



## DEPARTMENT TIMETABLE COMMITTEE

S.No.	Faculty Names	Responsibility as	Additional Info
1.	K.V.R.Satya Sai	Chairman	HoD
2.	G.Chandana	Convener	Faculty
3.	B.Anusha	Member	Faculty
4.	Md.Burhan	Member	Faculty
5.	C.Rajeswari	Member	Faculty

### Roles & Responsibilities:

1. To prepare individual class timetable and individual faculty timetables (work load) so that if any classwork adjustments within the faculty can be done smoothly.
2. To update timetable time to time
3. To inform teachers well in advanced regarding changes in time table.
4. To be authorized by the head of the department and principal.
5. To report to principal & HOD regarding any discrepancy in time table.

### Frequency of Meeting:

Twice in a Semester.

HoD

HEAD

Dept. of Civil Engineering  
TKR College of Engineering & Technology  
(AUTONOMOUS)  
Meerpet, Hyderabad-97.