



(ESTD.: June 1986)

Goa Vidyaprasarak Mandal's

# Gopal Govind Poy Raiturcar College of Commerce and Economics

Post Box No. 102, Farmagudi, Ponda - Goa 403 401.

Phone : 0832-2335875, 2335868, Mob. No.: 8767916417

E-mail : gvmcce@yahoo.in web-site : www.gvmcommercecollege.ac.in

Library : gvmcommercecollege.ac.in/library

Date: 10/01/2024

## STAFF NOTICE

### TIME TABLE ADJUSTMENT COMMITTEE

A Committee of the following staff members is constituted to look after the adjustment of Time Table for all the classes of B.Com. for the academic year 2023 - 2024 (Semester II, IV and VI).

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

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 Compulsory papers. This is because, for Elective/optional papers adjustment may not be possible and students opted for a particular Elective/optional may remain free.

The Committee will have to look after adjustment of Time Table w.e.f. Thursday, 11<sup>th</sup> January 2024 onwards till further changes if any.

Prof. Teotone Vaz  
PRINCIPAL

sn/-

