



MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

Minutes of the Time Table committee Meeting Held in the Board room on 18/01/2024

A meeting was conducted in the Board Room on 18/01/2024 to discuss certain committee matters pertaining to the college. The details of the meeting are briefed below.

Names of the members who have attended the meeting

1. Mr. Koteswar rao	Coordinator, ECE
2. Mr. S.K Murthy	Member-Mech
3. Mr. K.Sivaram Prasad	Member-CSE
4. Mr.N. Krishna Rao	Member-CIVIL
5. Mr. K. Srinivasa Rao	Member-H&S
6. Mr.J. Yadagiri	Member -EEE
7. Mrs. A. Shalini	Member - IT

The following points were discussed at length in the committee meeting convened by coordinator in professional body committee on 18/01/2024.

Agenda

- I. Preparation of Time tables for the upcoming Semester
- II. Preparation of CRT Time table and Placement training classes.

The coordinator initiated the meeting by welcoming all the members present for the meeting.

I. Preparation of Time tables for the upcoming Semester

1. Time Table committee in charges of all departments should inform to students to update their Time tables accordingly and attend the classes with out fail.
2. Time table committee in charges of all departments should counsel the students to follow the time table
3. All class incharges should see that the students follow the time tables and attend the classes with out delay in timings.



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I. Preparation of CRT Time table and Placement training classes.

1. To plan CRT and Placement training time tables
2. To prepare CRT class time tables and see that all students should attend
3. To plan that all the classes are flexible to students without losing the academic curriculum.


COORDINATOR