



MAHARAJA INSTITUTE OF ADVANCED COMPUTING AND RESEARCH (MIACR)

(Approved by AICTE, New Delhi, Affiliated to BPUT, Rourkela & SCTE&VT, Govt. of Odisha)

Campus: At - Gamai, Gangapada, Bhubaneswar, Khurda-752054, Phone : 0674-2384608

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Office of the Principal


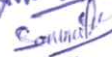


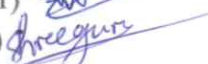
Ref. No.: MIACR/PRI/17190/2024

Date : 11/09/2024

Office Order

21. Time Table Committee

Objective: Smooth and efficient management of academic programme throughout the semester as per academic planner.

1. Mr. Umesh Prasad Ratha (Convener) 
2. Miss. Samilani Moharana (Co-convener) 
3. Mrs. Rajashree Pandia (Co-convener) 
4. Mr. Bikram Keshari Sahoo (Co-convener) 
5. Mr. Shreegurusree Sutar (Co-convener) 

Roles and Responsibilities:

- To prepare the class timetable well before the academic schedule with the coordination of department heads
- To assign of classrooms and tutorial rooms to each department year wise.
- In case of modification is being required, prepare the desired templates for the timetables /academic calendar and get them approved by the HODs' and Principal.
- Preparation of the class timetables in the predefined Excel Format.
- Referring to the class timetables, prepare the timetables of individual faculty and laboratories.
- Displaying of the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- Make the class timetables available in the Documentation Room for students' reference.

Convener


Principal

PRINCIPAL
Maharaja Institute of Advanced
Computing and Research