

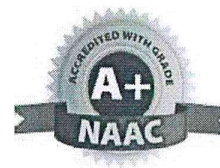


# St. Martin's Engineering College

UGC AUTONOMOUS

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

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



Ref: SMEC/TTC/2022-23/02

COMMITTEE: TIMETABLE COMMITTEE

## MINUTES OF MEETING

The following are minutes of the meeting held on 24<sup>th</sup> Jan 2023, 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	
2	Mr. J. Raja	Member	CSE	
3	Mr. P. Mahesh	Member	CSE(AI&ML)	
4	Mr. K. N. Venkateshwara Rao	Member	ECE	
5	Mrs. M. Sandhya Rani	Member	IT	
6	Mr. B. Ramesh	Member	AI&ML	
7	Mrs. T.V. Kalyani	Member	EEE	
8	Mrs. K. Hemalatha	Member	MECH	
9	Mr. P. Abhishek	Member	CIVIL	
10	Ms. Afrin Begum	Member	AI&DS	
11	Mr. J. Venkatarangan	Member	CSD	
12	Mr. G. Chandra Mohan	Member	H&S	

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