

CONVENING ORDER TIME TABLE COMMITTEE

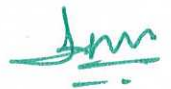
The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Time Table Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Dept.
1	Dr. B. Hema Latha	Convener	S&H
2	Mr. Ganapathi Babu	Member	CSE
3	Mr. N. Vishwanath	Member	ECE
4	Ms. B. Santosh Kumari	Member	EEE
5	Ms. Prathima Vinjamuri	Member	IT
6	Mr. Ch. Ranga Rao	Member	MECH
7	Mr. Banuka Bhanu Prasad	Member	CIVIL
8	Mr. T. Ram	Member	S&H
9	Ms. E. Pranavi	Member	MBA

Frequency of Meeting: Once in a semester

Functions and Responsibilities

- To prepare the class timetable at the beginning of the each semester (shall be done by respective department's Timetable committee).
- To collect the information regarding time table from the HOD.
- Teaching load distribution (Individual faculty's teaching load in the department).
- Coordination with teaching load from other departments.
- Lab-wise subject allotment to faculty.
- Assigning classrooms and tutorial rooms.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.