



**TIME TABLE COMMITTEE MEMBERS**

S.No	Name of the Staff Member	Designation	Position
1	Dr. M. Sreenivasa Kumar	Principal	Chairman
2	Dr.D.Suneel	Vice Principal	Convener
3	Mr.K.Anil Kumar	Asst. Professor in CE	Member
4	Mr.P.Naganjaneyulu	Asst. Professor in EEE	Member
5	Mr.M.Venkaiah	Asst. Professor in ME	Member
6	Mr.Sk.Masthan Sharif	Asst. Professor in ECE	Member
7	Dr.Mrs.M.Sireesha	Asst. Professor in CSE	Member
8	Mr.T.Mallikarjuna Rao	Asst. Professor in MBA	Member
9	Mr.G.Sambasiva Rao	Asst. Professor	Member
10	Mr.G.S.John	Asst. Professor	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 TableCommittee
- 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 facultymembers 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.