



J.K.K. MUNIRAJAH MEDICAL RESEARCH FOUNDATION

ANNAL J.K.K. SAMPOORANI AMMAL COLLEGE OF PHARMACY

Ethirnedu, B. Komarapalayam-638 183, Namakkal Dist. Tamilnadu,India.

Approved by : Pharmacy Council of India. New Delhi & Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai.

Website : www.jkkmmrfpharmacy.edu.in / E-Mail : principal@jkkmmrfpharmacy.edu.in

Contact No : +919789456750, +919943066944, +919943069944.

Dr.N. SENTHILKUMAR, M.Pharm., Ph.D.,

Time Table Committee

Principal Functions

1. To allot subjects to the faculty based on their specialization and preferences.
2. To ensure better utilization of time and resources.
3. To provide a balanced workload for the faculty in order to have better performance.

COMMITTEE MEMBERS

SNO	Name of the members	Designation	Responsibility
1.	Dr.N.Senthilkumar	Principal	Chair person
2.	Dr.K.CArulprakasam	Professor& HOD Pharmacy practice	Internal member
3.	Dr.V.Suresh	Professor& HOD pharmacology	Internal member
4.	Dr.P.Satheeshkumar	Associate professor	Internal member

Roles and Responsibilities of Convener

- Ensuring that conflicts in Timetable are avoided.
- Providing the information regarding Timetables and venue to any of the departmental committees.
- Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
- Ensuring the Timetable is available on the departmental notice boards before each semester.
- Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.
- Providing support and training to the committee members as required.

Roles and Responsibilities of members

- Preparing the class and lab Timetables at the beginning of every semester.
- Preparing faculty Timetables and workload.
- Assigning subjects to the faculty based on their specialization and preferences that were approved by the Head of the department.
- Maintaining a Timetable committee file.
- Posting the class and lab Timetables on the respective classroom boards.
- Making sure that the faculty individual Timetables are submitted to each faculty before the beginning of the semester.
- Working collaboratively with other members to meet the Timetable requirements.
- Attempting to resolve the conflicts within the faculty regarding the published Timetable.

Frequency of Meetings: Twice in a Semester

Principal

Dr. N.SENTHILKUMAR,
PRINCIPAL

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Dr.N. SENTHILKUMAR, M.Pharm., Ph.D.,

Principal

Ref.no BPY/AT/2023

Date:23.02.2023

CIRCULAR

Subject: time table committee

Time table committee meeting on **24.02.2022** at 10.30 am on board room

Agenda for the meeting

- Discussion on 1st, 3rd Sem, 5th Sem and 7th Sem B Pharmacy for study leave and vacation.
- Discussion for study leave and vacation for 1st, 3rd Sem, 5th Sem and 7th Sem B Pharmacy.
- Planning of classes for 2nd, 4th, 6th and 8th Sem B Pharmacy for the current academic year.
- Ensure work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures.
- Smooth and efficient management of academic programme through the semesters
- Allocation of classes in Lecture halls, Subject Labs and Library without any overlapping.
- Ensuring that the time table is disseminated to all faculty members, concerned staffs and students

Cc to:

All the departments HODs

Principal

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Dr.N. SENTHILKUMAR, M.Pharm., Ph.D.,

Principal

Ref.no BPY/AT/2023

Date:24.02.2023

Minutes of time table committee on 24.02.2022

- Venue and timing: board room at 10.30 am

The meeting was chaired by Dr.N.Senthilkumar, Principal

COMMITTEE MEMBERS

SNO	Name of the members	Designation	Responsibility
1.	Dr.N.Senthilkumar	Principal	Chair person
2.	Dr.K.CArulprakasam	Professor& HOD Pharmacy practice	Internal member
3.	Dr.V.Suresh	Professor& HOD pharmacology	Internal member
4.	Dr.P.Satheeshkumar	Associate professor	Internal member

- The principal invite committee members
- All are discussing and decided to action taken for the previous minutes of the meeting
- Committee are verified the submitted slots of laboratories by staff concern of various departments
- Committee approved the slots of sharing laboratory upon discussion
- Departments are submitted time table verified by the committee and suggested necessary correction
- Chair person was suggested one hour for library and two hours project work

RESOLVE AND EFFORT

- Discussion for study leave and vacation for 1st, 3rd Sem, 5th Sem and 7th Sem B Pharmacy.
 - Planning of classes for 2nd, 4th, 6th and 8th Sem B Pharmacy for the current academic year.
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Dr.N. SENTHILKUMAR, M.Pharm., Ph.D.,

Principal

Ref.no BPY/AT/2022

Date:28.10.2022

CIRCULAR

Subject: time table committee

Time table committee meeting on 29.10.2022 at 10:30 am on board room.

Agenda for the meeting

- Planning of classes for 1st Sem B Pharmacy for the current academic year.
- Ensure work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures.
- Smooth and efficient management of academic programme through the semesters
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Ref.no: BPY/AT/2022

Date: 29.10.2022

Minutes of time table committee on 29.10.2022

- Venue and timing: board room at 10:30 am

The meeting was chaired by Dr.N.Senthilkumar, Principal

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- Discussion for current academic year 1st Sem B Pharmacy classes.
- Ensure that hours are allotted as per university curriculum for its respective departments.
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Dr.N. SENTHILKUMAR, M.Pharm., Ph.D.,

Principal

Ref.no BPY/AT/2022

Date:29.08.2022

CIRCULAR

Subject: time table committee

Time table committee meeting on 30.08.2022 at 10:30 am on board room.

Agenda for the meeting

- Planning of classes for 3rd Sem, 5th Sem and 7th Sem B Pharmacy for the current academic year.
- Ensure work load is equitably distributed among the members of the staff providing adequate time for preparation between the lectures.
- Smooth and efficient management of academic programme through the semesters
- Allocation of classes in Lecture halls, Subject Labs and Library without any overlapping.
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Ref.no: BPY/AT/2022

Date: 30.08.2022

Minutes of time table committee on 30.08.2022

- **Venue and timing: board room at 10:30 am**

The meeting was chaired by Dr.N.Senthilkumar, Principal

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