



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

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STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS AND INDIVIDUAL TIME TABLE

Objective:

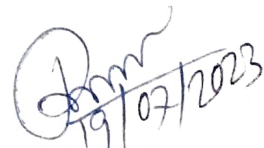
To elaborate the procedure for preparing Master, Class and individual teaching time table.

Responsibility:

- Department time table coordinators
- Dean of academics
- Heads of the respective departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar for the year.	Dean of Academic	Beginning of the academic year
2	Uploading the academic calendar into the website	Dean of academics	Beginning of the academic year
3	Registering students responses on elective courses for the coming semester	HoDs	Before commencement of Odd / Even semester
4	Conducting department meeting on course allocation based on responses & competency	Academic committee, HoDs and faculty members	Before commencement of Odd / Even semester
5	Course allocation meeting details to be used for class time table preparation	Department time table coordinator	Before commencement of Odd / Even semester
6	Common meeting of all department time table coordinators	Dean of academics and department time table coordinator	Before commencement of semester
7	Detailed Time table preparation both class-wise, individual and room occupancy and circulation through telegram messenger after duly verified	Department time table coordinator	Before commencement of every semester
8	Approval by Principal for Class, Individual time table, room occupancy	Principal	Before commencement of every semester


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