

EASWARI ENGINEERING COLLEGE
Schedule of Information Technology Department Activities

Academic Year: July 18 to Dec 18 Semester: ODD Date: 03.5.18

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
			2-7	9-7	16/7	23/7	30/7	6-8	13/8	20/8	27/8	3-9	10-9	17/9	24/9	1-10	8-10	15/10	22/10	
1	Department Meetings	Mrs.A. Sathya	5-7	12-7	19/7	26/7	3-8	9-8	16/8	23/8	30/8	6-9	14/9	20/9	27/9	4-10	11-10	18/10	25/10	
2	Cycle Test	Ms.M.Sowmiya							13/8 CT 1/ II,III,IV					12/9 CT 2 II,III,IV				08/10 CT 3 II,III,IV		
3	Class Committee meetings	Ms.C.Priyadharshini	CC M 1 3/7 IV 4/7 III 6/7 II						CCM 2 7/8 IV 8/8 III 10/8 II						CCM 3 17/9 IV 18/9 III 19/9 II					
4	Industrial Visits	Mr.M.Vivekanandan									23/8 II 24/8 III 25/8 IV									
5	Guest Lecture	Ms.B.Chandra		GL 1 12/7		GL 2 26/7			GL 3 10/8				GL 4 30/8		GL 5 14/9		GL 6 28/9			
6	Student Chapter Activities	Incharges				ST CH1 24/7							ST CH2 30/8							
7	Symposium	Dr.R.Priyatharshini									24/8 Inagurati on									
8	Department news letter Review	Mr.V.Balaji				DNLR1 23/7				DNLR2 16/8				DNLR3 6/9						
9	Department news letter Release	Mr.V.Balaji					DNI1 31/7				DNI1 24/8					DNL2 14/9				
10	Top Ten meeting	Ms.K.Kousalya				TTM1 25/7						TTM2 29/8				TTM3 26/9				
11	Hostel meeting	Ms.Sowmiya			HM1 20/7					HM2 17/8					HM3 21/9					
12	Project Review	Project incharges									PRO 23/8 IV A 24/8 IV B									
13	Research Committee meeting	Dr.V.Vani			RCM1 19/ 7					RCM2 16/8					RCM 3 20/9					
15	Course coordinator meeting	Coordinators	3-7						7-8					4-9						
16	Parents meeting / Interaction	Class Coordinators							PM1 11/8					PM2 8/9				PM3 13/10		
17	Slow learners meeting	Ms.K.Kousalya		SLM1 11/7					11-8					SLM3 05/10						
19	Course file submission	Ms.K.Valarmathi																	CFS 27/10	
20	Attendance monitoring	Ms.K.Valarmathi			16/7		30/7			13/8		27/8			09-Oct		24/9			

21	Lab Maintenance report/Compliance report	Lab incharges	LMR1 5/7				LMR2 3/8					LMR3 7/9				LMR4 4/10			
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Prepared By
M.HEMA

Approved by
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