

CHE Department committee

6. Timetable Committee

Members and details

S. No.	Name
1	Dr Mohamed Ahmed Mahmoud
2	Ahmed Farag
3	Khaled Ali Ibrahim Qouzi

Tasks

1. Preparing the class timetable at the beginning of each semester.
2. Collecting the following information:
 - a) Teaching load distribution (Individual faculty's teaching load in the department).
 - b) Sharing teaching load from other departments.
 - c) Assigning of classrooms and tutorial rooms.
 - d) Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
 - e) Department-specific requirements (e.g. Lectures to be arranged only in morning slot, tea break and lunch break times etc.).
3. If modification is required, preparing the desired templates for the timetables and getting them approved by the department chair.
4. Preparing the class timetables in the predefined excel format.
5. Referring to the class timetables, preparing the timetables of individual faculty and labs.
6. Mailing all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
7. Preparing the final class, individual and laboratory timetables and get them approved from the department chair.
8. With regard to the individual faculty and lab timetables, submit one signed copy each to the department chair and the concerned faculty member/ lab in charge.