



Managed by Jivan Jyot Trust, Amroli-Surat
J.Z.SHAH ARTS & H.P.DESAI COMMERCE COLLEGE,AMROLI-SURAT
Grant in Aid College affiliated to Veer Narmad South Gujarat University, Surat
Re-accredited 'B' (CGPA 2.74) By NAAC
An ISO-9001:2015, ISO-14001:2015, OHSAS-18001:2007 Certified Institute
B.A. [Principal- Gujarati & Economics], B.Com [Eng. & Guj. Medium]
M.A. [Gujarati, Economics, English], M.Com. [Accountancy - Eng & Guj. Medium]

Time Table Committee Report: 2017-18

Chairperson	:	Prof. B. N. Patel	
Convener for Commerce	:	Prof. B. N. Patel	– Asst. Professor in Account
Convener for Arts	:	Prof. H. D. Dave	– Asst. Professor in Gujarati
Member	:	Prof. K. N. Savaliya	– Asst. Professor in Statistics

Time Table Committee works keeping in mind the Smooth and efficient management of academic programme through the semesters. The following work accomplished in the committee with the active participation from all the committee members.

1. The class time table at the beginning of the semesters is prepared 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, assigning of classrooms and tutorial rooms and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
2. With the information gathered, the class time tables in the prescribed format are prepared.
3. By referring to the class timetables, prepare the timetables of individual faculty members.
4. Communicate and widely publicize the class time tables to staff and students.
5. In times of need such as university examination and special lectures for ATKT students for some semester, special time table is also prepared by this committee after consulting the faculty for the same.

The following members belong to the present time table Committee at J. Z. Shah Arts and H. P. Desai Commerce College, Amroli for the Academic Year 2017-18.