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EASWARI ENGINEERING COLLEGE
BHARATHI SALAI, RAMAPURAM, CHENNAI 600 089
SCHEDULE OF DEPARTMENT ACTIVITIES

ACADEMIC YEAR: 2018–2019 DEPARTMENT : ELECTRICAL & ELECTRONICS ENGINEERING

SEMESTER : ODD

10/05/2018

Sl. No	Activities	Responsibility	Week Starting days																						
			1 2/7	**2 9/7**	**3 16/7**	**4 23/7**	**5 30/7**	**6 6/8**	**7 13/8**	**8 20/8**	**9 27/8**	**10 3/9**	**11 10/9**	**12 17/9**	**13 24/9**	**14 1/10**	**15 8/10**	**16 15/10**	**17 22/10**	**18 29/10**	**19 5/11**	**20 12/11**	**21 19/11**	**22 26/11**	**23 3/12**	**24 10/12**
I	**MEETINGS**																								
1	Departmental meetings	Mrs.S.Baby shynela	4/7	11/7	18/7	25/7	1/8	8/8	15/8	22/8	29/8	5/9	12/9	19/9	26/9	3/10	10/10	17/10	24/10	31/10	7/11	14/11	21/11	28/11	5/12	
2	Quality circle meetings	Mrs.S.Baby shynela	All working days																						
3	Class committee meetings	ClassCommittee Chairperson-UG		9/7-11/7								1/9 - 3/9					8/10-10/10								
		ClassCommittee Chairperson-PG											10/9								5/11				3/12	
4	Hostel Committee Meeting	Mrs.K.A.Indu Sailaja			20/7					20/8				20/9				20/10					20/11			
5	Mentor Meeting	Mrs.D.Chandrakala					31/7				27/8				279											
6	Slow learners meeting	Mr.S.Vijaykumar						9/8				6/9				4/10										
7	CAT Result review meeting	HOD UG							24/8				24/9				17/10									
		PG																17/10				16/11				12/12
8	Parents meeting / Interaction	HOD/Faculty UG				23/7				22/8					25/9			20/10								
		PG																	22/10				20/11			14/12
9	Advisory Committee Meeting	Dr.K.Mala	-																							
10	Course Coordinator meeting	Course Coordinators	7/7					8/8				6/9				5/10					6/11					
II	**ACADEMICS**																								
11	Course file submission	Subject In-charges																	27/10							24/12

12	Guest Lecture	Mrs.M.Deva brinda				26/7	30/7			20/8.24/8					24/9,28/9											
13	Industrial visit	Mr.K.V.Thilagar								23/8,24/8					24/9,25/9				23/10, 24/10							
14	Project Review	Project Coordinator(UG , PG)							16/8				15/9				11/10									
15	Student feed back	Top Management UG					30/7								24/9											
		PG														5/10									4/12	
16	Dept .News letter	Mrs.M.Devabrinda						8/8				8/9					8/10				8/11				8/12	
III	**ASSESSMENT/TEST**																									
17	Continuous assessment test(CAT)	Mr.Vijeesh UG							13/8				12/9				8/10									
		PG																15/10				14/11				10/12
IV	**REPORT SUBMISSION**																									
18	Lab Maintenance report/Compliance report	Lab in-charges & All faculty		9/7				6/8				3/9				1/10					5/11				4/12	
19	Progress report to Parents	Class coordinators UG								24/8				24/9				18/10								
		PG																	24/10				23/11			18/12
V	**PROFESSIONAL / DEPARTMENTAL SOCIETY ACTIVITIES**																									
20	IET	Mrs.M.Deva brinda			18/7			6/8		21/8					24/9					31/10						
21	Conference	Dr.K.Mala																								
22	SEEE Society. Alumni Activity	Mrs.K.A. Indu Sailaja Mr.V.Vijeesh, Mrs.J.Lydia									28/8															
23	Energy Club	Mr.P.Marish Kumar				27/7	4/8					7/9				3/10										