



SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)
(NAAC Accredited)

Ref. No.: _____

Date: _____

Time Table Committee

Sr. No.	Faculty Name	Designation
1	Mrs. Ankita Gaikwad	Chairperson
2	Mrs. Manjula Pillai	Member
3	Mr. Sumit Sawant	Member
4	Mrs. Rajeshwari Bhandari	Member
5	Mrs. Pranali Bhosale	Member
6	Mrs. Pushpa Prajapati	Member
7	Mrs. Ritu Singh	Member
8	Asst. Prof. Sneha Menon	Member
9	Mrs. Rajeshwari Bhandari	Member
10	Mrs. Minakshi dhande	Member

Objective:- Smooth and efficient management of academic programme through the semesters.

Responsibilities:-

a) To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.)

- With the information gathered, prepare the class time tables in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Communicate and widely publicize the class time tables to staff and students.



SAKET GYANPEETH

NURTURING POTENTIAL

SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

(NAAC Accredited)

Ref. No.: _____

Date: _____

- d. Make the class time tables available in the Documentation Room for students' reference.
- e. Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- f. To display and publicize the Academic Calendar for the information of students and staff.