



**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**

Estd : 1980  
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**Standard Operating Procedure (Sop)**

**Time Table Committee**

- Submission of Workload Of Individual Faculty And Department By Head Of Departments
- Preparation of Working Time Table For Online Lectures By Consulting HODS
- Submission of Final Time Table By All Coordinators To The Chairperson Of Time Table Committee
- Preparation of Final Time Table For Aided Section.
- Submission of Final Table To The Principal For Signature And Common Seal
- Upload the Final Time Table On Website
- Send Individual Time Tables To Departments And Individual Faculty
- Implementation And Follow-Up

  
PRINCIPAL