

May 28, 2025

Re-Constitution of **TIMETABLE COMMITTEE**

Chairman
Principal

Member Secretary / Coordinator

Dr. K. Akil Professor & Head, Civil Engg. 9894094930 civilhod@hicet.ac.in

Members (Teachers)

1. Mr. Maheshkumar M Asst. Professor, Aeronautical Engg. 8667735757 magshkumar.aero@hicet.ac.in
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18. Ms. Sooria Prabha R Asst. Professor & Corporate Relations 8606217023 sooriaprabha.plt@hicet.ac.in



Objective

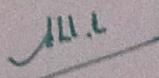
To ensure smooth and efficient management of academic programmes through the semesters

Activities

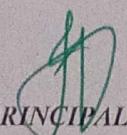
1. To prepare class timetable at the beginning of each semester with active involvement of the committee members of the respective department by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, lab-wise subject allotment, assigning of classrooms, tutorial rooms and other common resources.
2. To prepare timetable (teaching/work load) for individual faculty members, laboratory timetable and master timetable based on the class timetable.
3. To get the class timetable, individual faculty timetable, laboratory timetable and master timetable approved from the HOD of the respective department and the Principal.
4. To communicate the prepared class timetable, faculty timetable and laboratory timetable to faculty and students.
5. To submit one signed copy each to the concerned faculty member, lab in charge, HoD, member secretary of the timetable committee and the Principal. The original set shall be retained with the respective department timetable committee member.
6. To ensure that the prepared class timetable is made available in the e-campus by assigning the subjects to the respective faculty members and is also displayed in the respective classrooms.

Meeting

Once in a Semester


Member Secretary / Coordinator




PRINCIPAL
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