

TIMETABLE COMMITTEES (ARTS & COMMERCE)
RAMJAS COLLEGE

26th July, 2017

A meeting of the Timetable Committee of Arts and Commerce was held on 26th July, 2017 at 12.30 p.m.

Members present were:

Sanskrit	Sahib Singh
Hindi	Sushma Priyadarshini
	Pritam Sharma
English	Vinita Chandra
Pol Sc	Kumar Rahul
History	Sudhakar Singh
	Pooja Thakur
Economics	Alok Dash
Philosophy	Meeta Nath
Commerce	-
Maths	Nidhi Arora
Physical Ed	Arti Dhankar
BA Programme	Mausumi Bose
ASC (Science)	Savita Bargujar
ASC (Arts)	Mihir Pandey

1. Room shortage for Central Timetable classes was discussed by members. Convener also informed committee that two rooms had been given by Science Convener for this semester only as Science Central timetable did not need them, but without those two rooms it would be impossible to make the Central Arts and Commerce Timetable. Even with those two rooms there is a shortfall of almost 100 slots. After discussion committee took the following decisions:
 - i) Rooms 9 – 12, which have been taken over for administration, should stay with Arts and Commerce Central Timetable for this semester until other solutions are found. Bank should shift from Room 9 to Room 21. Rooms 13 and 20 have been made into store rooms. They should immediately be emptied and furniture should be reinstalled so that classes can be held there. Furniture should be reinstalled in room 11 as soon as possible.
 - ii) Core team should be constituted through Staff Council to review requirements of rooms per department so that all rooms are used optimally. If Science Central Timetable does not have requirement of rooms and Arts and Commerce are facing shortage then the rooms should be allotted as per requirement.
 - iii) All the rooms (except two) in the new building are very large, with a seating capacity of 60-120. Requirement for BA Programme classes is not of many large rooms but a few large rooms and a larger number of smaller

rooms. Therefore some of the large rooms which have two doors should be divided into two smaller rooms.

- iv) Furniture in rooms 18, 19, 126 and 127 is made of iron and has broken in places which poses a danger of injury to students and teachers. The furniture should be removed and replaced before someone is injured badly.

2. List of classes that still do not have classrooms was compiled by departments:
III BA P Political Science and History have two papers in two languages which is 4 rooms five days a week. Only 2 rooms have been given in each slot.
I BA P Sanskrit Discipline has no room.
II BA P English and Hindi Discipline have no central rooms.
I and II BA P English B has no rooms.
II and III BA P SEC and GE do not have sufficient rooms.
I Sanskrit AECC has no rooms.
I and II GE Physical Education has no rooms.
II GE Philosophy is short of 3 slots.
II B Com P Hindi B and C has no rooms.
II B Com P in lieu of MIL has no rooms.
3. In order to accommodate shortage of rooms for II and III BA P SEC and III BA P GE, it was decided that available rooms should be offered to departments in alphabetical order on a rotational basis semester wise. Other departments will have to provide their own rooms if they want to offer SEC and/or GE to BA P. Similarly, if any department wants to offer two SECs or GEs or offer their course in two languages, only one room will be provided by the Central Timetable pool while the other room will have to be provided by the department.
4. Dr Pandey of Hindi department has requested a ground floor room for this semester, and Dr Sharma also of Hindi department has requested ground floor room for all his classes. It was decided that room 19 should be exchanged with Hindi Department's room 128 for the required slots.
It was further decided that room 19 should be earmarked as the Central Timetable Arts room that could be used for any faculty that requires a ground floor room, and could be exchanged slot wise for that teacher with the respective department's room.
5. Department rooms:
Hindi Department will move into Commerce Department Room (113).
Maths Department to move as Maths Computer Lab plus department room to Stats Computer Lab (114).
Economics Department room to move to Maths Department room (112).
Philosophy Department room to shift to Economics Department room (113).
Sanskrit Department room to remain as room 116 with the addition of room 117.
History Department room to shift to room 13 as they will always have an OH candidate and will need a ground floor department room.
All rooms vacated by department rooms will be converted into tutorial rooms.
6. Tutorial rooms were redistributed. Due to extreme shortage of tutorial rooms, the empty spaces left in the new building will be used as tutorial rooms until new tutorial rooms are built on the 5th floor. Redistribution was done on basis of requirement. As English, Hindi,

