



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

CIRCULAR


27/05/2019

TIMETABLE COMMITTEE

It is proposed to conduct Timetable committee meeting for the current academic year 2019-2020 (ODD Semester) on 28 May, 2019 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 Placement/lab hours
3. Allocation of Advanced Tamil, Basic Tamil and NMEC hours
4. Any other matters.


Dr.P.Jayasubramanian
Co-Ordinator



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

MINUTES OF THE MEETING

The timetable committee meeting was held on 28.05.2019 at 10.00 a.m. in the 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, Associate Professor

The following agenda is discussed in the meeting:

Agenda	Decision Taken
1. Review of the previous meeting	Since no issues were found and it was accepted and finalized the matters were discussed the last meeting
2. Checking of each Department workload and individual hour allocations	The allotments were duly checked and forwarded for further action
3. Verification of the placement hours distribution	It was fixed 2 hours per week for placement, communicated to concerned cell
4. Verification of the prepared timetable for class	Due to certain issues regarding lab hours the timetable was asked to prepare again
5. Discussion was about other matters	Members asked about the hour allocation for NMEC and basic Tamil


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	

28/5/2017

Principal



Dr. N.G.P. ARTS AND SCIENCE COLLEGE (Autonomous)
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From Dr.P.Jayasubramanian The Co-Ordinator Time Table Committee	Through Dr.S.Saravanan Dean - Administration	To Prof.Dr.V.Rajendran Principal
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CIRCULAR

27/11/2019

TIMETABLE COMMITTEE

It is proposed to conduct Timetable committee meeting for the current academic year 2019-2020 (Even Semester) on 28 Nov, 2019 at 10.00 a.m. at library Hall. The Committee members are requested to attend the meeting.

Agenda

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


Dr.P.Jayasubramanian
Co-Ordinator



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

MINUTES OF THE MEETING

The timetable committee meeting was held on 28.11.2019 at 10.00 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. Dr. S. Kathiravan, 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. Previous meeting agenda was reviewed	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 submitted for approval
4. Verification of Saturday timetable and relevant matters discussed	Members asked about Saturday timetable


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	Dr. S. Kathiravan	
5	Dr. M. Sangeetha	
6	Dr.P.Sakthivel	

28/11/2013

Principal