



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
COIMBATORE-641048

<b>From</b> Dr.P.Jayasubramanian The Co-Ordinator Time Table Committee	<b>Through</b> Dr.S.Saravanan Dean - Administration	<b>To</b> Prof.Dr.V.Rajendran Principal
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**CIRCULAR**

**29/05/2018**

**TIMETABLE COMMITTEE**

It is proposed to conduct Timetable committee meeting for the current academic year 2018-2019 (ODD Semester) on 29 May, 2018 at 2.00 p.m. at library Hall. The Committee members are requested to attend the meeting.

**Agenda**

1. Allocation of Advanced Tamil, Basic Tamil and NMEC hours
2. Verification of Workload for Individual staff Members
3. Verification (or) Allocation of Placement /Lab hours
4. Any other matters.

  
Dr.P.Jayasubramanian  
Co-Ordinator



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**MINUTES OF THE MEETING**

The timetable committee meeting was held on 29.05.2018 at 2.00 pm in Library Hall.

Meeting Chair: **Prof. Dr. V.Rajendran**, Principal

**The following members were present:**

1. Dr. S. Saravanan, Dean Administration
2. Dr. P. Jayasubramanian, Professor
3. Ms. V. Manimekalai, Asst. Professor
4. Mr. N. Chandru, Asst. Professor
5. Dr. M. Sangeetha, Associate Professor
6. Dr.P.Sakthivel, Asst. Professor

**The following agenda is discussed in the meeting:**

Agenda	Decision Taken
1. Review of the previous meeting and Allocation of Advanced Tamil, Basic Tamil NMEC hours	There is no issue, accepted and finalized the matters were discussed during the meeting
2. Verification of workload for individual staff members	The allotments were checked and forwarded for further action
3. Verification of workload for individual staff member's lab hours	The allotments of lab hour were checked and forwarded for further action
4. Any other matter	The Chair of the meeting asked the coordinator and members of this committee to reschedule allotted hours and asked to submit for fur scrutiny

  
Co-ordinator/s

  
Dean-Admin



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
COIMBATORE-641048

**List of Committees Members Participated:**

S. No.	Name	Signature
1	Dr.S.Saravanan	
2	Dr.P.Jayasubramanian	
3	Ms. V.Manimekalai	
4	Mr.N.Chandru	
5	Dr. M. Sangeetha	
6	Dr.P.Sakthivel	

Principal

2/15/2018



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
**COIMBATORE-641048**

**CIRCULAR**


**28/11/2018**

**TIMETABLE COMMITTEE**

It is proposed to conduct Timetable committee meeting for the current academic year 2018-2019 (Even Semester) on 28 Nov, 2018 at 2.00 p.m. at library Hall. The Committee members are requested to attend the meeting.

**Agenda**

1. Allocation of Advanced Tamil, Basic Tamil and NMEC hours
2. Verification of Workload for Individual staff Members
3. Verification of workload of project hours
4. Verification of Placement/lab hours
5. Any other matters.

  
Dr.P.Jayasubramanian  
Co-Ordinator



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**MINUTES OF THE MEETING**

The timetable committee meeting was held on 28.11.2018 at 1.30 am in Library Hall.

Meeting Chair: **Prof. Dr. V.Rajendran**, Principal

**The following members were present:**

1. Dr. S. Saravanan, Dean Administration
2. Dr. P. Jayasubramanian, Professor
3. Ms. V. Manimekalai, Asst. Professor
4. Mr. N. Chandru, Asst. Professor
5. Dr. M. Sangeetha, Associate Professor
6. Dr.P.Sakthivel, Asst. Professor

**The following agenda is discussed in the meeting:**

<b>Agenda</b>	<b>Decision Taken</b>
1. Allocation of Advanced Tamil, Basic Tamil NMEC hours	There is no issue, accepted and finalized the matters were discussed during the meeting
2. Verification of workload for individual staff members	The allotments were checked and forwarded for further action
3. Verification of workload for individual staff member's lab hours	The allotments of lab hour were checked and forwarded for further action
4. Any other matter	Members asked about the hour allotment for forenoon and afternoon sessions

  
Co-ordinator/s

  
Dean-Admin



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
COIMBATORE-641048

**List of Committees Members Participated:**

S. No.	Name	Signature
1	Dr.S.Saravanan	<i>S. Saravanan</i>
2	Dr.P.Jayasubramanian	<i>P. Jayasubramanian</i>
3	Ms. V.Manimekalai	<i>V. Manimekalai</i>
4	Dr. R. Senthilkumar / Mr. N. Chandru	<i>N. Chandru</i>
5	Dr. M. Sangeetha	<i>M. Sangeetha</i>
6	Dr.P.Sakthivel	<i>P. Sakthivel</i>

*[Signature]*  
Principal 28/11/18



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
COIMBATORE-641048

**CIRCULAR**


**12/12/2018**

**TIMETABLE COMMITTEE**

It is proposed to conduct Timetable committee meeting for the current academic year 2018-2019 (Even Semester) on 12 Dec, 2018 at 2.00 p.m. at library Hall. The Committee members are requested to attend the meeting.

**Agenda**

1. Verification of Workload for Individual staff Members
2. Verification of workload of project hours
3. Verification of Placement/lab hours
4. Allocation of Advanced Tamil, Basic Tamil and NMEC hours
5. Any other matters.

  
Dr.P.Jayasubramanian  
Co-Ordinator



**Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)**  
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**MINUTES OF THE MEETING**

The timetable committee meeting was held on 12.12.2018 at 02.00 PM in Library Hall.

Meeting Chair: **Prof. Dr. V.Rajendran**, Principal

**The following members were present:**

1. Dr. S. Saravanan, Dean Administration
2. Dr. P. Jayasubramanian, Professor
3. Ms. V. Manimekalai, Asst. Professor
4. Mr.N.Chandru, Asst. Professor
5. Dr. M. Sangeetha, Associate Professor
6. Dr.P.Sakthivel, Asst. Professor

**The following agenda is discussed in the meeting:**

<b>Agenda</b>	<b>Decision Taken</b>
1. Verification of workload for individual staff members	The individual hour allocation was checked and forwarded for further process
2. Verification of the placement / project hour distribution	The individual hour allocation of project and placement were checked and forwarded for further process
3. Verification of workload for individual staff member's lab hours	The individual Staff member's Lab hours was checked and finalized
4. Other Matters	Members asked about Saturday timetable for club activities

  
Co-ordinator(s)

  
Dean-Admin





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**List of Committees Members Participated:**

S. No.	Name	Signature
1	Dr.S.Saravanan	
2	Dr.P.Jayasubramanian	
3	Ms. V.Manimekalai	
4	Mr.N.Chandru	
5	Dr. M. Sangeetha	
6	Dr.P.Sakthivel	

Principal