



# St. MARTIN's ENGINEERING COLLEGE

Dhulapally, Secunderabad .

A.Y 2016-17(II SEMESTER)

## MINUTES OF THE MEETING

Minutes of the meeting with all the time table coordinators' on 19.12.2016 at 10.00 a.m.

Venue : M.V.BLOCK.


The following guidelines for Time Table Committee have been discussed.

1. All faculty should be present in front of the class room before 5 minutes.
2. No subject should continue for two hours ,even if the classes is adjusted by another faculty.
3. No internal swapping of classes.
4. Faculty should not conduct theory classes during lab hours.
5. Class adjustment register to be maintained in the dept and the same format to be submitted to the time table convener every Friday through mail.
6. Compensation classes have to be taken immediately the next day.
7. No of classes allotted according to the time table should match with the number of classes taken per week.(it can be more but not less).
8. Every unit has to be completed as per the scheduled dates mentioned in the session planner.
9. Lecture diary should be updated regularly mentioning holidays , events ,leaves taken, compensation classes and extra classes taken if any.
10. Any modification in the time table should happen through the consent of the time table convener.

Dr.R.Ch.A.Naidu

Time Table Convener

The following faculty members are attended for meeting:

S.NO	FACULTY NAME	DEPARTEMENT	SIGNATURE
1	CH.PRANATHI	EEE	
2	B.SARITHA	CSE	
3	PUNAM PAWAR	CSE	 Punam
4	K.SWATHI	ECE	 Swathi
5	M.DIVYA SAI	IT	 Divya Sai
6	CH.RANGA RAO	MECH	 Ch. Ranga Rao
7	U.JEEVAN REDDY	CIVIL	 U. Jeevan Reddy
8	D.SWAPNA PRIYA	S&H	 D. Swapna Priya
9	M.S.S.ROY	MBA	 M.S.S. Roy

