



University of Science & Technology Meghalaya

Schedule for IT Awareness Classes

Academic Session: 2022-2023 (Even Semester)

SL. No.	Department	Monthly Schedule		Batches	Name of Faculty
		Day	Time		
1	Chemistry	4 th Friday	3:00-4:00pm	BSC 2 nd , BSC 4 th , BSC 6 th & MSC 2 nd & MSC 4 th	Dr. Manashee Kalita 9954407601
2	Rural Development	4 th Thursday	09:00-10:00am	MRD 2 nd , MRD 4 th	Mr. Abdul Kayum Ali 7086691019
3	PQSE	1 st Friday	1:00-2:00pm	B.ED 2 nd (A) & (B), B.ED 4 th (A) & (B), MAE 2 nd , MAE 4 th , BPY 2 nd , 4 th & 6 th	Dr. Manashee Kalita 9954407601
4	Earth science	4 th Friday	10:00-11:00am	MEV 2 nd & MEV 4 th	Dr. Bhairab Sarma 9612524872
5	Sociology	2 nd Saturday	1:00-2:00pm	BSO 2 nd , BSO 4 th , BSO 6 th , MSO 2 nd , MSO 4 th	Mr. Abdul Kayum Ali 7086691019
6	Business Administration	3 rd Wednesday	2:00-3:00pm	MBA 4 th A & B, BBA 4 th	Dr. Manashee Kalita 9954407601
7	Physics	1 st Tuesday	3:00-4:00pm	BSP 2 nd , BSP 4 th , BSP 6 th , MSP 2 nd	Dr. Rashel Sarkar 8660229357
8	Social work	4 th Thursday 4 th Saturday	3:00-4:00pm	BSW 2 nd , BSW 4 th , BSW 6 th , MSW 2 nd	Mr. Debabrat Bharali (Saturday Only) 9401128089
9	Mathematics	1 st Saturday	2:00-3:00pm	MSM 2 nd , MSM 4 th	Mr. Debabrat Bharali 9401128089
10	Pharmacy	3 rd Tuesday	2:00-3:00pm	BPH 6 th	Mr. Abdul Kayum Ali 7086691019
11	Physiotherapy BMLT	2 nd Friday 4 th Friday	3:00-4:00pm 10:00-11:00am	BPT 2 nd , BPT 4 th , BPT 6 th , BPT 8 th BMLT 4 th	Dr. Manashee Kalita 9954407601
12	Commerce	4 th Tuesday	11:00-12:00am	BCM 6 th & MCM 2 nd , MCM 4 th MCM 6 th	Mr. Abdul Kayum Ali 7086691019
13	Applied Biology	3 rd Friday	2:00-3:00pm	BBT 2 nd , BBT 4 th , BBT 6 th , BMB 2 nd , BMB 4 th , BMB 6 th , MBT 2 nd , MBT 4 th , MMB 2 nd , MMB 4 th	Dr. Manashee Kalita 9954407601
14	Economics	1 st Monday	2:00-3:00pm	MEC 2 nd , MEC 4 th	Dr. Rashel Sarkar 8660229357
15	Botany	4 th Saturday	1:00-2:00pm	BSB 4 th , BSB 6 th & MSB 2 nd	Mr. Debabrat Bharali 9401128089
16	English	4 th Monday	3:00-4:00pm	BEN 2 nd , BEN 4 th , BEN 6 th	Dr. Atowar Ul Islam 7002502437
17	Zoology	3 rd Thursday	1:00-2:00pm	BSZ 6 th , MSZ 4 th (A) & (B)	Dr. Velumani P.S. 9419117863
18	Library and Information science	2 nd Thursday	1:00-2:00pm	MLS 2 nd & MLS 4 th	Dr. Kanak Ch. Bora 8638344437
19	USLR	1 st Saturday	3:00-4:00pm	BALLB 2 nd , BALLB 4 th , BALLB 6 th , BALLB 8 th , BALLB 10 th , LLB 2 nd , LLB 4 th & LLB 6 th	Mr. Debabrat Bharali 9401128089
20	GARO	3 rd Monday	3:00-4:00pm	MA Garo 2 nd	Dr. Rashel Sarkar 8660229357
21	Khasi		3:00-4:00pm	MKH 2 nd & MKH 4 th	

Registrar
University of Science & Technology,
Meghalaya





Draft Timetable for the Session 2022-23 (Even Semester)

All the HoDs are hereby requested to submit the soft copy of the draft timetable for Senior Batches (both UG & PG) as well as the faculty-wise weekly class workload & the Lesson Plan for the upcoming Academic Session 2022-23 (Even Semester) on or before 23rd December, 2022 to ustmdirectoruc@gmail.com with copies to both Registrar & Academic Registrar USTM.

Also, please direct your concerned department faculty members to maintain students' attendance records from the very first day of the commencement of the classes in **Chalk Board** (student attendance management system).

The draft timetable should be prepared keeping in view the following points:

- 1) Classes to be allotted from 9 am to 4 pm according to the enclosed format
- 2) Classes to be allotted uniformly and not more than 2 classes at a stretch for one particular faculty.
- 3) One Experienced faculty must be allotted for each Batch
- 4) Soft skills, Communication Skills, Yoga & wellness, IT awareness, & Career counseling sessions should be included in the timetable
- 5) Library/Tutorial/Seminar/GD classes should be included in the timetable; preferably in the 3 pm-4 pm time-slots.
- 6) Lesson Plan to be prepared for each course and followed accordingly
- 7) If any further changes required in the timetable, prior information need to be given to the undersigned.

Copy to:

1. PS to the Chancellor for kind information of Hon'ble Chancellor
2. PA to the Vice Chancellor for kind information of Hon'ble Vice Chancellor
3. Pro Vice Chancellor
4. Registrar
5. Controller of Examination & Admissions
6. Academic Registrar
7. All Deans
8. Director, IQAC
9. All HODs-for doing the needful
10. Office File

Sd/-
Director, University Classes

