



A Unit of Vikramshila Educational & Welfare Society, Patna

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. Bholu Sharma        | Member; Student        |
| 5.      | Sambhavi Spriha         | Member; Student        |

*Dr. Krishna Prasad*  
*Bholu Sharma*  
*Singh*

*Sunita Singh*  
11/7/22  
Chairperson  
MCTE, Patna

Principal  
Vandeshwar College for Teacher Education  
Saran Patna-801105

*Noushia*  
11/07/22  
Convenor  
Time Table Committee

# Notice

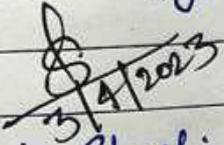
Ref. No. - MCCE/23/TTC-02

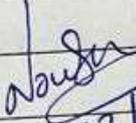
Date: 03/04/2023

This is to inform to all the members of the Time-Table Committee that a meeting is proposed on 05/04/23 (Wednesday) at 03:00 PM in the college staff room.

All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards

  
(Kumari Shashi Singh)  
ICAC co-ordinator  
M. C. T. E., Patna

  
03/04/23

**Mundeshwari College for Teacher Education**  
Sarari-Usri Road, Khagaul, Patna – 801105  
Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/23/TTC-03

Date: 05/04/2023

**RESOLUTION/ATR TIME-TABLE COMMITTEE**

Minutes of Meeting of Time-Table Committee held on 05/04/2023 at 03:00 PM in College Staff Room. Following are the members of the committee.

| 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        |

Krishna Prasad  
Bhola Sharma  
Sambhavi

**DISCUSSION & RESOLUTION ON AGENDA**

**Agenda 1: Handling Overlaps and Conflicts:** Resolve any scheduling conflicts between courses, faculty, or classroom resources.

**Agenda 2: Revision and Updates:** Regularly update the timetable to reflect changes due to unforeseen circumstances, such as faculty leave or special events.

**Agenda 3: Compliance with Institutional Policies:** Ensure the timetable adheres to college policies, including workload regulations, academic calendar, and examination schedules.

**Agenda 4: Communication:** Publish and communicate the finalized timetable to faculty, students, and staff well in advance.

**Agenda 5: Monitoring and Feedback:** Continuously monitor the effectiveness of the timetable and gather feedback for future improvements.

Sunita Singh  
Chairperson  
5/4/2023  
MCTE, Patna

Noushia  
Convenor  
05/04/23  
Time Table Committee

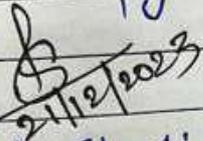
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Ref. No. - MCTE/23/TC-04

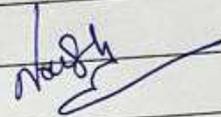
Date: 21/12/2023

This is to inform to all the members of the Time-Table Committee that a meeting is proposed on 23/12/23 (Saturday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,

  
21/12/2023

(Kumari Shashi Singh)  
IQAC Co-ordinator  
M.C.T.E., Patna





## Mundeshwari College for Teacher Education

Affiliated to Aryabhatta Knowledge University, Patna  
Sarari-Usri Road, Khagaul, Patna - 801105

Ref. No: MCTE/23/TTC-05

Date: 23/12/2023

### RESTRUCTURING TIME TABLE COMMITTEE

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Time-Table Committee every year. The new members of the Committee for the Session 2023-24 are given below;

The members of the Committee (Session 2023-24)

| 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.      | Ms. Chanchal Kumari Prasad | Member; Student        |
| 5.      | Mr. Bholu Sharma           | Member; Student        |

Krishna Prasad,  
Chanchal Kumari  
Bhalu Sharma

Chanchal Kumari Prasad  
Chairperson 23/12/23  
MCTE, Patna

Noushia Tabassum  
Convenor 23/12/23  
Time Table Committee

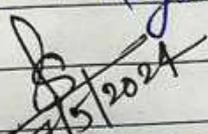
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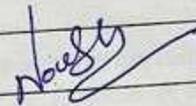
Ref No. - MCTE/24/TTC-06

Date: 07/05/2024

This is to inform to all the members of the Time-Table Committee that a meeting is proposed on 11/05/24 (Saturday) at 03:00 PM in the College Staff Room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards

  
(Kumari Shashi Singh)  
TQAC Co-ordinator  
M.C.T.E., Patna





## Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/24/TTC-07

Date: 11/05/2024

### RESOLUTION/ATR TIME-TABLE COMMITTEE

Minutes of Meeting of Time-Table Committee held on 11/05/2024 at 03:00 PM in College Staff Room.

### DISCUSSION & RESOLUTION ON AGENDA

**Agenda 1:** Preparation of Time-Table

**Agenda 2:** Co-ordination among faculties

**Agenda 3:** Classroom allocation

The agenda for the meeting was discussed as following:

**Agenda 1: Preparation of Time-Table:** The time-table committee has been given the responsibility by the IQAC Co-ordinator Kumari Shashi Singh to prepare a time-table for the upcoming session in accordance with the syllabus.

**Agenda 2: Co-ordination among faculties:** There should be a proper coordination amongst the faculties regarding the time-table basis the availability of the faculties. A back-up plan must be made if in case any faculty is absent from work so that the students don't get hampered.

**Agenda 3: Classroom allocation:** Assign appropriate classrooms and labs based on the size and needs of each class or subject.

Chairperson  
MCTE, Patna  
Shashi Singh  
11/5/24

Convenor  
Time Table Committee  
11/05/24

# Notice

Ref. No. - MCTE/25/TTC-08

Date: 06/02/2025

This is to inform to all the members of the Time-Table Committee that a meeting is proposed on 08/02/2025 (Saturday) at 03:00 PM in the college Staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,

~~6/2/2025~~

(Kumari Shashi Singh)  
IQAC Co-ordinator  
M.C.T.E. Patna

*Shashi*



**Mundeshwari College for Teacher Education**  
Sarari-Usri Road, Khagaul, Patna - 801105

Ref. No. MCTE/24/TTC-09

Date: 08/02/2025

**TIME TABLE COMMITTEE NOTIFICATION**

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Time-Table Committee every year. The new members of the Committee for the Session 2024-25 are given below;

The members of the Committee (Session 2024-25)

| Sl. No. | Name                       | Designation            |
|---------|----------------------------|------------------------|
| 1.      | Dr. Kumari Sunita Singh    | Chairperson; Principal |
| 2.      | Mrs. Noushia Tabassum      | Convenor; Asst. Prof.  |
| 3.      | Dr. Dinesh Kumar           | Member; Asst. Prof.    |
| 4.      | Ms. Chanchal Kumari Prasad | Member; Student        |
| 5.      | Shubhra Naina              | Member; Student        |

*Puth*  
*Chanchal ni*  
*Shubhra*

*Sunita Singh.*  
Chairperson 8/2/25  
MCTE, Patna

*Shubhra*  
Convenor 08/02/25  
Time Table Committee