



Dated: June 20, 2025

Time Table Committee Minutes of Meeting


A meeting of the Time Table Committee of Science Stream was convened on June 20, 2025 at 10:40 A.M in Room No C1 to initiate preparations for the academic timetable for the 2025–26 session. The primary aim of the meeting was to establish a structured plan for designing a well-organized timetable, ensuring that it is finalized and displayed on the college notice board well ahead of the new academic year.

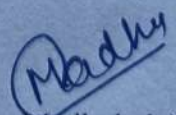
It was unanimously decided that each Head of Department (HOD) must submit their detailed departmental workload by **June 20, 2025**, to enable proper allocation of teaching hours and classroom resources.

Members also emphasized the significance of maintaining coordination among departments to avoid timetable clashes and to ensure that faculty workload is evenly distributed. The need to consider laboratory availability, shared resources, and practical session scheduling was also discussed.

Finally, the committee reaffirmed its commitment to developing a timetable that supports smooth academic functioning, promotes effective teaching-learning practices, and meets the needs of both faculty and students.

Members Present:


(Dr. Sapna Sharma)


(Dr. Madhubala)


Sr. Rosily
Officiating Principal
St. Bede's College
Shimla - 171 002