



**D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY**  
**BHIMAVARAM**

**Academic Year 2021-22**

**COLLEGE TIME TABLE COMMITTEE**

**FUNCTIONS:**

- To prepare the class Time tables at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms
- With the information gathered, prepare the class time tables in the prescribed format
- Checking the Provisional Timetable for accuracy
- By referring to the class timetables, prepare the timetables of individual faculty members.
- Communicate and widely publicize the class time tables to staff and students.

*H. Sankaranarayanan*  
**PRINCIPAL**  
**D.N.R. College of Engg. & Tech.**  
**BHIMAVARAM-534 202.**

*M. S. Sankaranarayanan*  
**COORDINATOR**



**D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY**  
**BHIMAVARAM**

**Academic Year 2021-22**

**COLLEGE TIME TABLE COMMITTEE**

**FACILITIES:**

- Seminar hall with 150 capacity.
- College time table committee room for committee meetings and discussions.
- Conference hall.
- Auditorium.
- Having computer system With Internet facility.
- Printer to get the Xerox copies.

*H. Anandkumar*  
**PRINCIPAL**  
**D.N.R. College of Engg. & Tech.**  
**BHIMAVARAM-534 202.**

*M.S.T.*



**D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY**  
**BHIMAVARAM**

**Academic Year 2021-22**

**COLLEGE TIME TABLE COMMITTEE**

**MANAGEMENT- COMPOSITION & COMMITTEE MEMBERS:**

a) **COMMITTEE COMPOSITION:**

- One chair person.
- One senior faculty as coordinator.
- One faculty from each department.

b) **COMMITTEE MEMBERS:**

**FACULTY MEMBERS:**

S.No	Name	Designation	Department	Mobile
1	Dr. M.Anjankumar	Chairman	Principal	9121214528
2	Mr. M.Srinu	Coordinator	EEE	8179418569
3	Mr. G.Vamsi Krishna	Member	ME	9490914363
4	Mr. K.Shaker babu	Member	ECE	9908794980
5	Mr. L.Bujjibabu	Member	CSE	7981012699
6	Mr. B.Meshak Raju	Member	BS&H	9912575778
7	Mr. K.Chandra mouli	Member	MBA	9966995869
8	Mr. K.V.Subramanyam	Member	CE	9502211899

  
COORDINATOR

  
PRINCIPAL  
D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202.



# D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY

BHIMAVARAM

Academic Year 2021-22

## COLLEGE TIME TABLE COMMITTEE

### ROLES & RESPONSIBILITIES:

#### COORDINATOR:

1. Develop a well-distributed, internally consistent schedule that meets student needs
2. Working collaboratively with other faculties to meet the timetabling requirements receiving and processing requests from teaching staff for reasonable adjustments in relation to disabilities of staff or students
3. Analysing the Provisional Timetable, in conjunction with other relevant faculty staff, for errors, appropriateness and quality
4. Informing faculty timetabling staff when Teaching Activities have to be amended in the Published Timetable

#### FACULTY MEMBERS:

1. Providing specific timetable requirements to faculty timetabling staff for each course in a timely manner
2. Circulate changes in the Time Table from time to time to all the students as well as faculty members.
3. To assistive in the conducting of tutorial classes to all the students

*M. Subramanian*  
PRINCIPAL  
D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202.

*M.S.*  
COORDINATOR



# D.N.R COLLEGE OF ENGINEERING & TECHNOLOGY

## BHIMAVARAM


Academic Year 2021-22

COLLEGE TIME TABLE COMMITTEE

### YEAR PLANNER

S.No	Date/dates	Departments
1.	Two weeks before Starting date of academic calendar for semester -I for all semesters	CSE,ECE,EEE,MECH,CE,MBA
2.	Two weeks before Starting date of academic calendar for semester -II for all semesters	ECE, CSE, EEE, CE, MECH, MBA,

  
COORDINATOR

  
PRINCIPAL  
D.N.R. College of Engg & Tech.  
Bhimavaram



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Balusumudi Bhimavaram – 534202

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(Accredited with B<sup>++</sup> Grade by NAAC)

Ph: 08816-221238 Email: [dncrcet@gmail.com](mailto:dncrcet@gmail.com) website: <https://dncrcet.org>

DNRCET/TTC/2021/06

DT: 10-09-2021

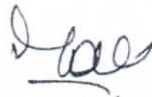
### CIRCULAR

It is proposed to conduct timetable meeting for the current academic year 2021-22 (ODD Semester) on September 10th, 2021 at 10 a.m in seminar hall. The committee members are requested to attend the meeting.

#### Agenda

1. Distribution of work load for department /individual staff members
2. Allocation of placement /lab/projects/sports/library/internet hours
3. Time schedule for class work
4. Any other matters

  
Coordinator

  
Principal  
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D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202.

  
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DNRCET/ TTC /2021/06

DT: 10-09-2021

Name of the committee: Time Table committee

Academic year : 2021-22

Meeting No : 6

Date & Time : 10-09-2021

### MINUTES OF THE MEETING

The time table committee meeting was held on at 10.00 am in seminar hall.

