

TIMETABLE COMMITTEE MEETING

VVIT/TC/Meeting/2022-23/E01

Date: 25.01.2023

CIRCULAR

Sub: Timetable Committee Meeting – Even semester Timetable Work.

The Timetable committee meeting is scheduled for 3 p.m. on January 25, 2023, in the principal office. All the members are requested to attend the meeting. The agenda for the meeting is as follows:


AGENDA:

1. Preparation and finalization of Even Semester timetable (2022-23).
2. Remedial/ Minor/ VAC Class time slot arrangements.
3. Faculty workload calculation.
4. Library and sports hour arrangements.
5. Any other matters


25.01.2023
Timetable Co-ordinator




25/1/23
Principal

 **VEDAVYASA INSTITUTE OF TECHNOLOGY**
Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

Copy to: VVIT Office, HoDs
The members concerned.



TIMETABLE COMMITTEE MEETING

VVIT/TC/Meeting/2022-23/E01/Minutes

Date: 25.01.2023

The timetable committee meeting was held on 25.01.2023 – 03.00pm at Principal office.

MEMBERS PRESENT

Sl. No.	Name	Designation	Role of Timetable committee	Signature
1.	Dr. Raji Rajan	Principal	Chairperson	
2.	Mr. Vysakh K V	Assistant Professor ME	Timetable Coordinator	
3.	Mrs. Amal Mohamed	Assistant Professor CE	Faculty Member	
4.	Mrs. Sreelakshmi P K	Assistant Professor EEE	Faculty Member	
5.	Mrs. Soshya VC	Assistant Professor ECE	Faculty Member	
6.	Mrs. Ranjana C	Assistant Professor CSE	Faculty Member	

MINUTES OF MEETING

1. KTU syllabus and academic regulation should be downloaded from KTU official website.
2. Remedial/ Minor classes must be engaged on that particular time schedule without fail.
3. Remedial hours must be arranged based on KTU regulation.
4. Comprehensive course work examination is similar to GATE exam, so that all subject coordinators should provide suitable study materials and practise.
5. Eight semester project phase II would be arranged as per KTU regulation and evaluate the project on proper time intervals.
6. Try to avoid class time swapping without genuine reason
7. Every subject must be planned for at least the first hour of each day.



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