

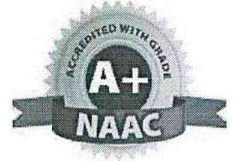


# St. Martin's Engineering College

UGC AUTONOMOUS

NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad-500 100

[www.smeec.ac.in](http://www.smeec.ac.in)



Ref: SMEC/TTC/2022-23/01

COMMITTEE: TIMETABLE COMMITTEE

## MINUTES OF MEETING

The following are minutes of the meeting held on 28<sup>th</sup> July 2022, 2.30 pm.

Venue: Room No: 5007, J.C. Block.

The following faculty members attended the meeting.

| Sno | Name of the Faculty         | Designation | Department | Signature                      |
|-----|-----------------------------|-------------|------------|--------------------------------|
| 1   | Dr. A. Uday Kumar           | Convener    | MECH       | <i>A. Uday Kumar</i>           |
| 2   | Mr. J. Raja                 | Member      | CSE        | <i>J. Raja</i>                 |
| 3   | Mr. P. Mahesh               | Member      | CSE(AI&ML) | <i>P. Mahesh</i>               |
| 4   | Mr. K. N. Venkateshwara Rao | Member      | ECE        | <i>K. N. Venkateshwara Rao</i> |
| 5   | Mrs. M. Sandhya Rani        | Member      | IT         | <i>M. Sandhya Rani</i>         |
| 6   | Mr. B. Ramesh               | Member      | AI&ML      | <i>B. Ramesh</i>               |
| 7   | Mrs. T.V. Kalyani           | Member      | EEE        | <i>T.V. Kalyani</i>            |
| 8   | Mrs. K. Hemalatha           | Member      | MECH       | <i>K. Hemalatha</i>            |
| 9   | Mr. P. Abhishek             | Member      | CIVIL      | <i>P. Abhishek</i>             |
| 10  | Ms. Afrin Begum             | Member      | AI&DS      | <i>Afrin Begum</i>             |
| 11  | Mr. J. Venkatarangan        | Member      | CSD        | <i>J. Venkatarangan</i>        |
| 12  | Mr. G. Chandra Mohan        | Member      | H&S        | <i>G. Chandra Mohan</i>        |

The following points are discussed.

1. Discussed the timetable prepared in all the departments and verified the process followed.

2. Reviewed the load distribution of all the faculties in every department.
3. Discussed the unit completion schedules.
4. Reviewed the faculty leaves and class adjustment along with the maintenance of the class adjustment register in all the departments.
5. Any modification in the timetable should happen through the consent of the timetable convenor.

*A. Uday Kumar*  
CONVENER