

Our Lady of Grace Trust's

**ST. GONSALO GARCIA COLLEGE OF
ARTS AND COMMERCE, VASAI**



TIME TABLE COMMITTEE
POLICY

1. About (write a paragraph about the committee)

The Time Table committee aims for proper utilization of time and infrastructure for students and faculties which makes them organized and increases productivity. This ensures smooth and efficient management of academic programmes as per university norms through the semesters.

2. Functions of the Committee

- a) To collect workload of individual faculties, subjects and departments.
- b) To prepare the time table for classes, divisions and individual faculties.
- c) To ensure that there are no clashes in case of multiple options of combinations of subjects.
- d) To ensure that there are no gaps between lectures for classes.
- e) To communicate the class time tables to faculties and students.
- f) To modify timetable as and when required based on space constraint, time constraint of CHB/part time faculties.

3. Facilities of the Committee

- a) computer,
- b) stationary

4. Management of the Committee

Committee Composition - Committee consists of one senior faculty as the in-charge/ coordinator for (i) Arts & Commerce

(ii) Commerce self financed courses

(iii) B.Sc. I.T. and a few more faculties as members of committee.




5. Committee members

Name	DESIGNATION & Department	STATUS
● Albina Joshi	Assistant Professor, Department of Commerce, In-Charge for Arts & Commerce Time-Table.	
● Rubina D'Mello	Assistant Professor, Department of Commerce, In- Charge for Commerce self financed courses Time- Table.	
● Celsa D'Souza	Assistant Professor, Department of Commerce	
● Dr. Ajeet Kumar Yadav	Assistant professor, Department of Commerce.	
● Dr. Sangita Dubey	Assistant professor ,In-Charge for Bscit & Mscit Timetable	

6. Role of the In-charge

- To coordinate among members of the committee according to their availability.
- To collect workload data from the administrative office.
- To confirm combinations of subjects offered to the final year students from the administrative office.
- To collect the workload distribution data from departments.
- To cross check if there are any discrepancies between data collected from the administrative office and that by departments.
- To understand & accommodate faculties working part time and on CHB basis based on their availability.
- To collect information regarding rooms availability and strength of classes.
- To ensure required allotment of rooms for lectures based on the strength of students.
- To ensure correct allotment of lectures to individual Professors and to classes.




PRINCIPAL
ST. GONSALO GARCIA COLLEGE
OF ARTS AND COMMERCE,
Vasai, Dist. Palghar