



(ESTD.: June 1986)

Goa Vidya Prasarak Mandal's

# Gopal Govind Poy Raiturcar College of Commerce and Economics

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Date: 11/01/2023

## STAFF NOTICE

### TIME TABLE ADJUSTMENT COMMITTEE

A Committee of the following staff members is re-constituted to look after the adjustment of Time Table for all the classes of B.Com. for the academic year 2022 -2023 (Semester II, IV and VI).

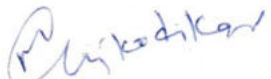
- a) Dr. P. N. Maske – Monday and Saturday.
- b) Mrs. Latha Bhat – Tuesday and Wednesday.
- c) Mrs. Ana Falleiro – Thursday and Friday.

The functions of the Committee are as follows:

- a) Adjust the time table when the teachers are on leave and ensure that the classes are conducted as per adjusted Time Table.
- b) Prepare & display the adjusted Time Table on the staff Notice Board. (as per the format).
- c) If any member of the Committee is on leave on the day which is allotted to him, then he / she should inform any other member of the Committee to adjust the time table on his / her behalf.

**Note:** While adjusting the time table, preference should be given to Core Papers / Compulsory papers. This is because, for Elective papers adjustment may not be possible and students opted for a particular Elective may remain free.

The Committee will have to look after adjustment of Time Table w.e.f. Monday, 15<sup>th</sup> January 2023 onwards till further changes if any.

  
Dr. M. M. Chikodikar  
Offg. Principal

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