



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR – 603 103**

**ACADEMIC YEAR 2020 – 2021**

**Circular for Even Semester**

**No: AIHT/CC/2020-2021/C2**

**Date:10.02.2021**

This is to inform you that, all committee members of Timetable committee are requested to attend in online on 12.02.2021 at 10.00 AM.

**AGENDA**

1. Day and Time schedule
2. Period allocation
3. Overall and Individual Timetable
4. Verifying the content by all department HOD's



**Principal**

**Copy submitted to:**

1. The chairman
2. The Director

**Copy to:**

1. Principal
2. All HOD's
3. Timetable Coordinator
4. Office



# ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR - 603 103

## TIME TABLE COMMITTEE MEETING ATTENDANCE

Date: 12.02.2021

S.NO	TIME TABLE INCHARGE	SIGNATURE
1	Dr.P.Suresh Mohan Kumar - Chairman	
2	Dr. K. Karnavel - Coordinator	
3	Mrs. P. Aruna - Member	
4	Mrs. Sakunthala - Member	
5	Mr. N. R. Anand - Member	
6	Mrs. Kayalvizhi - Member	
7	Mr. P.Murali - Member	
8	Mrs. M. Shobana - Member	
9	Mrs. Kayalvizhi - Member	



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR – 603 103**

**MINUTES OF THE TIME TABLE COMMITTEE MEETING**

**Date: 12.02.2021**

The Time table committee meeting is held on 12.02.2021 through online at 10.00 AM.

**Members Present:**

S.NO	TIME TABLE INCHARGE
1	Dr.P.Suresh Mohan Kumar - Chairman
2	Dr. K. Karnavel - Coordinator
3	Mrs. P. Aruna - Member
4	Mrs. Sakunthala - Member
5	Mr. N. R. Anand - Member
6	Mrs. Kayalvizhi - Member
7	Mr. P.Murali - Member
8	Mrs. M. Shobana - Member
9	Mrs. Kayalvizhi - Member

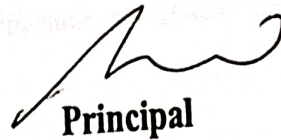
**Discussed Points:**

1. Day schedule and Time: All the time table incharges are requested to prepare timetable for the odd semester.
2. The day schedule should contain total 8 hours a day. Timing details are mentioned below:
  - 1<sup>st</sup> hour – 8.30 am to 9.20 am
  - 2<sup>nd</sup> hour – 9.20 am to 10.10 am
  - Break – 10.10 am to 10.20 am
  - 3<sup>rd</sup> hour – 10.20 am to 11.10 am
  - 4<sup>th</sup> hour – 11.10 am to 12.00 pm
  - Lunch – 12.00 pm to 12.40 pm
  - 5<sup>th</sup> hour – 12.40 pm to 1.20 pm
  - 6<sup>th</sup> hour – 1.20 pm to 2.05 pm
  - 7<sup>th</sup> hour – 2.05 pm to 2.50 pm
  - 8<sup>th</sup> hour – 2.50 pm to 3.35 pm
3. They are informed to frame the period allocation time table and were given instructions to follow
  - Continuous allocation of same subject for two hours should be avoided.

- Time table in-charge should allocate maximum 3 theory sessions and 1 practical session for an individual per day.
  - For 4 credit subjects should be allotted 6 hours per week.
  - For 3 credit subjects maximum 5 hours per week will be allotted.
4. The time table in-charges is informed to prepare on overall time table for the odd semester and also individual faculty members.

After preparation of the above contents in timetable the departments head have to verify and forward that to the principal before reopening of the odd semester.

  
Coordinator

  
Principal



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR – 603 103**

**ACADEMIC YEAR 2020 – 2021**

**Circular for Odd Semester**

**No: AIHT/CC/2020-2021/C1**

**Date: 20.09.2020**

This is to inform you that, all committee members of Timetable committee are requested to attend in online on 23.09.2020 at 11.00 AM.

**AGENDA**

1. Day and Time schedule
2. Period allocation
3. Overall and Individual Timetable



**Principal**

**Copy submitted to:**

1. The chairman
2. The Director

**Copy to:**

1. Principal
2. All HOD's
3. Timetable Coordinator
4. Office



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR - 603 103**

**TIME TABLE COMMITTEE MEETING ATTENDANCE**

**Date: 23.09.2020**

S.NO	TIME TABLE INCHARGE	SIGNATURE
1	Dr.P.Suresh Mohan Kumar - Chairman	
2	Dr. K. Karnavel - Coordinator	
3	Mrs. P. Aruna - Member	
4	Mrs. Sakunthala - Member	
5	Mr. N. R. Anand - Member	
6	Mrs. Kayalvizhi - Member	
7	Mr. P.Murali - Member	
8	Mrs. M. Shobana - Member	
9	Mrs. Kayalvizhi - Member	



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR - 603 103**

**MINUTES OF THE TIME TABLE COMMITTEE MEETING**

**Date: 23.09.2020**

The Time table committee meeting is held on 23.09.2020 through online at 11. 00 AM.

**Members Present:**

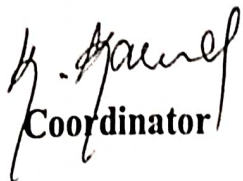
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Coordinator

  
Principal