



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

May 02, 2023

CIRCULAR

I am, by direction to inform you that, all **Admission duty (2023-2024)** **Teaching and Non-Teaching Staff** members are instructed to attend duty **from 8th to 12th May 2023** without taking any leave except in case of emergency. Absenteeism is strongly discouraged.

S. Kousalya
REGISTRAR

Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Trust Office
4. Director, Self Finance
5. Director R&C
6. All Deans
7. HODs
8. Controller of Examinations i/c
9. Finance Officer i/c
10. Public Relations Officer
11. Director, Computer Centre
12. University Engineer
13. Assistant Registrar (AC)
14. Assistant Registrar (AD)
15. Computer Centre
16. Library
17. Staff Notice Board
18. Non-Teaching Staff Notice Board
19. University Website



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Coimbatore - 641 043, Tamil Nadu, India

12.05.2023

CIRCULAR

I am here by direction to inform that tomorrow, **Saturday (13.05.2023)** will be a working day for Students, Teaching and Non teaching Staff.


REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans
4. All HoDs
5. Controller of Examinations
6. Director, Self Finance
7. Director, Allied Healthcare Sciences
8. Finance Officer (i/c)
9. Assistant Registrar (Academic)
10. Assistant Registrar (Administration)
11. Consultant Public Relations
12. Library
13. Civil Engineer
14. Computer Centre
15. University Website



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Coimbatore - 641 043, Tamil Nadu, India

26.06.2023

CIRCULAR

I am by direction to inform that, vacation leave is sanctioned to all the temporary teaching staff members who are not relieved at the end of the academic year 2022-23 in Campus I & II as follows.

S. No.	Category	Vacation period inclusive of Saturday & Sunday
1	Appointed and having service within 2 years	4 days vacation (Inclusive of Saturday & Sunday)
2	Completed more than 2 years but less than 5 years of service	10 days vacation
3	Completed more than 5 years but less than 10 years of service	20 days vacation
4	Completed more than 10 years of service	30 days vacation

If there is an emergency work the staff should attend the duty without fail during the vacation period. Any out station travel should be notified in advance.

S. Kousalya
REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans & Deputy Deans
4. All Directors
5. HOD'S
6. Finance Officer (i/c)
7. The Controller of Examinations
8. Assistant Registrar (Academic & Admin.)
9. Computer Centre
10. Staff Notice Board



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Coimbatore - 641 043, Tamil Nadu, India

No. AIHS&HE/Estt./ 2023-2024

July 31, 2023

CIRCULAR

The last date for Admission to **UG, PG, PG Diploma., B.Ed., and M.Ed.** courses for the year **2023-2024** is extended up to **15.08.2023**.

S. K. K. K.

REGISTRAR

Registrar

Avinashilingam Institute for Home Science
and Higher Education for Women
(Deemed to be University)
Estd. u/s 3 of UGC Act 1956
Coimbatore - 641 043, Tamil Nadu, India

1. Chancellor's Office
2. Vice Chancellor's Office
3. Registrar's Office
4. Finance Officer
5. Assistant Registrar (Academic.)
6. Assistant Registrar (Administration)
7. Director, Self Finance
8. All Deans
9. All HOD's
10. Controller of Examinations
11. Director, Computer Centre
12. University Website

Bs
31-7-2023



Avinashilingam Institute for Home Science and Higher Education for Women

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Coimbatore - 641 043, Tamil Nadu, India

CIRCULAR

14.08.2023

I am by direction to inform that, **29.08.2023(Tuesday)** will be a **Holiday** for the Institute in view of '**Onam**' and this will be **compensated on 02.09.2023 (Saturday)**.

S. Kousalya
REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans
4. All HoDs
5. Controller of Examinations
6. Director, Self Finance
7. Director, Allied Healthcare Sciences
8. Finance Officer (i/c)
9. Assistant Registrar (Academic)
10. Assistant Registrar (Administration)
11. Consultant, Public Relations
12. Library
13. Engineering Section
14. Computer Centre
15. University Website

AIHS&HE/FS/2023-24/

11.09.2023

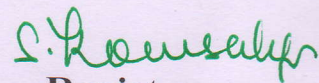
CIRCULAR

Sub: Conservation of Electricity in both the Campuses of the Institute-Reg.,

As all of us are aware, we are not getting Grant-in-Aid for Non-Salary Expenditure from MoE/UGC. Due to this constraint, we are bound to meet our routine administrative expenses such as Electricity, Repair & Maintenance, House Keeping, Security, etc., out of the internal resources which is very limited. In the light of the same, it is the need of the hour for taking required measures for reduction of all our expenses especially on the current consumption charges. Hence, the following measures are to be adopted for minimizing the consumption and optimal usage of the electricity.

