



ANAND INSTITUTE OF HIGHER TECHNOLOGY
Kazhipattur, Chennai 603103

Ref: AIHT/AY2019-20/AC/CO-1

DATE: 03.06.2019

ACADEMIC CALENDAR COMMITTEE

CONVENING ORDER

The academic administration is decentralized and the undersigned is pleased to constitute the following members for the academic calendar committee for the timely scheduling and advance action in convening of the Departmental Promotion Committee meeting in terms of the academic calendar.

S.NO	Name of the faculty	Designation
1	Dr.K.Diwakar	Chairperson
2	Mr. V.V.Rajasegharan	Convener
3	Mrs.K.Amsavalli	Member
4	Mr. A.S. Balaji	Member
5	Mrs.P.Aruna	Member
6	Dr.M.Sumithra Devi	Member
7	Dr.D.. Yuvaraj	Member
8	Dr.S.Bharathi Vasu	Member
9	Mrs.M. Vidhyalakshmi	Member
10	Mrs J. Anitha	Member
11	Mrs. K.Lakshmi	Member

Frequency of the Meeting: Meetings are held on starting of every academic year.

Functions and responsibilities:

1. To collect the details regarding the schedule of the classes and timings in the timetable
2. To interact with the tentative dates of all the events in the various departments.
3. To coordinate with the departments in conduction of Add on and certificate courses.
4. To schedule the major annual celebration days with the consent of HODs and the Principal.
5. To prepare the master timetable for the proper coordination and functioning of the academic activities.


Convener


Principal

Cc to: All the committee members



ANAND INSTITUTE OF HIGHER TECHNOLOGY
Kazhipattur, Chennai 603103

Ref:AIHT/AY2019-20/AC/C-1

DATE:15.06.2019

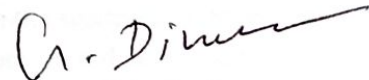
CIRCULAR

All the members of the Academic calendar committee are hereby informed that the first meeting of the Academic calendar committee for the academic year 2019-20 will be held on 19th June 2019 at 10:30 AM at the Conference Room. In this connection all the members are requested to attend the meeting without fail.

Agenda:

1. Details of the department wise tentative Workshops, Guest lectures and Seminar.
2. Details of the department wise tentative plan for Industrial visits, Extracurricular and social activities.
3. Details of the tentative plan for annual function and festivals.
4. Implementation of time schedules of Certificate and Addon Courses for Academic Year 2019- 20
5. Discussion about internal and external assessment and schedules.
6. Plan for Class committee meeting on regular basis for the benefit of the students
7. Plan for career Training and Placement activities.
8. Research and Entrepreneurship activity planning.


Convener


Principal

Cc to: All the committee members



ANAND INSTITUTE OF HIGHER TECHNOLOGY
Kazhipattur, Chennai 603103

DATE:19.06.2019

Ref: AIHT/AY/2019-2020/AC/MOM-1

MINUTES OF ACADEMIC CALENDAR COMMITTEE AY 2019-20

Date of the Meeting: 19.06.2019

Venue: Conference Room, A-Block.

Duration: 10:30 AM to 12:10PM

The first meeting of the Academic calendar committee for the academic year 2019-20 was held on 19th June 2019 at 10:30 AM at the Conference Room under the chairpersonship of the Principal with the following agenda:

1. Details of the department wise tentative Workshops, Guest lectures and Seminar.
2. Details of the department wise tentative plan for Industrial visits, Extracurricular and social activities.
3. Details of the tentative plan for annual function and festivals.
4. Implementation of time schedules of Certificate and AddOn Courses for Academic Year 2019- 20.
5. Discussion about internal and external assessment and schedules.
6. Plan for career Training and Placement activities.
7. Research and Entrepreneurship activity planning.

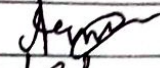
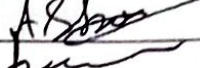
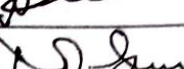
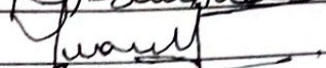
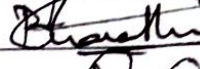

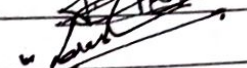
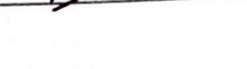
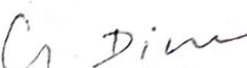
The meeting of academic calendar Committee commenced with the welcome note by the Convener, Mr. V.V.Rajasegharanto all the members present. The Convener demonstrated the agenda along with the reviews of the previous academic year and requested the Chairperson, Dr.K.Diwakarto throw light on the issues.

The Principal extended a warm welcome to everybody and the discussion started. The discussions involved the issues, time plan and the resolutions were made.

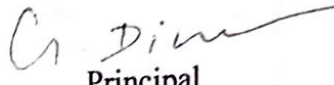
MINUTES AND RESOLUTIONS:

S:NO	Description	Discussions & Decisions
1	Details of the department wise tentative Workshops, Guest lectures and Seminar	<ul style="list-style-type: none"> ➤ Analyzing the outcomes of the seminar, including the response of the attendees and their feedback, a fresh perspective plan is prepared on a regular basis by all the departments to conducted workshops, guest lectures and seminars. ➤ Faculty members shared their insights and thoughts on topics that can be included for the seminars, workshops and guest lectures.
2	Details of the department wise tentative plan for Industrial visits, Extracurricular and social activities.	<ul style="list-style-type: none"> ➤ One Industrial visit was planned for every class per semester to demonstrate experiential learning. ➤ Departments proposed a number of events to strive for student engagement in extracurricular activity which is considered for overall development of the student.
3	Details of the tentative plan for annual function and festivals.	<ul style="list-style-type: none"> ➤ The tentative dates for the College day, Graduation day, Freshers day, Farewell day etc has been discussed to incorporate in the academic calendar.
4	Implementation of time schedules of Certificate and AddOn Courses for Academic Year 2019- 20.	<ul style="list-style-type: none"> ➤ In order to gauge the value of the students, the departments have planned to conduct relevant Add on courses and certificate courses which can really help you stand out. ➤ Numbers of courses were planned per semester in order to meet the trending requirements of the organizations.
5	Discussion about internal and external assessment and schedules.	<ul style="list-style-type: none"> ➤ A test per week is scheduled for every classes. ➤ The internal and external examinations will be conducted according to the Schedule plan given by Anna University, Chennai
6	Plan for Career Training and Placement activities.	<ul style="list-style-type: none"> ➤ The placement cell has planned to arrange training programmes like Mock Interviews, Group Discussions, and Communication Skills Workshop etc. ➤ It has also scheduled a Soft skill training program for the students who are interested to join Government Sectors. ➤ It has also planned to invite HR Managers from different industries to conduct training programmes for final year students.
7	Research and Entrepreneurship activity planning.	<ul style="list-style-type: none"> ➤ Number of research activities like conferences & seminars were planned to support science and technology-driven entrepreneurial initiatives and making it easier for budding researchers to transform themselves into successful entrepreneurs.

The following faculty members attended the meeting.

S.NO	Name of the faculty	Signature
1	Mrs.K.Amsavalli	
2	Mr. A.S. Balaji	
3	Mrs.P. Aruna	
4	Dr.M.Sumithra Devi	
5	Dr.D.Yuvaraj	
6	Dr.S.Bharathi Vasu	
7	Mrs.M.Vidhyalakshmi	
8	Mrs J. Anitha	
9	Mrs. K.Lakshmi	


Convener:


Principal

Cc to: The Secretary
HODs
All the Committee members