Meeting Chair: Prof Dr. M.Anjankumar, Principal

The following agenda is discussed in the meeting:

#### Agenda


1. Distribution of work load for department /individual staff members
2. Allocation of placement /lab/projects/sports/library/internet hours
3. Time schedule for class work
4. Any other matters

#### Resolutions

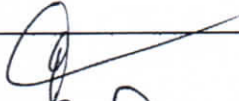

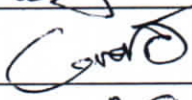

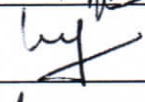
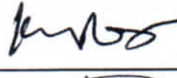
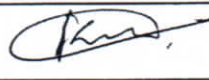
1. Proposed the workload for department and individual staff members were verified for any other discrepancy
2. Proposed the instruction hours to be allocated for placements ,labs ,projects, sports, library and internet were discussed and finalized
3. Proposed the altered time schedule for the classes were finalized and conveyed to the members
4. Proposed the Clarifications raised by the members were got cleared


  
Coordinator

  
PRINCIPAL  
D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534202.


  
Principal  
PRINCIPAL  
D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202.

List of members participated:

S.No.	Name	Signature
1	Mr. M.Srinu	
2	Mr. K.Shaker Babu	
3	Mr. G.Vamsi Krishna	
4	Mr. L.Bujjibabu	
5	Mr. B.Meshak Raju	
6	Mr. K.Chandra mouli	
7	Mr. K.V.Subramanyam	

  
Principal

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Ph: 08816-221238 Email: [dncet@gmail.com](mailto:dncet@gmail.com) website: <https://dncet.org>

DNRCET/ TTC /2022/07

DT: 24-01-2022

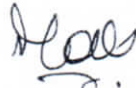
### CIRCULAR

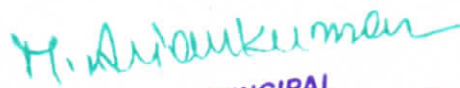
It is proposed to conduct timetable meeting for the current academic year 2021-22 (Even Semester) on Jan 24<sup>th</sup>, 2022 at 3 p.m in seminar hall. The committee members are requested to attend the meeting.

#### Agenda

1. Distribution of work load for department /individual staff members
2. Allocation of placement /lab/projects/sports/library/internet hours
3. Time schedule for class work
4. Any other matters

M.S. | -  
Coordinator

  
Principal  
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DNRCET/ TTC /2019/03

DT: 24-01-2022

Name of the committee: Time Table committee

Academic year : 2021-22

Meeting No : 7

Date & Time : 24-01-2022

### MINUTES OF THE MEETING

The time table committee meeting was held on at 3.00 pm in seminar hall.

Meeting Chair: Prof Dr. M.Anjankumar, Principal

The following agenda is discussed in the meeting:


#### Agenda


5. Distribution of work load for department /individual staff members
6. Allocation of placement /lab/projects/sports/library/internet hours
7. Time schedule for class work
8. Any other matters





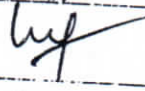


#### Resolutions

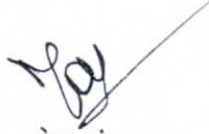
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6. Proposed the instruction hours to be allocated for placements ,labs ,projects, sports, library and internet were discussed and finalized
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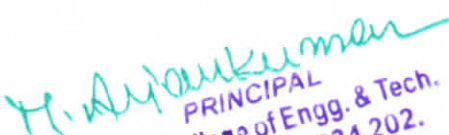
  
Coordinator

  
PRINCIPAL  
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Principal  
D.N.R. College of Engg. & Tech.  
BHIMAVARAM-534 202

S.No.	Name	Signature
1	Mr. M.Srinu	
2	Mr. K.Shaker Babu	
3	Mr. G.Vamsi Krishna	
4	Mr. L.Bujjibabu	
5	Mr. E.Venkat Raja	
6	Mr. K.Chandramouli	
7	Mr. K.V.Subramanyam	

  
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Administrative Office

DNRCEET/OFFICE ORDER/2021/01

Academic Year 2021-22

Date: 11/06/2021

### OFFICE ORDER

### TIME TABLE COMMITTEE

TIME TABLE COMMITTEE has been reconstituted with the following members, under the coordination of Mr.M.Srinu, the main objective of the committee is to recognize the importance of time and ensures proper utilization for students which makes them organized and uses time effectively to maximize chance of success hence increasing productivity.

S NO	Name	Designation	Department	Mobile
1	Dr.M.Anjan Kumar	Chairman	Principal	9441655986
2	Mr. M.Srinu	Coordinator	EEE	8179418569
3	Mr. G.Vamsi Krishna	Member	ME	9490914363
4	Mr. Shaker babu	Member	ECE	9908794980
5	Mr. L.Bujjibabu	Member	CSE	7981012699
6	Mr. B.Meshak Raju	Member	BS&H	9912575778
7	Mr. K.Chandra mouli	Member	MBA	9966995869
8	Mr. K.V.Subramanyam	Member	CE	9502211899

### Functions:

1. To prepare the class time table at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms
2. With the information gathered, prepare the class time tables in the prescribed format
3. Checking the Provisional Timetable for accuracy
4. By referring to the class timetables, prepare the timetables of individual faculty members.
5. Communicate and widely publicize the class time tables to staff and students.

Principal

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H. Anjan Kumar  
PRINCIPAL  
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