

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



## Policy on Preparation of Timetable



Hormis Nagar, Mookkannoor P.O.  
Angamaly -683577, Kerala, India  
An ISO9001:2015 Certified Institution  
Accredited by NBA (CSE, EEE, ECE, EIE, ME)  
& NAAC with 'A' Grade





### Policy on Preparation of Timetable

FISAT has a clearly defined policy on preparation of timetable. The responsibility to prepare the timetable lies with the Timetable Committee Coordinator.

Timetable committee consisting of one staff member from each department is formed. A senior staff member is appointed as timetable coordinator. Timetable coordinator convenes a timetable committee meeting for the preparation of timetable

Timetable coordinator prepares a tentative timetable with workload from each department at least one week before the beginning of the semester. While preparing timetable the following aspects shall be taken into account: No of hours needed to complete the syllabus. The number of hours allotted for library, Tutorials, Project, , Seminars, Minor, Honours, remedial classes etc.

Because morning sessions are seen to be better for students' attentiveness, difficult subjects are scheduled for those times. A tentative timetable prepared is distributed to the departments responsible for handling each department's subjects.

After having discussion with them, the tentative timetable may be redrafted if necessary, and final draft of the timetable shall be prepared. The final draft of the timetable shall also contain names of the staff members handling each subject, code numbers provided by the university or the subjects etc. The copies of the time table after getting the approval from Principal shall be issued to all staff members handling subjects for the semester and to the concerned laboratories, etc.,

One copy of the timetable shall be displayed on the notice board for students to refer to at least one day before the semester starts. The timetable shall be implemented, and if any practical problem persists, it shall again be drafted with the concurrence from all the H.O.Ds concerned and with the approval of the Principal. Contingency plans are done for taking extra classes on Saturdays or evening hours of week days in places of classes lost due to hartal, unexpected holidays etc. Special timetable to be prepared for remedial classes for weak students and extra classes. This can be done by the HoD of the concerned department/faculty-in-charge of the timetable. Special timetable for taking extra classes during semester breaks for those students who are appearing for the supplementary exams.

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