1. Use Ceiling fans/Table fans/ Wall mounted fans/Desert coolers in open fenestrations against Air conditioners in closed fenestrations to a maximum possible extent. The air conditioners shall be used only in the laboratories and rooms where they are absolutely required. In case of using Air Conditioners, make the setting at 25 Deg C and mostly keep the doors closed. This is an effective energy conservative measure.
2. Keep the computers in Sleep mode when not in use during office hours and Turn Off the computers and all the gadgets such as printers, scanners, etc., before leaving the office/Lab/Class room/facility.
3. Plug off all the appliances before closing the office/Lab/Class room/facility.
4. Consider employing limited lights and fans wherever applicable for usage and turn off lights and fans when not required .
5. Arrange dusting of light fittings/bulbs/luminaries regularly which can absorb up to 50% of the light.
6. Any other suitable energy conservation measures at the discretion of the Section/Department for optimal usage of electricity which do not affect the functioning.

Hence all the Sections/Departments of the University are advised to adhere to the above measures scrupulously so as to reduce the Electricity consumption and help the University in Expenditure Management.


Registrar

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd u/s 3 of UGC Act 1956)
Coimbatore - 641 043.

To

All the Deans, HODs, Directors, Finance Officer, Consultant/Public Relation, ARAC, ARAD, Institute Engineer, and Librarian, Campus II, and School of Allied Sciences.



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B

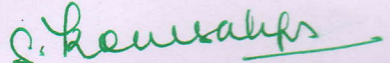
Coimbatore - 641 043, Tamil Nadu, India

27/09/2023

CIRCULAR

Gandhi Jayanthi Celebrations

I am by direction to inform you that all the Teaching and Non-teaching staff members of both the campuses are to attend the Gandhi Jayanthi Celebrations at Thiruchitrambalam Auditorium on 2nd Oct 2023 at 10 a.m. All are requested to wear White Kadhi Saree and it is declared holiday after celebrations.


REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans
4. All HoDs
5. Controller of Examination
6. Director, Allied Health Care Sciences
7. Finance Officer(i/c)
8. Assistant Registrar(Academic)
9. Assistant Registrar(Administration)
10. Consultant,Public Relations
11. Library
12. Engineering Section
13. Computer Centre
14. University Website



Avinashilingam Institute for Home Science and Higher Education for Women
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Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4, Category I by UGC
Coimbatore-641 043, Tamil Nadu, India

01.11.2023

CIRCULAR

Sub: Extension for semester and exam fee payment

It is instructed that, the students who have not paid the Semester Fees and Exam Fees, an extension is given with following conditions.

1. Students who had paid the Semester Fee, can pay the Exam Fee with penalty on or before 15.11.2023.
2. The Students who have not paid the Semester Fees and Exam Fees, can pay both fees with penalty in Sequential Order (First Pay the Semester Fees and then pay the exam fees) on or before 15.11.2023.
3. Students who had paid the Exam Fees without paying the Semester Fees are not permitted to write the December 2023 Examinations.

S. K. K. K.
REGISTRAR

To

1. All Deans
2. All HoDs
3. Controller of Examinations
4. Finance Officer
5. Assistant Registrar(Academic)
6. Assistant Registrar(Administration)
7. University Website



Avinashilingam Institute for Home Science and Higher Education for Women

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Coimbatore - 641 043, Tamil Nadu, India

06.12.2023

CIRCULAR

1. It is hereby informed that as per direction, from **23.12.2023 to 01.01.2024** will be **holidays for Students and Teaching Staff.**
2. Non-teaching staff members **have to work for two days during 26.12.2023 to 29.12.2023 on rotation basis** and the working days details must be given to the Registrar's Office on or before 21.12.2023.

S. Kousaleys
REGISTRAR

Copy to

1. The Chancellor's Office
2. The Vice Chancellor's Office
3. The Registrar's Office
4. Trust Office
5. All Deans
6. Director, SF
7. All HoDs
8. The Controller of Examinations
9. The Finance Officer
10. The Assistant Registrar(Academic)
11. The Assistant Registrar (Administration)
12. The Consultant Public Relations
13. Library
14. Engineering Section
15. Non-teaching Staff Notice Board
16. University Website



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Coimbatore - 641 043, Tamil Nadu, India

CIRCULAR

05.01.2024

I am by direction to inform that, **16.01.2024(Tuesday)** will be a **Holiday** for the Institute in view of '**Maattu Pongal**', which will be compensated later.

