

EASWARI ENGINEERING COLLEGE
Schedule of Information Technology Department Activities

Academic Year: July 20 to Dec 20 Semester: ODD Date: 15.07.2020

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	19
			15/7	20/7	27/7	3/8	10/8	17/8	24/8	31/8	7/9	14/9	21/9	28/9	5/10	12/10	28/9	5/10	12/10	19/10	26/10
1	Department Meetings	Mrs.Chandra	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	10/9	17/9	24/9	1/10	08/10	15/10	1/10	08/10	15/10	15/10	22/10
2	Cycle Test	Ms.M.Sowmiya									CT 1 7/9 III 7/9 IV UT 1 7/9 II				CT 2 28/9 III 28/9 IV	UT 2 05/10 II					CT 3 19/10 III 19/10 IV CT 2 19/10 II
3	Class Committee meetings	Ms.M.HEMA				CC M 1 8/8 IV 8/8 III 8/8 II						CCM 2 12/9 IV 12/9 III 12/9 II				CCM 3 12/10 IV 12/10 III 12/10 II					
4	Guest Lecture	Mrs.Chandra		GL 1 22/7		GL 2 7/8		GL 3 19/8		GL 4 2/9			GL 5 13/9			GL 6 6/10					
5	Student Chapter Activities	Incharges											ST CH1 15/9			ST CH2 8/10					
6	Department news letter Review	Mr.V.Balaji						DNLR1 13/8				DNLR2 12/9				DNLR3 4/10					
7	Department news letter Release	Mr.V.Balaji						DNI1 14/8				DNI2 14/9				DNL3 5/10					
8	Top Ten meeting	Ms.K.Kousalya											TTM1 14/9			TTM2 05/10				TTM3 15/10	
9	Project Review	Project incharges												PRO 21/9 IV A 22/9 IV							
10	Research Committee meeting	Dr.R.Priyatharshini														RCM 1 4/10					
11	Slow learners meeting	Ms.K.Kousalya											SLM1 13/9			SLM2 6/10				SLM3 16/8	
12	Course file submission	Mr.Kumaran																			CFS 22/10
13	Lab Maintenance report/Compliance report	Lab incharges				LMR1 3/8					LMR2 1/9				LMR3 1/10			LMR4 1/10			

Prepared By
M.HEMA

Approved by
HOD