



Einstein Academy of Technology and Management

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Time Table Committee





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Time Table Committee

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

The Committee consists of following members

Sl. No.	Names	Status
1	Prof. (Dr.) Suwendu Prasad Sahu	Principal
2	Prof. Dilip Kumar Nayak	Convener
3	Prof. Raj Kishore Mohapatra	Co-convener
4	Prof. Rati Ranjan Sahoo	Member
5	Prof. (Dr.) Sunita Barik	Member

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.



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NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will held the responsibility and the higher authority will have every right to take necessary action as deemed fit.