



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE TIMETABLE AND WORKLOAD COMMITTEE

TIMETABLE AND WORKLOAD COMMITTEE

The Timetable and Workload Committee is responsible for creating and managing the schedules for classes, exams, and other academic activities. They ensure that the timetable is balanced, efficient, and meets the needs of both students and faculty.

The responsibilities of the committee are as follows:

Timetable Creation: Develop a master timetable that allocates timeslots for each course, taking into consideration faculty availability, classroom availability, and student preferences.

Class Scheduling: Assigning specific classes to faculty members based on their expertise and availability, ensuring that classes are evenly distributed throughout the week.

Exam Scheduling: Planning and organizing exam schedules to avoid conflicts and ensure that students have adequate time to prepare for each exam.

Workload Distribution: Ensuring that faculty workload is distributed fairly and evenly, taking into account teaching hours, administrative duties, and research responsibilities.

Timetable Adjustments: Making necessary adjustments to the timetable throughout the academic year to accommodate changes in faculty availability, student enrollment, or other unforeseen circumstances.

Feedback and Evaluation: Collecting feedback from students and faculty regarding the timetable and making improvements based on the feedback received.

STANDARD OPERATING PROCEDURE (SOP) **FORTIMETABLE AND WORKLOAD** **COMMITTEE**

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Timetable and Workload Committee at Kottakkal Farook Arts and Science College. The committee is responsible for creating and managing schedules for classes, exams, and other academic activities, ensuring they are balanced, efficient, and meet the needs of both students and faculty.

2. Scope

This SOP applies to all members of the Timetable and Workload Committee and covers the following areas:

- Timetable creation
- Class scheduling
- Exam scheduling
- Workload distribution

- Timetable adjustments
- Feedback and evaluation

3. Definitions

Timetable: A schedule that outlines the time slots for classes, exams, and other academic activities.

Workload: The amount of work assigned to faculty members, including teaching hours, administrative duties, and research responsibilities.

4. Responsibilities

Timetable and Workload Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Timetable and Workload Committee Members: Participate in meetings, provide input on timetable and workload management, and assist in implementing scheduling initiatives.

Administrative Staff: Support the implementation and maintenance of the timetable and workload distribution.

5. Procedures

5.1 Formation of the Timetable and Workload Committee

The Principal appoints the Timetable and Workload Committee members at the beginning of each academic year.

The committee should include representatives from various departments and administrative staff.

5.2 Meetings

The Timetable and Workload Committee will meet monthly to discuss and review scheduling-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting. Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Timetable Creation

Develop a master timetable that allocates time slots for each course, considering faculty availability, classroom availability, and student preferences.

Use scheduling software or tools to create the timetable.

Ensure the timetable allows for adequate breaks and avoids scheduling conflicts.

5.4 Class Scheduling

Assign specific classes to faculty members based on their expertise and availability.

Ensure classes are evenly distributed throughout the week. Coordinate with department heads to confirm faculty assignments and classroom allocations.

5.5 Exam Scheduling

Plan and organize exam schedules to avoid conflicts and ensure students have adequate time to prepare for each exam.

Coordinate with faculty to determine suitable exam dates and times. Communicate the exam schedule to students and faculty well in advance.

5.6 Workload Distribution

Ensure that faculty workload is distributed fairly and evenly, considering teaching hours, administrative duties, and research responsibilities.

Regularly review and adjust workload distribution as necessary.

Maintain records of faculty workload for transparency and accountability.

5.7 Timetable Adjustments

Make necessary adjustments to the timetable throughout the academic year to accommodate changes in faculty availability, student enrollment, or other unforeseen circumstances.

Communicate any changes to the timetable promptly to all affected parties.

Ensure adjustments are made in a manner that minimises disruption to the academic schedule.

5.8 Feedback and Evaluation

Collect feedback from students and faculty regarding the timetable and workload distribution. Conduct surveys or hold meetings to gather input and suggestions for improvement.

Analyse feedback and make necessary improvements to the timetable and workload management process.

6. Documentation and Reporting

Maintain records of all Timetable and Workload Committee meetings, decisions, and actions.

Document all timetables, class schedules, exam schedules, and workload distributions.

Submit quarterly reports to the Principal on the status of scheduling and workload management activities.

7. Review and Revision

This SOP will be reviewed annually by the Timetable and Workload Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date]. Principal's

Signature:

Date:

9. Distribution

This SOP will be distributed to all Timetable and Workload Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.