



Ref. No. MCTE/2022/TTC/003-02

Date 11/07/22

TIME TABLE COMMITTEE

The Governing Body of Mundeshwari College for Teacher Education constituted a Time Table Committee as per the directives of UGC. The Primary objective of the Time-Table committee is to coordinate the Timetables and making it available to the faculty on the prescribed day before the beginning of each session. Ensuring the Timetable is available on the student notice boards after the orientation process of each session. Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Time tables.

Objectives:

A time table committee in a B.Ed. college is responsible for preparing and maintaining the academic calendar and timetables for the college:

- **Preparing timetables:** The committee creates the class and lab timetables for each semester, as well as the faculty timetables and workload.
- **Assigning subjects:** The committee assigns subjects to faculty members based on their preferences and specialization, as approved by the department head.
- **Resolving conflicts:** The committee resolves conflicts between courses, faculty, or classroom resources.
- **Updating timetables:** The committee regularly updates the timetable to account for changes like faculty leave or special events.
- **Publishing timetables:** The committee publishes the finalized timetable and makes it available to faculty, students, and staff in advance.
- **Monitoring and feedback:** The committee monitors the effectiveness of the timetable and gathers feedback for future improvements.

Roles & Responsibilities of Members:

- Preparing the Class & Lab time table at the beginning of each session.
- Preparing Faculty Time-Table and workload
- Assigning subject to the faculty based on their specialization and preferences that were approved by the Principal.
- Maintaining a time-table committee file.
- Posting the class and lab time-tables on the respective classroom boards.
- Making sure that the faculty individual time-tables are submitted to each faculty before the beginning of the session.
- Working collaboratively with other members to meet the Time-Table requirements.
- Attempting to resolve the conflicts within the faculty regarding the published time-table.

The members of the Committee (Session 2022-23) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Convenor; Asst. Prof.
3.	Mr. Krishna Prasad	Member; Asst. Prof.
4.	Mr. Bhola Sharma	Member; Student
5.	Sambhavi Spriha	Member; Student

Dr. Krishna Prasad
Bhola Sharma
Syfa

Sunita Singh
11/7/22
Chairperson
MCTE, Patna

Principal
Mundeshwar College for Teacher Education
Sarani Patna-801105

Noushia
11/07/22
Convenor
Time Table Committee