



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103

ACADEMIC YEAR 2021 – 2022

Circular for Even Semester

No: AIHT/CC/2021-2022/C2

Date: 10.03.2022

This is to inform you that, all committee members of Timetable committee are requested to assemble in mini auditorium on 14.03.2022 at 11.00 AM to attend the meeting with Principal.

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: 14.03.2022

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



ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR – 603 103

MINUTES OF THE TIME TABLE COMMITTEE MEETING

Date: 14.03.2022

The Time table committee meeting is held on 14.03.2022 in the mini auditorium of Anand Institute of Higher Technology at 11. AM.

Members Present:

S.NO	TIME TABLE INCHARGE
1	Dr.P.Suresh Mohan Kumar - Chairman
2	Dr.D.Vijaya Ganapathy - 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

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:
 - 1st hour – 8.30 am to 9.20 am
 - 2nd hour – 9.20 am to 10.10 am
 - Break – 10.10 am to 10.20 am
 - 3rd hour – 10.20 am to 11.10 am
 - 4th hour – 11.10 am to 12.00 pm
 - Lunch – 12.00 pm to 12.40 pm
 - 5th hour – 12.40 pm to 1.20 pm
 - 6th hour – 1.20 pm to 2.05 pm
 - 7th hour – 2.05 pm to 2.50 pm
 - 8th 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.

D. Vijaya Ganapathy
Coordinator


Principal



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103

ACADEMIC YEAR 2021 – 2022

Circular for Odd Semester

No: AIHT/CC/2021-2022/C1

Date: 01.11.2021

This is to inform you that, all committee members of Timetable committee are requested to assemble in mini auditorium on 03.11.2021 at 11.00 AM to attend the meeting with Principal.

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: 03.11.2021

S.NO	TIME TABLE INCHARGE	SIGNATURE
1	Dr.P.Suresh Mohan Kumar - Chairman	
2	Dr.D.Vijaya Ganapathy - 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	

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D. Vijaya Ganpaty
Coordinator


Principal



ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR – 603 103

MINUTES OF THE TIME TABLE COMMITTEE MEETING

Date: 03.11.2021

The Time table committee meeting is held on 03.11.2021 in the mini auditorium of Anand Institute of Higher Technology at 11. AM.

Members Present:

S.NO	TIME TABLE INCHARGE
1	Dr.P.Suresh Mohan Kumar - Chairman
2	Dr.D.Vijaya Ganapathy - Coordinator
3	Mrs. P. Aruna - Member
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