



**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (GIRLS), KOTHAGUDEM**



**Bhadradri Kothagudem District, Telangana State– 507101**

**(Affiliated to Kakatiya University, Warangal, Telangana)**

**Website:<https://ttwrdds.ac.in/.Kothagudem>**

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**TIME TABLE COMMITTEE**

The Timetable Committee plays a crucial role in designing , implementing and managing the academic schedule for students and faculty. The primary functions of the timetable committee includes : Design the academic schedule for each semester by considering the requirements of various departments and programs.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Responsibility</b>
1	P.ANURADHA	Principal	Political Science	Chairman
2	R.SANGEETHA	Vice Principal	English	Coordinator
3	D.RUPA RANI	Lecturer	English	Coordinator
4	B.VIJAYA KUMARI	Lecturer	Telugu	Member
5	P.NIKHITHA	Lecturer	Commerce	Member
6	B.SHARADA	Lecturer	Computer Science	Member
7	G.TEJASWINI	Lecturer	Chemistry	Member
8	K.LAXMI	Lecturer	Economics	Member

### **Functions of the Cell:**

- Allocating time slots for lectures, laboratory sessions, tutorials, and other academic activities
- Ensuring efficient utilization of available resources such as classrooms, laboratories and faculty members and balancing the workload among faculty members and departments to avoid conflicts and overburdening
- Coordinating the scheduling of the elective courses and specialized tracks within the curriculum.
- Ensure that the academic schedule adhere to college regulations and policies.
- Communicate the finalized schedule to all stake holders including staff, students and administrative staff and also providing timely updates and information about change adjustment in the schedule.

### **Roles and Responsibilities of the Central Timetable Coordinator(s)**

- Develop and maintain the master timetable for the semester.
  - Collaborate with department heads, faculty members and administrative staff to gather information on course offerings, faculty availability.
  - Allocate classrooms, laboratories and other resources based on the requirement of the each course.
  - Identify and resolve scheduling conflicts, such as overlapping classes or resource constrains.
  - Work closely with department heads and faculty to address any issues with related to scheduling conflicts or resource shortages.
  - Collaborate with different departments to ensure that the overall timetable aligns with different departments to ensure that the overall timetable aligns with the academic goals and requirements of each department.
  - Communicate effectively with departmental coordinators to gather information on faculty availability and course scheduling preferences.
- Overall the central timetable coordinator plays a crucial role in ensuring the smooth operation of academic activities by effectively managing the scheduling and coordination of classes.



