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EASWARI ENGINEERING COLLEGE

Schedule of Information Technology Department Activities

Academic Year:		DEC 17 to May 18		Semester: EVEN														Date: 04.12.17			
Sl.No	Activities	Responsibilities	Week/ Starting Date																		
			1 18/12	2 25/12	3 1/1	4 8/1	5 15/1	6 22/1	7 29/1	8 5/2	9 12/2	10 19/2	11 26/2	12 5/3	13 12/3	14 19/3	15 26/3	16 2/4	17 9/4	18 16/4	
1	Department Meetings	Mrs. A.Sathya	21/12	28/12	4/1	11/1	18/1	25/1	2/2	8/2	15/2	22/2	1/3	8/3	15/3	22/3	29/3	5/4	12/4	20/4	
2	Cycle Test	Mrs.M.sowmiya								5 / 2 CT 1/ II,III,IV B.Tech				5/3 CT 2/ II,III,IV B.Tech				2/4 CT 3/ II,III,IV B.Tech			
3	Class Committee meetings	Mrs.C.Priyadarshini	CC M 1 20/12 IV 22/12 III 23/12 II					CCM 2 23/1 IV 24/1 III 26/1 II						CCM 3 20/2 IV 21/3 III 23/3 II							
4	Industrial Visits	Mr.M.Vivekanandan								IV 8/2 II 9/2 III 10/2 IV											
5	Guest Lecture	Mr.M.Vivekanandan	GL 1 28/12		GL 2 8/1		GL 3 22/1			GL 4 5/2			GL 5 26/2	GL 6 5/3							
6	Student Chapter Activities	Incharges			ST CH1 25/1						ST CH2 3/3				ST CH3 27/3						
7	Symposium	M.Hema						31/1													
8	Department news letter Review	Mrs.R.Priyatharshini			DNLR1 3/1				DNLR2 30/1					DNLR3 6/3							
9	Department news letter Release	Mrs.R.Priyatharshini					DNI1 17/1					DNL2 16/2				DNL3 16/3					
10	Top Ten meeting	Mrs.R.Priyatharshini					TTM1 16/1					TTM2 13/2				TTM3 13/3					
11	Hostel meeting	Ms.Sowmiya			HM1 5/1				HM2 1/2						HM3 6/3						
12	Project Review	Project incharges						PR1 22/1 IV A & B					PR2 19/2 IV A & B			PR3 12/3 IV A & B					
13	Research Committee meeting	Mrs.K.Valarmathi					RCM1 19/1			RCM 2 9/2			RCM 3 2/3			RCM 4 23/4					
14	Parents meeting / Interaction	Class Coordinators									PM1 16/2										
15	Slow learners meeting	Mrs.Kausalya			SLM1 2/1						SLM2 5/2				SLM3 5/3						
16	Course file submission	Mr.K.Valarmathi																		CFS 13/4	
17	Work load /Subject allocation	Mrs.S.Gnanapriya																			WLA 20/4
18	Lab Maintenance report/Compliance report	Lab incharges	LMR1 21/12				LMR2 18/1					LMR3 15/2					LMR4 22/3				