	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIME TABLE		
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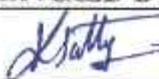


Objective: To elaborate the procedure for preparing Master, Class and individual teaching time table.


Responsibility:

- All the teaching/non-teaching staff members
- Department Time Table coordinators
- Institution Time Table coordinator
- Heads of the respective Departments


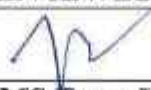
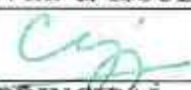
Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of academic calendar for the year.	Principal / HoDs	1 st week of April
2.	Releasing the academic calendar to all teaching/non-teaching staff members	Principal/ HoDs	2 nd week of April
3.	Registering students responses on elective courses for the forth coming semester	HoDs	3 rd week of April / Oct.
4.	Sharing the course option sheet with all faculty members	HoDs	4 th week of April / Oct.
5.	Conducting department meeting on course allocation based on responses & competency	HoDs & faculty members	1 st week of May / Nov
6.	Course allocation meeting details to be used for class time table preparation	Department Time table coordinator	1 st week of May / Nov
7.	Call for 1 st common meeting of all department time table coordinators for sharing the information on service courses	Principal	2 nd week of May / Nov

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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8.	Detailed Time table preparation (both class-wise & individual) and circulation to all teaching & non-teaching members	Department Time table coordinator	3 rd week of May / Nov
9.	Call for 2 nd Common meeting of all department time table coordinators for finalization	Departmental time table coordinator, HoDs and Principal	3 rd week of May / Nov.
10.	Preparation of department Master Time table	Department Time table coordinator	4 th week of May / Nov.
11.	Preparation of Institution Master Time table	Principal	4 th week of May / Nov.
12.	Approval by Principal for Class, Individual and Master Time Table	Principal	4 th week of May / Nov.

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