



PESIAMS

ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಕವಿಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿ ಮತ್ತು ಕಾರ್ಯಕ್ರಮಗಳನ್ನು ನಡೆಸುತ್ತಿದೆ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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PES Institute of Advanced Management Studies

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SOP for Timetable Committee

Introduction:

Timetable scheduling has been a human requirement since they thought of managing time effectively. It is a schedule of time for coordinating students, teachers, class rooms, and other resources of an educational institution. It is a schedule that sets out times at which specific subjects are intended to be engaged.

Objectives:

1. To give students, teachers, parents, and administrators a clear picture of schedule of classes.
2. To make maximum utilization of college resources such as classroom availability, teacher availability, and materials availability.
3. To ensure accountability and transparency of classes scheduled and engaged.

Composition of the Timetable Committee for the AY 2020-21:

Sl. NO.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2.	Mrs. Roopa D.S, HOD Dept. of Computer Science	Coordinator	
3.	Ms. Swathi J, Assistant Professor	Coordinator	
4.	Dr. Nagaraj S R M.Com coordinator	Member	
5.	Dr. Sudharshan G.M, HOD Dept. of Commerce & Management	Member	



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Responsibilities:

- Preparing master timetable.
- Verifying class and individual timetable prepared by the class teachers and subject teachers.
- Notifying the class timetable on the notice board after the approval of the Principal.
- Maintaining proper documentation.

Standard Operating Procedure:

1. HOD of the college prepares the workload on the basis of total number of teaching hours.
2. HOD takes the willingness of faculty to teach subjects through a structured document.
3. Principal and HOD will allot the subjects to the faculty members based on willingness and competency.
4. Subject allocation details will be shared to the timetable coordinator for preparing master timetable.
5. The coordinators of the different departments will allot the slots for the languages to avoid overlapping and then allot slots for the core subjects of their respective departments.
6. Coordinators will share master timetable to the class teachers to prepare their respective class timetable and to verify for overlapping of subjects in the given schedule.
7. Class teachers and their respective subject teachers will prepare the individual faculty timetable and verifies for the overlapping.
8. Finalized timetable will be taken approval from the HOD and the Principal.
9. Approved master timetable and class timetable will be notified on the notice board for the students' information.
10. Faculty individual timetable will be circulated among the faculties.
11. Proper documentation will be maintained under 'AAA' format.

Timetable Coordinator

Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
SHIVAMOGGA-577 204



Date: 9/11/2020

Circular

Dear Sir/Madam,

Timetable Committee Meeting of PESIAMS

This is to inform all the Timetable Committee members to attend the meeting on **09th Nov, 2019 at 2.00 pm in the Principal Chamber, PESIAMS.** Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

Agenda:

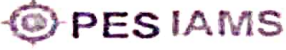
1. Timetable preparation and submission

List of Timetable committee Members:

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha	Chairperson	<i>[Signature]</i>
2	Ms. Roopa D. S., Asst. Prof., Department of Computer Science	Coordinator	<i>[Signature]</i>
3	Mr. Rangaswamy., Asst. Prof., Department of Computer Science	Member	<i>[Signature]</i>
4	Ms. Swathi J. Asst. Prof., Department of Commerce and Management	Coordinator	<i>[Signature]</i>
5	Ms. Ayesha Siddiqua . Asst. Prof., Department of Commerce and Management	Member	<i>[Signature]</i>

[Signature]
Principal
Principal

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(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಧೀನದಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಅಧ್ಯಯನ ಸಂಸ್ಥೆ)

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Minutes of the Meeting

Minutes of the Meeting

The Timetable committee meeting was conducted on 9/11/2020 in the Principal chamber at 02:00 pm. The Chairperson welcomed the members.

The Chairperson informed the coordinators that a circular from University to conduct classes has been received. Hence, she informed the coordinators to prepare the timetable to conduct online classes from 17th November 2020 from 9:00am till 1:00pm as per university circular. She also added that in a few circumstances it may extend. The Chairperson informed that the timetable should be prepared and submitted by 14/11/2020.

K. SAILATHA
10/11/2020

Dr. K. Sailatha

Principal and Chairperson

PES Institute of Advanced Management Studies

NH 206, Sagar Road

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