



EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

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## Duties and Responsibilities of the Time Table Committee and Academic Management System:

- 1. Verification and Alignment of Class and Faculty Time Tables (AC 04(02), AC 05(04)):** The committee is tasked with thoroughly verifying the accuracy and alignment of both class time tables (AC 04(02)) and faculty timetables (AC 05(04)). This involves cross-referencing schedules to ensure they adhere to the institution's established requirements and guidelines. It is also their responsibility to resolve any clashes, discrepancies, or conflicts that may arise within the schedules.
- 2. Maintenance of Faculty List for Common Courses:** The committee is responsible for maintaining an updated list of faculty members assigned to handle common courses, including theory courses, university-prescribed seminars, curriculum projects, and minor projects. This verification ensures that faculty assignments align with the designated courses and that the records are accurately documented.
- 3. Consultation and Collaboration:** The committee collaborates with the Principal and Heads of Departments to prepare class and faculty timetables for each semester and class. They conduct regular timetable committee and academic management system meetings and document the minutes of these meetings.
- 4. Timetable Preparation and Updates:** The committee is responsible for preparing individual class and faculty timetables, including workload distribution. They ensure that any necessary adjustments within the faculty are handled smoothly. Timetables are updated as needed to accommodate changes and adjustments.
- 5. Communication and Reporting:** The committee informs teachers well in advance about any changes in the timetable. They report discrepancies or issues in the timetable to the Principal and Heads of Departments and seek authorization for necessary actions.
- 6. Conflict Resolution and Coordination:** The committee ensures that conflicts in the timetable are avoided, and clashes are addressed promptly. They provide timetable information to various departmental committees and ensure timely communication with faculty members.
- 7. Timetable Posting and Availability:** The committee coordinates the preparation and posting of class and lab timetables on classroom notice boards and websites before each semester. They make sure that individual faculty timetables are distributed before the semester starts.

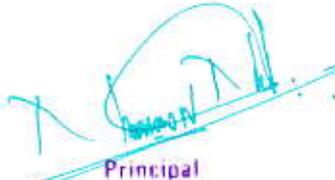


8. **Record Keeping and Support:** The committee maintains a dedicated timetable committee file that includes relevant documents and records.

### Academic Management System

- Collaborating with stakeholders to understand the institution's academic needs and requirements.
- Leading the implementation and integration of the Academic Management System software, ensuring it aligns with existing systems and processes.
- Configuring the software to accommodate the institution's academic structure.
- Ensuring accurate and timely data entry into the system, including student information, course details, faculty records, and examination schedules.
- Overseeing data migration from legacy systems to the new Academic Management System.
- Providing comprehensive training to faculty, staff, and administrators on how to effectively use the software.
- Offering ongoing user support, addressing queries, and resolving technical issues.
- Regularly monitoring the performance of the Academic Management System and proactively addressing any technical glitches or performance issues.
- Coordinating system updates, patches, and version upgrades to ensure optimal functionality.
- Implementing robust security measures to safeguard sensitive student and institutional data.
- Ensuring compliance with data protection regulations and best practices in data privacy.
- Generating reports and analytics to provide insights into student performance, course enrollment, faculty workloads, and other relevant metrics.
- Assisting administrators and faculty in making data-driven decisions to improve academic operations.
- Identifying opportunities to automate manual processes within the academic management workflow.
- Streamlining administrative tasks to enhance efficiency and reduce redundancy.
- Collaborating with academic departments, administration, faculty, and students to gather feedback and identify areas for improvement.
- Communicating software updates, changes, and enhancements to all relevant parties.
- Continuously seeking ways to enhance the software's functionality and user experience.
- Exploring emerging technologies and trends to propose innovative solutions that align with the institution's academic goals.



  
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