



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

AN AUTONOMOUS INSTITUTION

Accredited by NBA and NAAC with 'A+' Grade.

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)

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TIME TABLE COMMITTEE

Objectives

To create and manage effective and conflict-free academic schedules (classroom and laboratory). To coordinate department-wise time tables into a unified institutional framework. To accommodate the needs of faculty availability, elective courses, value-added programs, and autonomous calendar schedules. To ensure optimum utilization of classrooms, laboratories, and faculty resources.

Functionalities

1. Academic Scheduling

Prepare comprehensive semester-wise time tables for UG and PG programs.

Allocate slots for core subjects, labs, electives, open electives, NPTEL/MOOCs, and skill-based modules.

Incorporate institutional-level events (seminars, FDPs, induction programs) without disrupting academic flow.

2. Faculty & Room Allocation

Assign faculty members and classrooms/labs based on availability, workload norms, and expertise.

Avoid scheduling conflicts and ensure balanced distribution of teaching hours.

3. Coordination & Integration

Work with HoDs to collect department-specific requirements and resolve interdepartmental conflicts.

Integrate common subjects and shared electives across departments effectively.

4. Monitoring & Revision

Revise and update time tables due to faculty changes, unforeseen holidays, or infrastructure constraints.

Monitor the implementation of the time table and address issues like absenteeism or resource overuse.

5. Exam Scheduling (in coordination)

Collaborate with the Examination Cell for scheduling internal assessments, model exams, and university exams.

Ensure alignment with the academic calendar and autonomous exam regulations.

Composition

Chairperson: Principal or Dean (Academics)

Convener: Senior faculty member (usually Time Table In-Charge)

Members:

One faculty coordinator from each department (nominated by HoDs)

Representative from Exam Cell / Controller of Examinations

Administrative staff (for logistical/room allocation support)

ICT/ERP support representative (if digital scheduling is used)

Optional: Timetable software coordinator if automated scheduling tools (like ASC

Timetables, aScEdu, or ERP modules) are implemented.