



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad- 500100
NBA & NAAC A+ ACCREDITED



MINUTES OF THE MEETING

Minutes of the meeting with all the time table coordinators' on 20.08.2020 at 2.00 p.m.

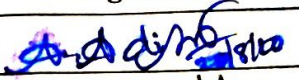
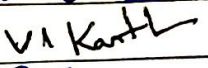

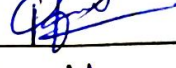

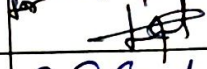
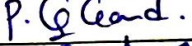

Venue: M. V. BLOCK., Room No: 2011

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.


20/8/20
TIME TABLE CONVENER

The following faculty members are attended for meeting:

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Dr. A. Aditya Prasad	Convener	S&H	
2	Mrs. P. Sabitha	Member	CSE	
3	Ms. N. Vishwanath	Member	ECE	
4	Ms. T. Penchalaiah	Member	EEE	
5	Mrs. M. Vijayalakshmi	Member	IT	
6	Mr. N. Tulasi Ram	Member	MECH	
7	Mr. P. Guruswamy Goud	Member	CIVIL	
8	Mr. G. Chandra Mohan	Member	S&H	
9	Dr. P. Siva Prasad	Member	MBA	