

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

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

SEMESTER : EVEN

10.05.2018

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

