VEDAVYASA COLLEGE OF ARTS & SCIENCE

Approved by Govt. of Kerala, AICTE New Delhi & Affiliated to University of Calicut

Karadparamba (P.O), Ramanattukara Via, Malappuram Dt. 673632 | www.vedavyasa.org | vcas@vedavyasa.org

CONSTITUTION OF TIME-TABLE COMMITTEE FOR THE ACADEMIC YEAR 2026 - 27

In accordance with the academic objectives of Vedavyasa College of Arts and Science, the Institutional Class Time-Table Committee was officially constituted for the academic year 2026-2027 to oversee the preparation of Departmental Class Time-Tables, Master College Time-Table, faculty workload allocation, and inter-departmental class coordination.

Name of the Committee	Class Time-Table Committee_2026-27
Date of Constitution	06.10.2026
Responsibility of the members	The committee was established to ensure the systematic and smooth conduct of academic classes across all departments for the academic year 2026-27. The committee is assigned to formulate clash-free Departmental Class Time-Tables, allocate subject workloads in accordance with academic norms, align Common Courses and Open Courses, and ensure optimum utilization of classrooms and laboratory facilities.
Higher Authority / Management	The committee will report to the Principal.

Designation in Committee & Details of Members:

Sl. No.	Designation in Committee	Name	Department
1	Principal / Chair	Dr. Haritha M K	Principal
2	Vice Principal / Co-Chair	Sai K Bharath	Vice Principal
3	HOD / Member	Amrutha P	Sociology
4	HOD / Member	Bareera V	English
5	HOD / Member	Swapna V K	Commerce
6	HOD / Member	Sumisha K T	BCA

Key Objectives & Responsibilities:

- **Preparation of Master & Departmental Time-Tables:** To prepare the Master College Time-Table as well as individual Class Time-Tables for all UG and PG programs prior to the reopening of each semester.
- **Faculty Workload & Slot Management:** To collect course teacher allocation and weekly credit workload from each HOD to ensure balanced class distribution without period overlaps.
- **Inter-departmental & Open Course Alignment:** To align Common Courses (English, Languages) and Open Courses across Humanities, Science, Commerce, and Computer Applications to prevent period clashes.
- **Classroom & Lab Allocation:** To allocate specific lecture halls, computer labs, and seminar rooms for optimal utilization across all departments.
- **Grievance Redressal:** To review and officially process any requests for class schedule adjustments or faculty timetable revisions.

The constitution was adopted by the members to achieve the aims and execution of duties with effect from 06.10.2026.

VEDAVYASA COLLEGE OF ARTS & SCIENCE KARAD PARAMBA P.O

Principal
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16km from Calicut Railwaystation

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ABSTRACT

Constitution of the Institutional Class Time-Table Committee consisting of the Principal, Vice Principal, and Department Heads for the academic year 2026-27 to oversee the preparation of Departmental Class Time-Tables, Master College Time-Table, faculty workload allocation, and inter-departmental class coordination — Decision of the College Principal and HODs Committee implemented — Orders issued.

ACADEMIC ADMINISTRATION CELL Dated, Karadparamba, 06.10.2026

O.No. VCAS/3146/2026

READ:

1. Recommendation of the Internal Academic Committee dated 06.10.2026 regarding semester timetable planning.
2. Minutes of the Class Time-Table Committee meeting consisting of the Principal, Vice Principal, and HODs dated 06.10.2026.
3. Orders of the Principal in the even number file dated 06.10.2026.

ORDER

In order to ensure the systematic and smooth conduct of academic classes across all departments for the academic year 2026-27, a meeting comprising the College Principal, Vice Principal, and Department Heads was convened on 06.10.2026. The committee discussed the necessity of constituting a centralized Institutional Class Time-Table Committee to formulate clash-free Departmental Class Time-Tables, allocate subject workloads in accordance with academic norms, and ensure optimum utilization of classrooms and laboratory facilities.

Pursuant to the unanimous decision taken by the Principal, Vice Principal, and HODs in the meeting held on 06.10.2026, sanction is hereby accorded to constitute the Class Time-Table Committee of Vedavyasa College of Arts and Science comprising the following office bearers and Heads of Departments:

SI. NO	NAME	DEPARTMENT
1	DR. HARITHA M K	PRINCIPAL
2	AMRUTHA P	SOCIOLOGY
3	BAREERA V	ENGLISH
4	SWAPNA V K	COMMERCE
5	SUMISHA K T	B C A
6	SAI K BHARATH	VICE PRINCIPAL

Key Resolutions & Minutes of Meeting (Class Time-Table Execution):

1. **Preparation of Master & Departmental Time-Tables:** The committee shall prepare the Master College Time-Table as well as individual Class Time-Tables for all UG and PG programs prior to the reopening of each semester.
2. **Faculty Workload & Slot Management:** Each HOD shall submit the course teacher allocation and weekly credit workload per teacher to ensure balanced class distribution without period overlaps.
3. **Inter-departmental & Open Course Alignment:** Special care shall be taken to align Common Courses (English, Languages) and Open Courses across Humanities, Science, Commerce, and Computer Applications to prevent period clashes.
4. **Classroom & Lab Allocation:** The committee shall allocate specific lecture halls, computer labs, and seminar rooms for optimal utilization across all departments.
5. **Grievance Redressal:** Any requests for class schedule adjustments or faculty timetable revisions must be submitted to this committee for official review and re-allocation.

Sanction has been accorded by the Principal, vide reference (3), to implement the decisions of the Class Time-Table Committee across all departments with effect from 06.10.2026. Orders are issued accordingly.

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CIRCULAR

In compliance with the academic objectives of Vedavyasa College of Arts and Science and with a view to ensuring smooth academic operations and effective schedule management, the Class Time-Table Committee for the academic year 2026-2027 has been constituted as detailed below.

Designation in Committee	Name
Chairperson	Dr. Haritha M K
Vice Chairperson	Sai K Bharath
Member (Sociology)	Amrutha P
Member (English)	Bareera V
Member (Commerce)	Swapna V K
Member (BCA)	Sumisha K T

For any sort of information, kindly contact the above people.

MEETING MINUTES

The Class Time-Table Committee meeting was conducted on 06 October 2026 at 10.30 a.m. in offline mode at the Seminar Hall, Vedavyasa College of Arts and Science. The following members were present for the meeting.

Designation in Committee	Name	Designation / Dept.
Chairperson	Dr. Haritha M K	Principal
Vice Chairperson	Sai K Bharath	Vice Principal
Member	Amrutha P	HOD, Sociology
Member	Bareera V	HOD, English
Member	Swapna V K	HOD, Commerce
Member	Sumisha K T	HOD, BCA

Points Discussed	Resolutions
1. Welcome by the Principal	The meeting commenced with a welcome address by Dr. Haritha M K, Principal, who briefed the members on the upcoming semester timetable planning.
2. Constitution of the Time-Table Committee	It was resolved to formally constitute the Time-Table Committee on 06 October 2026 for the academic year 2026-27.
3. Workload & Room Allocation	It was unanimously resolved that each HOD will submit subject teacher workload allocations and lab requirements by next week to create a clash-free Master Time-Table.

The meeting concluded by 11.30 a.m. with a vote of thanks.

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