

EASWARI ENGINEERING COLLEGE
Schedule of Information Technology Department Activities

Academic Year: July 17 to Dec 17 Semester: ODD Date: 30.06.17

Sl.No	Activities	Responsibilities	Week/ Starting Date																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
			3-7	10-7	17/7	24/7	31/7	7-8	14/8	21/8	28/8	4-9	11-9	18/9	25/9	2-10	9-10	16/10	23/10	
1	Department Meetings	Mrs.A. Sathya	6-7	13/7	20/7	27/7	4-8 2/8	10-8	17/8	24/8	31/8	7-9	14/9	21/9	28/9	5-10	12-10	19/10		
2	Cycle Test	Ms.M.Sowmiya					CT 1/ II,III,IV					4/9 CT 2 II,III,IV		22/9 CT 3 II,III,IV						
3	Class Committee meetings	Ms.C.Priyadarshini	CC M 1 4/7 IV 5/7 III 7/7 II					CCM 2 7/8 IV 8/8 III 9/8 II						CCM 3 11/9 IV 12/9 III 13/9 II						
4	Industrial Visits	Ms.R.S.Lysa Packiam								22/8 II 23/8 III 24/8 IV								drive.go ogle.co m/drive		
5	Guest Lecture	Mr.M.Vivekanandan		GL 1 12/7		GL 2 28/7			GL 3 16/8			GL 4 29/8		GL 5 15/9	GL 6 22/9					
6	Student Chapter Activities	Incharges				ST CH1 24/7						ST CH2 2/9								
7	Symposium	Ms.M.Hema								24/8 Inagurati on										
8	Department news letter Review	Ms.R.Priyadarshini			DNLR1 21/7					DNLR2 18/8			DNLR3 8/9							
9	Department news letter Release	Ms.R.Priyadarshini				DNI1 26/7					DNI1 19/8			DNL2 14/9						
10	Top Ten meeting	Ms.R.Priyadarshini				TTM1 29/7					TTM2 26/8				TTM3 20/9					
11	Hostel meeting	Ms.Sowmiya			HM1 19/7					HM2 18/8					HM3 19/9					
12	Project Review	Project incharges				PR1 18/7 II M.E		PR0 8/8 IV A 9/8 IV B	PR2 17/8 II M.E					PR3 14/9 II M.E			M.E Phase I report 29/9			
13	Research Committee meeting	Dr.R.Radha				RCM1 29/7						RCM2 29/8				RCM 3 29/9				
15	Course coordinator meeting	Coordinators			19/7					23/8				20/9						
16	Parents meeting / Interaction	Class Coordinators							PM1 13/8											
17	Slow learners meeting	Ms.K.Kousalya		SLM1 11/7					SLM2 10/8				SLM3 7/9							
19	Course file submission	Ms.K.Valarmathi																		CFS 19/10
21	Lab Maintenance report/Compliance report	Lab incharges	LMR1 8/7				LMR2 5/8					LMR3 9/9				LMR4 7/10				

Prepared By
M.HEMA

Approved by
HOD