

Indian Institute of Technology Indore

CIRCULAR

IITI/Acad/2013-14/TT Com.

7 March, 2014

Subject: Constitution of Time Table and Classroom Infrastructure Committee

The following Time Table and Classroom Infrastructure Committees are constituted with immediate effect up to 31 Dec. 2015:

For PACL Campus		For IET Campus	
1	Dr. M. Santhakumar, Convener	1	Dr. Manavendra Mahato, Convener
2	Dr. Vimal Bhatia	2	Dr. Somaditya Sen
3	Dr. Gourinath Banda	3	Dr. Satya S. Bulusu
4	Dr. S. Dhinakaran	4	Dr. Aquil Khan
5	Dr. Sharad Gupta	5	Dr. Sujata Kar
6	Dr. Ruchi Sharma	6	Dr. Amit Kumar

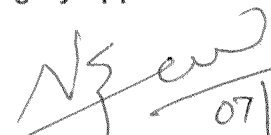
Duties and responsibilities of the Committees:

1. To prepare and finalize **class time tables** for all the academic programs **latest** by following dates:
 - (i) **10th May** for Autumn Semester
 - (ii) **10th December** for Spring Semester
2. To prepare time tables for the Mid Semester Examination (MSE), End Semester Examination (ESE) and other exams/evaluations (such as BTP, internship, etc.) **at least 2-3 weeks in advance.**
3. To automate the process of making class and exam time tables by guiding the Academic Server Programmer.
4. To coordinate with the Transport Section for smooth conduct of all the classes and all the exams.
5. To look after the various requirements of infrastructure related to the various classrooms.
6. To coordinate with the Estate Section for creation of state-of-art classrooms in the Permanent Campus.
7. Any responsibility assigned from time to time by the competent authority.

Both the committees should consult each other while making various time tables.

The committees will report to the Dean, Academic Affairs.

The contribution made by the outgoing committee members is highly appreciated.


07/03/2014
Dean, Academic Affairs

- CC:
1. Director, for kind information
 2. Registrar, for kind information
 3. Concerned faculty members
 4. All faculty members, Students, Lab Staff, Admin Staff
 5. Academic Office for records and updates
 6. For upload on the Academic Website