Don Bosco Institute of Technology
Kurla (West), Mumbai

Timetable Committee - (2019-2020)

Committee Members:

1. Swapnil Gujarathi (Mechanical - Convenor)
2. Jithin Issac (EXTC)
3. Mayura G. (Computer Engg.)
4. Vaishali K. (Information Technology)
5. Satyanarayan N. (Basic Science & Humanities)

Objectives of the Committee:

- To prepare the academic timetable for the department as per the scheme provided by the Mumbai university.
- Provide the timetable to students, faculty at least a week before the commencement of the academics of a semester

Action Plan:

- Receive the final teaching load distribution from head of the department as well as from other departments for interdisciplinary subjects if any
- Prepare the timetable with due consideration to all the constraints by coordinating with the members of timetable committee while working on the common file of the timetable software
- Get the approval from head of the department and amend changes suggested if any
- Display the class timetable / Classroom timetable for students/faculty on the notice boards of the department as well as in the respective classroom. Ensure presence of the timetable on the website of the department too.
- Display the class-timetable in the Faculty room, Lab timetable in respective laboratory. Share the final timetable to faculty, Dean academics and Principal by E-mail.
- Follow similar steps for further revisions in the timetable on weekly basis if needed at department level

Budget required: NIL

aSc Timetables- Licensed software already bought by the college