

TEAM MEMBERS

- Swapnil Gujarathi – MECHANICAL DEPARTMENT
- Renjit Varghese – BASIC SCIENCES & HUMANITIES
- Priya Kaul- COMPUTER ENGINEERING
- Vaishali K – INFORMATION TECHNOLOGY
- Jithin Isaac –EXTC DEPARTMENT (**Convener**)



DON BOSCO INSTITUTE OF TECHNOLOGY
TIMETABLE COMMITTEE

OBJECTIVES

- To prepare and deliver the Timetable of each department in a time bound & systematic manner.
- Ensuring effective management & distribution of the academic load amongst the faculties of all the departments.



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ACTION PLAN

1. Getting acquainted & Mastering the Timetable Software
2. Timetable making process to start by *End of October for Even Semester & End of May for Odd semester*
3. Obtaining the Teaching & Practical load distribution from the Heads of Departments towards the end of the semester for preparing the Timetable for the next semester
4. Lab-wise allocation of subjects; Looking into the software & hardware requirement of each laboratory session



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ACTION PLAN

5. Ensuring elimination of clashes in the availability of laboratories
6. Submitting the Timetables to each faculty member ONE week prior to start of Semester
7. Mailing the soft copies to all the Staff members & Hard copy of the final revision to the Director & Principal
8. Allowing for maximum of 1-2 revisions after the first copy for unforeseen circumstances



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BUDGET

- Budget required: NIL
- aSc Timetables- Licensed software already bought by the college



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