Political Science and History need to fix some BA P classes in their rooms, they were given 3 tutorial rooms each. Commerce and Economics have two each. Maths has practicals for half its papers and tutorials for half so Maths also has two tutorial rooms. Sanskrit required one. Rooms are as follows:

Hindi 106, 107, 108
English 20, 142, 205
Sanskrit 208
Economics 143, 207
History 7, 135, 203
Political Sc. 109, 202, 204
Maths 149, 206
Commerce 201, 301

**TIMETABLE COMMITTEES (ARTS & SCIENCE)
RAMJAS COLLEGE**

24th October, 2017

A joint meeting of the Timetable Committees of Arts & Commerce and Science was held on 24th October, 2017 at 12.30 pm.

Members present were:

Sanskrit	-
Hindi	Sushma Priyadarshini expressed her inability to attend
English	Vinita Chandra
Pol Sc	-
History	Pooja Thakur
Economics	Alok Dash
Philosophy	-
Maths	Nidhi Arora Dhingra
Statistics	Anita Bansal
Commerce	-
Physical Ed	-
Physics	GS Chilana
Botany	-
Zoology	Renu Gupta
Chemistry	Sonia Ratnani
BA Programme	
ASC Convener (Arts)	Mihir Pandey
ASC Convener (Sc)	-

The following decisions were taken:

1. GE classes for First Year students in Second Semester will be in the following slots:
Thursday 8.30
Friday 8.30
Saturday 8.30 and 9.30
Tuesday 12.30 Arts&Commerce Lecture
Tuesday 1.30 – 4.30 Arts&Commerce Tutorials
Tuesday 12.30 – 4.30 Science Practicals
2. GE classes for Second Year students in Fourth Semester
Tuesday 1.30
Wednesday 12.30 and 1.30
Thursday 1.30
Friday 12.30 Arts&Commerce Lecture
Friday 1.30 – 4.30 Arts&Commerce Tutorials
Friday 12.30 – 4.30 Science Practicals

No Honours classes should be fixed in Tutorial/Practical periods.

3. AECC Language (English, Hindi, Sanskrit) for Botany, Zoology, Chemistry A, Chemistry B, Physics A, Physics B, Life Sciences A, Life Sciences B will be held in the following slots:
 Thursday 9.30 & 10.30
 Friday 9.30 & 10.30
 AECC Language (English, Hindi, Sanskrit) for B Com Programme and B Com Honours A and B will be held in the following slots:
 Thursday 1.30 & 2.30
 Friday 1.30 & 2.30

4. AECC EVS for Physical Sciences A, Physical Sciences B, Physical Sciences C, Maths and Stats will be held in the following slots:
 Friday 9.30 & 10.30
 Saturday 12.30 & 1.30
 AECC EVS for BA Programme A and BA Programme B will be held in the following slots:
 Monday 2.30
 Tuesday 2.30
 Wednesday 2.30
 Thursday 2.30

5. AECC EVS
 Hindi Mon, Tues, Wed, Thurs 2.30

 English/Sanskrit/History/Economics/Political Sc/Music
 Mon 11.30&12.30
 Thurs 11.30&12.30

Rooms

1. The two rooms on the 6th Floor of the new building given by Science for BA Programme will be retained for BA Programme classes in the present semester as well.
2. Since Maths and Economics departments offer GE to three sections in both semesters, departments where all students take either of these GEs will provide one extra room. That is, Commerce will provide one room for Economics GE, and Physics and Chemistry will provide one room each for Maths GE.

