



# 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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## Members:

S.No	Name of the Member	Designation	Position
1	Dr.M.Mahesh	Professor & Head	Chairman
2	Mrs.M.Chaitanya	Senior Faculty of the Dept.	Coordinator
3	Mrs.A.Haritha	Senior Faculty of the Dept.	Co- Coordinator
4	Mrs.K.Sushma	Faculty of the Dept.	Member

## 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.