



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

(NAAC Accrediated "B" Grade)

Time Table Committee

Sr. No	Name of the Faculty	Designation	Contact No
1	Asst. Prof. Praseena Biju	Chairperson	9022410207
2	Dr.Rishikesh Mishra	Member	9323282667
3	Asst. Prof. Pranali Bhosale	Member	9930810890
4	Asst. Prof. Ajay Shelar	Member	8097207557
5	Dr. Prakash Jadhav	Member	8108258199
6	Asst. Prof. Sneha Menon	Member	8879289159
7	Asst. Prof. Gnanaselvi	Member	8667218192
8	Asst. Prof. Pooja Sajin	Member	8828600256
9	Asst. Prof. Narayan Lad	Member	8169825865

Objective:-

Smooth and efficient management of academic programme through the semesters.

Responsibilities:-

- To prepare the class time table at the beginning 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, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- With the information gathered, prepare the class time tables in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Communicate and widely publicize the class time tables to staff and students.



Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

www.saketcollege.edu.in | info@saketcollege.edu.in

7208020258 / 7208020259 | 0251-2251500 / 2250951

- e) Make the class time tables available in the Documentation Room for students' reference.
- f) Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- g) To display and publicize the Academic Calendar for the information of students and staff.



Principal,
Prof.(Dr.) Vasant D. Barhate

