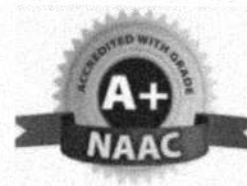




St. Martin's Engineering College

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STANDARD OPERATING PROCEDURE (SOP) FOR TIMETABLE COMMITTEE.

St. Martin s Engineering College schedules, the Timetable based on curriculum framed by JNTUH.

DEFINITION: A timetable is a plan of the times when events are to take place. In a school or college, a timetable is a list that shows the times in the week at which particular subjects are taught. One can also refer to the range of subjects that a student learns or the classes that a teacher teaches as their timetable.

IMPORTANCE OF THE TIMETABLE

The timetable is a necessary tool for the efficient working of an educational institutions, it is really a mirror that reflects the entire educational programme of the institutions, "it is the timetable that supplies the framework within which the work of the school proceeds. It is the instrument through which the purpose of the institutions, is to function." The values of the institutions, timetable may be enumerated as follows:

- 1. It ensures smooth and orderly working of the educational institution:** The major achievement of timetable is that everything is planned in advance. All the faculty and students know their jobs as well as the time they are to devote to each activity. It is due to the timetable that smooth, orderly and regular work in the school goes on even in the absence of the HOD or any one of the faculty. The timetable places proper persons at their proper places, at the proper time and in the proper manner.
- 2 It prevents wastage of time and energy:** The timetable shows exactly what is to be done at a particular time. It, thus, directs the attention of both the students and the faculty to one thing at a time. Thus, one's energy is automatically directed in a particular direction and this prevents a lot of wastage of time and energy.
- 3. It ensures equitable distribution of work among faculty:** With the help of the timetable, the HOD can keep track of the quantum of workload assigned to each faculty working under him the timetable gives a summary of the work allotted to each teacher. The HOD know at a glance the amount of work that every faculty is expected to do. Thus, the timetable helps in avoiding the allotment of too much or too little work to, one faculty This prevents heart burning among the faculty and so unnecessary tension to the HOD on this account. The HOD has to have a congenial atmosphere in the school for optimal efficiency as well as efficacy.
- 4. It ensures equitable distribution of time to different subjects and activities:** The timetable gives due place, extension and emphasis to various subjects and activities in the college, according to their relative importance or difficulty. This is very essential for the all-

round development of the students. This ensures that while the more important subjects and activities get more attention and time, the less important ones are not neglected.

5. It helps in adjusting work according to the needs of students: The timetable helps the college authorities to adjust classwork according to the physiological needs of students. Fatigue, interest and freshness of mind and body are given due consideration at the time of constructing a timetable. As the Head, you should see to it that ample time is provided in the timetable for the faculty to check the student's notebooks and also to prepare for course plan. As far as the students are concerned, the HOD must ensure that co-curricular activities like sports, library and other such activities get adequate time. This is very important for the all-round development of the student.

6. It helps in the formulation of good habits: A good timetable is very helpful in inculcating the habits of orderliness, punctuality and steadiness of purpose, both in the faculty and the students. It ensures regularity and even progress by preventing laxity. It develops a methodical attitude towards work among students and faculty in the college. Such adherence to a pre-arranged plan of work is the secret of success of all persons connected with the college.

SCOPE:

SMEC constructs timetable that related the curriculum for smooth and effective functioning of class work and for the betterment of the students.

COMMITTEE:

- The principal will be selecting the convener for the effective and smooth functioning of the organization .
- The principal conveys the rules in regard with the preparation of timetable.
- The department timetable coordinators will be selected by hod.

RESPONSIBILITY:

The timetable committee members will be called for the meeting conducted by the convener.

- The rules and regulations framed by the principal will be conveyed to the committee members.
- Convener informs about the workload based on curriculum framed by JNTUH.
- Choice of the subject will be done based on the faculty.
- Timetable will be prepared 15days prior to the semester.
- Timetable will be displayed on the notice board, which is duly signed by HOD, Timetable Convener, and Principal.
- Copy Would Be Sent to Sports and Library for reference.
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ROLE:

- The timetable prepared by coordinators constitute of 7 hours per day with a duration of 50 min and 42 hours per week.
- To impart all round development of the students .equal importance is ensured to other activities besides curriculum which is reflected in timetable as follows:
 1. Week test hour for the students which enables quick and easy preparation for their exams.
 2. Seminars would be conducted which help the students in their academics.
 3. Project works would be done by the students with the coordination of the faculty.

4. Sports hour would be allotted for them keeping in view about their health and students would be allowed to participate in national and international events and cash awards would be given to the students.
 5. Library hour would be provided to the students to improve their knowledge.
- Apart from this aptitude classes would be conducted for the students which will be helpful for them at the placements.
 - Soft skill classes would also be conducted apart from syllabus.
 - Tutorial classes would be conducted for week students.

Role of Timetable Committee:-

Objective: Smooth and efficient management of academic programme through the semester

1. To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
2. To collect the following information from the HOD:
 - a. Teaching load distribution (Individual faculty's teaching load in the department).
 - b. Teaching load from other departments.
 - c. Lab-wise subject allotment.
 - d. Assigning of classrooms and tutorial rooms.
 - e. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other
 - f. departments).
3. If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
4. To prepare the Academic Calendar and get it approved from the Principal.
5. With the information gathered, prepare a draft of the class timetables. (AsC Timetable software is available with the Network Administrator).
6. Prepare the class timetables in the predefined Excel Format.
7. Referring to the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies. Form TC1 Form TC2
8. Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
9. Display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
10. With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
11. A copy of the academic calendar and all time tables are to be mailed to the PRINCIPAL.
12. Make the class timetables available in the Documentation Room for students' reference.
13. To gather the following information from JNTUH BY Committee Conveners, HODs and the Principal in order to prepare Academic Calendar:
 - a. Semester start and end dates.
 - b. Public holidays.
 - c. Schedule Dates for I Mid and II Mid
 - d. Dates for annual functions and festivals

- e. Days for activities like Fresher's Day, Traditional day, Rose day, Teachers day, Engineers day, BE farewell , National Science Day etc.
 - f. Industrial Visits.
 - g. QIPs (short term courses, conferences, seminars, symposia and so on).
 - h. Semester work submission dates.
14. To display the academic calendar for the information of students and staff. Also, a soft copy shall be made available to share on library and hard copy shall be kept in the Documentation Room.
 15. To prepare documents and annexure related to LMC report, Mandatory disclosure etc. as per requirement of the JNTUH and AICTE under the guidance of the principal.
 16. Principal may assign.

A. Vday
Convener