

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2024/020

May 06, 2024

Notification

The University will be observing the slot based Time-Table (copy enclosed) as per the schedule mentioned below, with immediate effect.

Commencement of Classes	8:35 AM
Conclusion of Classes	4:40 PM
Arrival of Buses at University Campus	8:20 AM
Departure of Buses from University Campus	4:55 PM

The Deans and Dy. Registrars/ / OSDs / Asst. Registrars of Schools are requested to ensure that the classrooms and laboratories are opened at least 15 minutes before the commencement of classes

The Dy. Registrar (Estate) is requested to issue necessary instructions to the Transport department to ensure the timely arrival and departure of buses.

This bears the approval of the Competent Authority.


(Vivek Kumar Gupta)
Registrar
S.P. NARAYAN

Encls: As above

To

- All Faculty, Staff & Students
- All Deans of Schools
- Dy. Registrar (Estate)

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- All Deans
- Controller of Examinations/ Finance Officer/ Chief Proctor/ Librarian
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file

Slot based Time-Table

Theory Hours		08:35AM	09:30AM	10:25AM	11.20AM	12:15 PM	01:10PM	2:05PM	3:00PM	3:50PM
		09:25AM	10:20AM	11:15AM	12:10PM	01:05 PM	02:00PM	2:55PM	3:50PM	4:40PM
							Lunch			
MON	Theory	A1	C1	F11	E11	ES1	A2	C2	F21	E21
	Lab	L1	L2	L3	L4	L21	L22	L23	L24	L49
TUE	Theory	B1	E12	D1	C1	ES2	B2	E22	D2	C2
	Lab	L5	L6	L7	L8	L25	L26	L27	L28	L50
WED	Theory	C1	B1	F12	E13	ES3	C2	B2	F22	E23
	Lab	L9	L10	L11	L12	L29	L30	L31	L32	L51
THU	Theory	D1	A1	G11	G12	ES4	D2	A2	G21	G22
	Lab	L13	L14	L15	L16	L33	L34	L35	L36	L52
FRI	Theory	F13	D1	A1	B1	ES5	F23	D2		B2
	Lab	L17	L18	L19	L20	L37	L38	L39	L40	L53
SAT	Theory	H11	H12	H13	H14	ES6	H21	H22	H23	H24
	Lab	L41	L42	L43	L44	L45	L46	L47	L48	L54

1. A slot is defined as the predefined hour(s) in the weekly time grid which is represented by a symbol.
2. Lecture Slots (it can be used to schedule lecture and tutorial classes only).
3. 3 hr. lecture slots:(24hrs.) Pre-lunch session (12hrs): A1,B1,C1,D1 and post lunch session (12 hrs.): A2,B2,C2and D2
4. 1 hr. lecture slots:(16hrs) Pre-lunch session (08hrs.):E11,E12,E13,F11,F12,F13,G11,G12 and post lunch session:(08 hrs.),E21,E22,E23, F21,F22,F23,G21,G22
5. 1 hr. lecture-hour for lunch:(06 hrs.) ES1,ES2,ES3,ES4,ES5,ES6,(these can optionally be used to schedule lecture classes)
6. 1 hr. lecture-hour slots on Sat :(08 hrs.) Pre-lunch session (4hrs) H11,H12,H13,H14and post lunch session (4 hrs.):H21,H22,H23,H24,
7. Combination of two of more lectures slots can be used to fulfill the weekly requirement of any amount of hours for a course
8. For example: If a theory needs four hours in a week we can use A1+F11 and for five hours in a week we can use B1+F13+G11
9. Lab Slots (can be used to schedule laboratory/studio/other practice-based classes (cannot be used to schedule lecture and tutorial classes)
10. 01 hr. lab slots: L1 to L40 (A lab/practical/studio class of any hours can be scheduled by choosing number of single lab slots)
 - a. Easy to handle the symbols and to remember as well
 - b. Uniform pattern of time table across university to provide synchronization across the programs for activity and classes.
 - c. It facilitates easy implementation in ERP for automation in making time table
 - d. Conflict-less time table for room and faculty members on during implementation
 - e. Easy to see the time table status of rooms, faculty and students
 - f. It will facilitate to implement slot based examination which will reduce number of days of examination (Future Plan)
 - g. It will avoid making back-to-back lecture classes on the same day for the same course.
 - h. Facilitates to implement classes for common courses across the disciplines for large groups.
 - i. It will optimize room utilization and free hours can be easily detected to schedule other courses and it will be visible to all schools.
 - j. Since slots are predefined with specific pattern, the unused slots will be effectively used.
 - k. Helps easy implementation of electives/open elective/CBCS/Specialization with minors.
 - l. Flexible lunch time from 4thto 5thperiod (11:20 AM to 01:05 PM) based on requirements of schools.
 - m. Lecture can be scheduled in pre-lunch session and lab in the post-lunch session/semester for a section and vice-versa for another section/semester to optimize the room utilization.



Note:

1. School wise fixing two continuous 1 hr. slots either (G11+G12) or (G21+G22) for engagement of all faculty and students of school/department for mentoring, PBL-RBL discussion with supervisor, expert lecture, webinar etc. irrespective of programs running in that school.
2. For Open Electives Slots:
 - a. For 3 Credits Open Electives: A2 Slot
 - b. For 2 Credits Open Electives: F11+ E11 Slots
 - c. For 4 Credits Open Electives: (F11+ E11) and (F22+E23) Slots

Prigun
03/05/2024

Asso. Dean Academic Affairs (LMS)

Pallab
3/5/2024

Asso. Dean Academic Affairs

Associate Dean (Academic Affairs)
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[Signature]
03/05/24