Order No. CVV/RO/OO/026/0106/2025 **Date: 08 June 2026**

OFFICE ORDER
Office of the Registrar

Subject: Constitution of Standing Committee for Academic Timetable Preparation

With a view to ensuring smooth academic functioning, optimal resource allocation, and the timely preparation of the Academic Timetable, the Competent Authority is pleased to constitute the following Standing Committee with immediate effect.

Sl. No.	Role	Name	Designation
1	Chairperson	Dr. Abha Mohan	Associate Dean – Academic Affairs (UG & PG Programmes)
2	Co-Chairperson	Dr. Praveen K M	Assistant Dean – Research and Development
3	Members	Dr. Bindusree A R	Associate Dean - HASSM
4		Dr. Anand H S	Associate Dean - STEM
5		Mr. Lal K R	Director - IT Services
6		Dr. Vidya Gopal T V	Assistant Dean - Entrepreneurial Learning
7		Mr. Bhavesh B	Chief Operating Officer
8		Dr. Susan Varghese	Assistant Professor - (Director Student Affairs – nominee)
9		Mr. Ravindran V	Campus Administrator - Pragna Pratishthanam
10	Member Secretary	Ms. Vidya Rani	Assistant Registrar - Academics

Terms of Reference

1. To prepare the academic timetable for the upcoming semester/year.
2. To coordinate with all departments to ensure that there are no conflicts in faculty scheduling.
3. To submit the finalized timetable to the competent authority for approval.

This is issued with the approval of the competent authority.

// By Order //

Dr. P Rajendran
Registrar i/c

REGISTRAR
Chinmaya Vishwa Vidyapeeth
Deemed to be University Under the Section 3 of UGC Act 1956
Ernakulam - 682 313 Kerala

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