S. Kowsalya
REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans
4. All HoDs
5. Controller of Examinations
6. Director, Self Finance
7. Finance Officer (i/c)
8. Assistant Registrar (Academic)
9. Assistant Registrar (Administration)
10. Consultant, Public Relations
11. IQAC
12. Library
13. Engineering Section
14. Computer Centre
15. University Website



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Coimbatore - 641 043, Tamil Nadu, India

19.01.2024

CIRCULAR

With reference to the Office Memorandum from Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training), F.No. 12/7/2023-JCA, JCA Section, dated 18.01.2024 **the institute will be closed for half day till 2.30 p.m. on 22.01.2024 (Monday)** in view of Ram Lalla Pran Pratishtha at Ayodhya.

S. Kousalya
REGISTRAR

Copy to

1. Vice Chancellor's Office
2. Registrar's Office
3. All Deans
4. All HoDs
5. Controller of Examinations
6. Director, Self Finance
7. Finance Officer (i/c)
8. Assistant Registrar (Academic)
9. Assistant Registrar (Administration)
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Coimbatore - 641 043, Tamil Nadu, India

09.02.2024

CIRCULAR

I am by direction to inform that, due to restructuring and maintenance of networking, there is a shutdown of eCampus, tally and library server on 10, 11 & 12 February, 2024. This is for your information.

S. Kowaleya
REGISTRAR

To

1. Vice Chancellor's Office
2. Registrar Office
3. All Deans
4. All HoDs
5. Controller of Examinations
6. Director, Self Finance
7. Finance Officer
8. Assistant Registrar (Academic)
9. Assistant Registrar (Administration)
10. Consultant Public Relations
11. IQAC
12. Library
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14. University Website
15. Coordinator, Campus II



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Coimbatore - 641 043, Tamil Nadu, India

AIHS&HE/FS/2023-24/

05.03.2024

CIRCULAR

**Sub: Closure of Annual Accounts - Adjustment of Permanent (Imprest) /
Temporary Advances - Reg.,**

Temporary Advances: As per Rule 323 (2) of GFR2017, the adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary.

It is observed that some of the staff who have drawn temporary advances have not settled the same. The Deans / HODs are requested to advise them to submit the bills for adjusting the advances and to remit the balance amount if any through Online/ NEFT on or before 22.03.2024 positively.

Imprest Advance: At the year end, the unspent cash balance shall be remitted into Institutes Bank account through Online/ NEFT on or before 22nd of March under intimation to the Finance Section. The vouchers for the amount spent shall also be sent to the Finance Section for adjustment of the imprest.

All are requested to co-operate with Finance Section for finalization of Annual Accounts within the stipulated time.

S. Koushalya

REGISTRAR
Registrar

Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd. u/s 3 of UGC Act 1956)
Coimbatore - 641 043.

To

1. All Deans & HODs, AIHS&HE, Coimbatore - 641 043
2. VC Office & Registrar Office, AIHS&HE, Coimbatore - 641 043
3. AR/AD, AIHS&HE, Coimbatore - 641 043
4. Librarian, AIHS&HE, Coimbatore - 641 043
5. Finance Officer, AIHS&HE, Coimbatore - 641 043



Avinashilingam Institute for Home Science and Higher Education for Women

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Coimbatore - 641 043, Tamil Nadu, India

13.03.2024

No. AIHS&HEW/R/Cir./2024/ **13738**

CIRCULAR

I am by direction to inform that, in response to requests from scholars and faculty for a dedicated space for research scholars to conduct their work, we are pleased to announce that the **Swami Vivekananda Auditorium** is now available for students to utilize as a research space. It is imperative that students remember to switch off the lights after using the facility. The auditorium, equipped with necessary facilities offers a conducive environment for scholarly pursuits.

S. Kousalya
REGISTRAR

To

All Deans

Director Research & Development

All HoDs



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Coimbatore - 641 043, Tamil Nadu, India

14.03.2024

CIRCULAR

I am by direction to inform that, **16.03.2024(Saturday)** will be a **Holiday** and **23.03.2024(Saturday)** and **20.04.2024(Saturday)** will be **Working days** for the Institute.

S. Kousalya
REGISTRAR

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04.04.2024

CIRCULAR

The Twenty Second **Dr. Rajammal P. Devadas Annual Oration** and **World Health Day Celebrations** is scheduled on **7th April, 2024(Sunday)** at **10.00 a.m. to 11.30 a.m.** at Thiruchitrambalam Auditorium of our Institute. Those (Staff and Students) who are willing to attend the oration are invited to attend the Programme.

S. Kowsaleen
REGISTRAR

Copy to

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