

SARVAJANIK COMMERCE COLLEGE, GODHRA

(Affiliated to Shri Govind Guru University, Godhra)

Office of the Principal

Notification

Constitution of Time Table Committee (Academic Year 2025-26)

In order to ensure the smooth functioning of academic activities, equitable workload distribution, and effective utilization of classrooms and infrastructure, the Time Table Committee of Sarvajanik Commerce College, Godhra is hereby constituted for the academic year 2025-26.

Composition of the Committee

1. Chairperson

- Dr. Shailendra H. Pandey, Principal, Sarvajanik Commerce College, Godhra

2. Convener / Coordinator

- Prof. Dr. A. R. Solanki, Associate Professor, Department of Commerce - Accountancy

3. Co-convener

- Prof. S. R. Vyas, Assistant Professor, Commerce

4. Faculty Members

- Prof. P. H. Vyas, Assistant Professor, Department of Economics

5. Administrative Member

- Mr. Hitesh Kotwal, Office Superintendent / Senior Clerk / Junior Clerk

6. Student Representative

- Mr./Ms. Sanskruti Dave, General Secretary / Class Representative

Roles and Responsibilities

- To prepare and finalize the College Master Time Table in consultation with all departments.
- To ensure equitable workload distribution among faculty as per UGC norms.
- To make necessary modifications during the semester due to workshops, seminars, and examinations.
- To coordinate with the IQAC for proper documentation and NAAC requirements.
- To display the final approved timetable on the college notice boards and official website.

Tenure

The Committee will remain in force for the academic year 2025-26.

Issued with the approval of the Principal

Date: 3 /10 /2025

Place: SCC Godhra


PRINCIPAL
SHREE SARVAJANIK
COMMERCE COLLEGE
GODHRA
Dr. S. H. Pandey

Principal

Sarvajanik Commerce College, Godhra

(Copy to: All Committee Members / IQAC / Office File / Notice Board)

Time Table Committee

Sarvajanic Commerce College, Godhra

1. Objectives of the Committee:

- To prepare and implement the College Master Time Table for all programs and classes.
- To ensure optimum utilization of classrooms, laboratories, seminar halls and other infrastructure.
- To allocate teaching hours as per UGC norms (workload distribution, credit requirements).
- To incorporate changes due to CBCS / semester system as per Shri Govind Guru University guidelines.
- To ensure fair distribution of workload among faculty members.
- To make adjustments and modifications in case of leave, seminars, workshops, or unforeseen events.
- To maintain records for NAAC / IQAC documentation.

2. Composition of the Committee

Role	Position / Suggested Member	Responsibility
Chairperson	Principal : Dr. S. H. Pandey	Overall supervision, final approval
Convener / Coordinator	Senior Faculty Member (preferably HoD / Senior Assistant Professor) Dr. A. R. Solanki	Preparation of draft timetable, coordination with departments
Co-convener	Another Faculty Member: Dr. S. R. Vyas	Assist Convener, maintain records
Faculty Members	Representatives from each major department (Commerce, English, Economics, Gujarati, etc.): Dr. P. H. Vyas	Provide departmental workload, preferences, and availability
Administrative Member	Office Superintendent / Clerk: Mr. Hitesh Kotwal	Support in circulation, record keeping, and classroom allocation
Student Representative (Optional)	Student Union General Secretary (if applicable): Sanskriti Dave	Give student perspective on clashes, gaps, and difficulties

3. Roles and Responsibilities:

a) Convener / Coordinator

- Collect workload distribution from all HoDs / faculty.
- Draft the semester-wise time table.
- Coordinate with IQAC for compliance with NAAC requirements.
- Convene meetings for finalizing the time table.

b) Faculty Members

- Submit teaching load, subject allocation, and availability.
- Highlight special requirements (language lab, computer lab, seminar hall).

- Suggest changes if overlapping occurs.

c) Administrative Member

- Maintain record of time table copies.
- Display time table on college notice boards and website.
- Assist in classroom allocation and seating arrangements.

d) Student Representative

- Provide feedback on clashes, excessive free periods, or consecutive classes.

4. Functions of the Committee

1. Collection of Data – Course distribution, faculty workload, available classrooms.
2. Preparation of Draft Time Table – Incorporating all courses, labs, tutorials, and electives.
3. Review & Approval – Discuss draft in Committee meetings; submit to Principal for approval.
4. Circulation – Display final time table on notice board, website, and share with departments.
5. Mid-Semester Review – Make necessary changes due to workshops, seminars, exams, or leave.
6. Documentation – Maintain records (drafts, minutes, final copies) for NAAC / IQAC evidence.
7. Annual Report – Submit report to Principal & IQAC on functioning and improvements.

5. Meeting Schedule

- Before Semester Start: At least 2–3 meetings to finalize timetable.
- Mid-Semester: One review meeting for modifications.
- End of Academic Year: One meeting to evaluate and prepare report.

6. Expected Outcomes

- Well-structured Master Time Table without clashes.
- Equitable distribution of workload as per UGC workload norms.
- Optimum utilization of infrastructure and resources.
- Increased student satisfaction with balanced schedules.
- Proper documentation for NAAC Criterion 6 (Governance) & Criterion 2 (Teaching-Learning).


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