



# St. MARTIN's ENGINEERING COLLEGE

Dhulapally, Secunderabad .

A.Y 2018-19(I SEMESTER)

## MINUTES OF THE MEETING

Minutes of the meeting with all the time table coordinators' on 17.06.2018 at 11.00 a.m.

Venue : M.V.BLOCK.

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 class is adjusted to 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.(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.V.Kesava reddy  
TIME TABLE CONVENER

The following faculty members are attended for meeting:

S.NO	FACULTY NAME	DEPARTEMENT	SIGNATURE
1	K.RAMA	EEE	<i>Rama</i>
2	B.SARITHA	CSE	<i>Bs</i>
3	K.SWATHI	ECE	<i>Swathi</i>
4	PRATHIMA	IT	<i>Pr</i>
5	TULASI RAM	MECH	<i>Ram</i>
6	J.V.V SATYANARAYANA	CIVIL	<i>J.V.V Satyanarayana</i>
7	N.V.LAKSHMI	S&H	<i>N.V.Lakshmi</i>
8	P.BHAVANA	MBA	<i>P.Bhavana</i>

*Praveen*