INFRASTRUCTURE

1. Committee noted with concern that Administration is withdrawing/removing infrastructure without either consultation or information to either Timetable Committee or concerned department:

- a) Room number 10 has been taken over by Administration, furniture has been removed and lock has been put on door. This has adversely affected academic functioning as classes allotted in this room cannot be held. (Room chart attached)
 - b) Room 149 allotted as tutorial room to Maths department has been locked by Administration.
 - c) Room 21 which was being used as an Alumni room had been requested by Timetable Committee for tutorial room but request had been turned down. The room has now been converted to Placement Cell room which tutorial rooms are still in shortage.
 - d) Overhead Projectors from rooms 124 and 125, allotted History and Economics departments respectively, have been removed with any information to departments.
 - e) Roughly 50% of the computers and printers have been removed from the computer lab at the time of admissions and have not been returned yet, as of the end of the academic semester.
2. Requirement for infrastructure which has repeatedly brought to the notice of the Administration has not been fulfilled to date:
- a) Furniture in old class rooms and tutorial rooms needs to be replaced and is inadequate.
 - b) Furniture in new tutorial rooms has not been put in. The rooms are absolutely bare and unusable.
 - c) Current Computer Labs provide only 50% required slots for Physics, Chemistry, Botany, Zoology, Maths and Commerce. New Computer Labs need to be made functional from the coming semester.
 - d) Overhead Projectors need to be installed in rooms in new building.

Joint Committee of Science and Arts & Commerce Timetables strongly feels that Staff Council must take up issue of infrastructure on an urgent basis, otherwise the committees cannot function.

Timetable Committees recommend that College development fund charged from students in their fees should be utilised immediately for purchasing furniture for classrooms, tutorial rooms and labs.

TIMETABLE COMMITTEES (ARTS & COMMERCE)
RAMJAS COLLEGE

11th January, 2018

A meeting of the Timetable Committee of Arts and Commerce was held on 11th January, 2018 at 12.30 am in the Committee Room.

Members present were:

Sanskrit	-
Hindi	Sushma Priyadarshini
English	Vinita Chandra
Pol Sc	Kumar Rahul
History	Pooja Thakur
Economics	Alok Dash
Philosophy	Mausumi Bose
Commerce	-
Maths	Nidhi Arora Dhingra
Physical Ed	Arti Dhankar
BA Programme	-
ASC Arts	Mihir Pandey
ASC Science	-
Timetable Science	-

1. The issue of Commerce Timetable in charge having fixed a class in the room that is allotted to Economics GE for Commerce students in Central Timetable was raised by the Economics department. Committee resolved that Timetable Convener should write to Commerce Timetable in charge to remove clash of Commerce timetable with Central timetable.
2. The issue of Commerce Timetable in charge not having provided a room for AECC Hindi for students of B Com Honours and B Com Programme was raised by the Hindi department. Committee resolved that Timetable Convener should write to Commerce Timetable in charge to provide a classroom for the same.
3. The issue of Room number 10 being made unavailable as a classroom by the administration was taken up. Classes of departments of History, Philosophy, Sanskrit, Hindi and Political Science are suffering. It was decided to fix an appointment with the Principal to either make the room a classroom again or to provide an alternative room for those classes.
4. All departments reported that the tutorial rooms in the new building which had been allotted on temporary basis until new tutorial room are built had neither electricity nor furniture. Although tutorial classes have been allotted in those rooms, the rooms are not fit to be used. It was decided that the Principal should be asked for the rooms to be made ready for classes.
5. Economics and History departments reiterated that the overhead Projectors for their rooms had been removed. They asked for them to be returned. It was decided that the Principal should be asked to ensure that the projectors are returned to these rooms.

6. As the Statistics Lab in the new building is not ready yet, the allocation of department rooms and tutorial rooms in the old building to several departments is being unduly delayed. Once the Statistics Lab in the old building moves to the new building, Maths department will move into the vacated Statistics Lab, Economics department will move into vacated Maths department room, Philosophy department will move into vacated Economics department room, and the Philosophy department room will be used as a tutorial room by the Political Science department. It was decided that the Principal should be asked to make the Statistics Lab in the new building available on an urgent basis.
7. Philosophy department informed that it will offer only one GE each for 2nd and 4th semesters, and will not be offering a separate GE for Music Honours.