



St. Philomena's College (Autonomous)

Autonomous College of the University of Mysore

Reaccredited by NAAC with 'B++' Grade

Post Box No. 30, Bannimantap, Mysore-570 015.

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TIMETABLE COMMITTEE 2025 - 26

Sl. No.	Name	Designation	Role
1	Ms. Shruthi Menezes	Asst. Prof. UG Dept. of Mathematics	Coordinator
2	Dr. Poornima AP	Asst. Prof. Dept. of Hindi	Member
3	Dr Sowmya P	Assistant Prof. Dept. of Sociology	Member
4	Ms. Arshiya Khanum	Assistant Prof. Dept. of BBA	Member
5	Mr. Johnson Arulraj	Assistant Prof. UG Dept. of English	Member
6	Ms. Neena P K	Assistant Prof. Dept. of Zoology	Member
7	Ms. Archana A	Assistant Prof. UG Dept. of Computer Science	Member
8	Ms. Syeda Masarath	Assistant Prof. UG Dept. of Computer Science	Member
9	Ms. Amreen Kousar	Assistant Prof. UG Dept. of Commerce	Member
10	Mr. Eliezer Vishwas	Assistant Prof. Dept. of Physics	Member
11	Dr. Sandesh D'Souza	Assistant Prof. UG Dept. of Commerce	Member
12	Mrs. Supritha R	Asst. Prof. UG Dept. of Commerce	Member
13	Ms. Evelyn Christy	Asst. Prof. Dept. of French	Member
13	Ms Suhana Kulsum	Asst. Prof. BBA-TH Dept.	Member

OBJECTIVE:

To ensure the smooth and efficient management of classes by preparing a timetable which takes care of the academic programmes throughout the semester for the academic year 2025-26..

1. Frequency of Committee Meetings: The committee to meet based on requirement. The Minutes of the Meeting need to be recorded.

TURN OVER

2. **RESPONSIBILITIES AND FUNCTIONS:**

a. **TIMETABLE PREPARATION:**

Prepare the theory and practical timetables at the beginning of every semester with the active involvement of the committee members and Heads of respective department.

b. **INFRASTRUCTURE ALLOCATION:**

Assign common resources such as classrooms, labs, and tutorial rooms which are shared.

c. **TEACHING WORKLOAD TIMETABLE:**

Collect individual faculty's teaching workload timetables from the Head of Department (HOD).

Submit one signed copy of each faculty and lab timetable to the HOD, Principal, and the concerned faculty. The original set shall be retained with the timetable committee.

d. **COMMITTEE FILE MAINTENANCE:**

Maintain a timetable committee file with all relevant documents and records.

e. **FINAL SUBMISSION:**

Submit the final copy of the timetable to the Principal by 15th July 2025.

Principal 09.06.25
Principal

St. Philomena's College (Autonomous)
Bannimantap, Mysore-570 015

Rector

Rector / Manager
St. Philomena's College
(Autonomous)

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