



**POTTI SRIRAMULU CHALAVADI MALLIKHARJUNA RAO
COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE, NEW DELHI and Affiliated to JNTU, Kakinada
Sponsored by : SKPVV Hindu High Schools Committee, Estd : 1906
D.No. 7-3-6/1, Raghava Reddy Street, Kothapet, Vijayawada - 520 001.
Voice : 0866-2423442, 91777 77855, Fax : 0866-2423443, E-mail: principal@pscmr.ac.in, www.pscmr.ac.in

College Timetable Committee

Minutes of Meeting

Venue: Narayana Murthy lab

Date:02-04-2022

Agenda:

1. Review of previous meetings
2. To discuss about the formats for subject options of coming semester.

Minutes :

1. Subject option form must include preferences for theory and lab.
2. Allocation of computer lab slots and training periods for all departments without overlap.
3. To provide at least one period gap between the classes for the faculty who have taken more courses.
4. To submit the soft copy of timetables to E-CAP admin and library.


Signature of convener


Principal

PRINCIPAL
Potti Sriramulu Chalavadi Mallikharjuna R.
College of Engineering & Technology
Kothapet, VIJAYAWADA-520 001.



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Action Taken report

With reference to the meeting conducted on 02-04-2022 the following actions are implemented:

1. Three preferences for theory must be included in subject option form.
2. Provided at least one period gap between the classes for the faculty.
3. Submitted the soft copy of timetables to E-CAP admin and library.


Signature of convener


Principal

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College Time table Committee

Minutes of Meeting

Venue: Narayana Murthy lab

Date: 16-08-2021

Agenda:

1. Review of previous meetings
2. Finalisation of class timetables and master timetables
3. To discuss about display of timetables.

Resolutions:

1. Minutes of the previous meeting are reviewed.
2. It is decided to prepare timetables without any overlap of lab sessions.
3. It is also decided to display the master time table at the department notice board and ECAP. Issue the faculty individual time table copy to the respective faculty. Submit the soft copy of the time table to library.

Signature of convener


Principal

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College Time table Committee

Minutes of Meeting

Venue: Abdul kalam lab

Date:1-02-2021

Agenda:

1. Review of previous meetings
2. To finalise class timetables and master timetables

Resolutions:

1. Minutes of the previous meeting are reviewed.
2. Every semester, after the first internal exams, remedial classes should be arranged to the students.
3. It is also decided to ensure equitable distribution of work among faculty for optimal efficiency as well as efficacy.

Signature of convener

Principal

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Action Taken report

With reference to the meeting conducted on 1-02-2021 the following actions are implemented:

1. Time table are displayed on the notice board which is duly signed by HOD, Timetable Convener, and Principal.
2. Master time tables are displayed in respective departments, ECAP. Class timetables are displayed in the notice boards.

Signature of convener


Principal

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College Timetable Committee

Minutes of Meeting

Agenda: Discussion on formats for subject options for coming semester

Venue: Abdul kalam lab

Date: 24-09-2019

Agenda:

1. Review of previous meetings
2. To discuss about Teaching load distribution (Individual faculty's teaching load in the department), Teaching load from other departments, Lab-wise subject allotment.
3. To discuss on assigning classrooms and tutorial rooms.

Resolutions:

1. Minutes of the previous meeting are reviewed.
2. Follow the JNTUK academic calendar and regulations for preparation of timetables.
3. The timetables are given to the respective individual and lab faculty and labs to all the staff, giving them three days to correct any discrepancies.
4. Copy should be sent to sports and Library for reference

Signature of convener

Principal

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College Time table Committee

Minutes of Meeting

Venue:Microprocessors and Microcontrollers lab

Date:-1-06-2018

Agenda:

- 1.To Include sports, training and library hours
- 2.To allocate work load as per JNTUK regulations
- 3.Discussion on tutorial hours

Resolutions:

1. It is decided to include separate periods in the timetable for sports, library and internet.
2. It is also decided to allocate faculty in charges for library, sports.
3. Faculty whoever want to change library ,sports or counselling hour to classwork, it is intimated to HoD through request letter. That particular period is converted to classwork through circular from HoD.
4. To provide tutorial hours for each subject

Signature of convener


Principal

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College Time table Committee

Minutes of Meeting

Venue: Microprocessors and microcontrollers lab
06-2017 at 11.00 AM

Date: 01-

Agenda

1. Review of previous meetings
2. To discuss about Teaching load distribution

Resolutions:

1. Minutes of the previous meeting are reviewed.
2. Allocation of computer lab slots and training periods for all departments without overlap.
3. Distribute the work load as per JNTUK regulations.

Signature of convener


Principal

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Action Taken report

With reference to the meeting conducted on 02-04-2022 the following actions are implemented:

1. Morning session class work duration is increased .
2. Tutorial hours are allotted for each subject.
3. Submitted the soft copy of timetables to E-CAP admin and library.

Signature of convener

Principal



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College Timetable Committee

Minutes of Meeting

Venue: Narayana Murthy lab

Date:02-12-2022

Agenda:

1. Review of previous meetings
2. To discuss about the timings for upcoming semester.

Minutes :

1. Class hour duration for this semester are to be changed.
2. Allocation of computer lab slots and training periods for all departments without overlap.
3. To provide at least one period gap between the classes for the faculty who have taken more courses.
4. To submit the soft copy of timetables to E-CAP admin and library.

Signature of convener

Principal

ECB - D. Sathani
CSE - B
EEE - G
Civil - M
Mech - Srilakshmi
MBA - K
FED - B