

## **Time Table Committee Report Year 2018-2019**

Time Table Committee works keeping in mind the smooth and efficient management of academic programme through the semester. 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 in 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, assigning of classrooms and tutorial rooms and taking into account department-specific requirement (e.g lectures to be arranged only in morning slot, tea break and lunch break time etc.)
2. With the information gathered, the class time table in table prescribed format are prepared.
3. By referring to the class timetable, prepare the timetable 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 student for some semester, special time table is also prepared by this committee after consulting the faculty for the same.

The following members belongs to the present time table committee at J.Z shah arts and H.P desai commerce college, Amroli for the academic Year. 2018-2019

<b>Chairperson</b>	<b>:</b>	<b>Prof. B. N. Patel</b>	
<b>Convener for commerce</b>	<b>:</b>	<b>Prof. B. N. Patel</b>	<b>- Asst.Professor in Account</b>
<b>Convener for arts</b>	<b>:</b>	<b>Prof. H. D. Dave</b>	<b>- Asst.Professor in Gujarti</b>
<b>Member</b>	<b>:</b>	<b>Prof. K. N. Savaliya</b>	<b>- Asst.Professor in Statistics</b>