



# Malla Reddy Engineering College

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)  
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

## TIME TABLE COMMITTEE:

**Objective:** Smooth and efficient management of academic programme through the semesters.

### Responsibilities

- To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of class rooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- To prepare the Academic Calendar.
- With the information gathered, prepare the class timetables in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Communicate and widely publicize the class timetable to staff and students.
- Make the class time tables available in the Documentation Room for students' reference.
- Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- To display and publicize the Academic Calendar for the information of students and staff.

### Composition of Time Table Committee

S. No.	Composition	Name of the Faculty	Position in the Committee	Contact No. & E- Mail Id
1.	<ul style="list-style-type: none"> <li>Principal- Chairman</li> <li>Two senior faculty members nominated by Principal – Coordinator</li> <li>One coordinator from each department as nominated by HOD - Member</li> </ul>	Dr. A. Rama Swami Reddy	Chairman	9348161125 <a href="mailto:principal@mrec.ac.in">principal@mrec.ac.in</a>
2.		Dr S Udaya Bhaskar	Dean Academics	6303622066 <a href="mailto:deanacademics@mrec.ac.in">deanacademics@mrec.ac.in</a>
3.		Dr. J. Anitha, CSE	Coordinator	9298303067 <a href="mailto:anithanv28@gmail.com">anithanv28@gmail.com</a>
4.		Dr Manyam Thaile	Coordinator	9491628682 <a href="mailto:manyamthaile@gmail.com">manyamthaile@gmail.com</a>





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5.		Dr. Ashok Kumar Suluguru, CE	Member	9908506216 ashokkumarce@mrec.ac.in
6.		Mr D Chandra Sekhar,EEE	Member	8121621371 yelmareddy.sudha@gmail.com
7.		Mrs. S.C. Sireesha, ME	Member	9640682219 sireeshasingapati@gmail.com
8.		Mrs. N. Durga Soudhamani, ECE	Member	8977138426 durganekkalapudi@gmail.com
9.		Mrs. J. Kavitha Reddy, CSE	Member	9959995555 j.kavitha5555@gmail.com
10.		Mr. A. Venkat Rami Reddy, IT	Member	7993693680 ailuri.vrreddy@gmail.com
11.		Mr. N. Sri Chandrahas, MiE	Member	9121647880 srichandru2009@gmail.com
12.		Mrs. P. Rajitha, MBA	Member	9949761784 prajitha.kjkc@gmail.com
13.		Mr. V. Nagaraju, H&S	Member	9985949084 nagrajuvuppala@gmail.com

  
IQAC Coordinator



  
Principal  
Malla Reddy Engineering College  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500100.