Teaching activities have been scheduled in breach of the Timetable Policy or these procedures or where there is a requirement to do so (e.g. In accordance with Occupational Health & Safety requirements).
6. Communicate and widely publicize the class time tables to all teaching and non-teaching staff and students.
7. Prepare Academic calendar by collecting information from Conveners of various Committees, HODs and the Principal.
8. To display and publicize the Academic Calendar for the information of students and staff.