# RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
## ACADEMIC PROCESS SCHEDULE ODD SEMESTER 2017-2018   RCAS/SOP/ANNEX 1.1/May 2017

| 01-06-2017 | 05-06-2017 (1) | 09-06-2017 (5) | 10-06-2017 | 12-06-2017 (6) | 16-06-2017(10) | 22-06-2017 (14) | 01-07-2017 | 27-06-2017 (16) |
|---|---|---|---|---|---|---|---|---|
| Course File Auditing - I by HOD / Audit Team | Reopening for Senior Classes | Placement Registration Process Initiation | Log Book Verification - HOD- 1 | Feedback from Students - 1 | HOD's Meeting - 1 / Dept Meeting – 1 | Submission of Placement Registration details | IQAC Meeting - 1 / Log Book Verification – HOD-2 | Class Committee Meeting - 1 |
| **30-06-2017 (19)** | **03-07-2017** | **08-07-2017** | **12-07-2017 (24)** | **14-07-2017** | **20-07-2017 (30)** | **22-07-2017 (32)** | **24-07-2017 (33)** | **28-07-2017 (37)** |
| HOD's Meeting - 2 / Dept Meeting – 2 | Mentor Monthly Report / Minutes of class committee Meeting Approval / College opening for First Year | Log Book Verification – HOD-3 / Attendance Report to Parents - 1 | Feedback from Students – 2 | HOD's Meeting - 3 / Dept Meeting – 3 | CIA – I (20-07-2017 to 22-07-2017) | Log Book Verification – HOD-4 | Class Committee Meeting - 2 | HOD's Meeting - 4 / Dept Meeting - 4 / Result Analysis of CIA-I |
| **29-07-2017** | **31-07-2017 (38)** | **04-08-2017 (41)** | **12-08-2017** | **14-08-2017 (48)** | **21-08-2017 (52)** | **26-08-2017** | **28-08-2017 (56)** | **31-08-2017 (59)** |
| IQAC Meeting - 2 / Minutes of Class Committee Meeting Approval / Log Book Verification – Principal – 1 | Mentor Monthly Report / Internal Audit - I | Attendance Report to Parents – 2 / Test Mark Report to Parents - 1 | HOD's Meeting - 5 / Dept Meeting - 5 | Log Book Verification – HOD-5 / Feedback from Students - 3 | Class Committee Meeting - 3 | IQAC Meeting – 3 / Log Book Verification – HOD-6 | Mentor Monthly Report / External Audit | Log Book Verification – Principal-2 / Minutes of Class Committee Meeting Approval |
| **04-09-2017 (61)** | **07-09-2017 (64)** | **09-09-2017 (66)** | **14-09-2017 (70)** | **15-08-2017 (71)** | **18-09-2017 (72)** | **20-09-2017 (74)** | **23-09-2017** | **25-09-2017 (77)** |
| HOD's Meeting - 6 / Dept Meeting - 6 | CIA – II 07-09-2017 to 09-09-2017 | Log Book Verification – HOD-7 | Feedback from students - 4 / Course File Audit - II | Result Analysis CIA-II | HOD's Meeting - 7 / Dept Meeting - 7 | Class Committee Meeting – 4 | Log Book Verification – HOD-8 / IQAC Meeting – 4 | Minutes of Class Committee Meeting Approval / Internal Audit - II |
| **28-09-2017 (80)** | **03-10-2017 (81)** | **03-10-2017 (81)** | **06-10-2017 (84)** | **14-10-2017 (90)** | **16-10-2017** | **17-10-2017** | **28-10-2017** | **30-10-2017** |
| Log Book Verification – Principal – 3 / Mentor Monthly Report | Attendance Report to Parents –3 / Test Mark Report to Parents - 2 | Model Examination 03-10-2017 to 09-10-2017 | End Semester Practical Exam / HOD's Meeting - 8 / Dept Meeting - 8 | Result Analysis Model Examination | Log Book Verification – HOD-9 / Model Mark / Internal Mark Report to Parents | HOD's Meeting - 9 / Dept Meeting - 9 / Log Book Verification Principal - 4 | IQAC Meeting - 5 / Completion of Course File / Records | Submission of Workload & staff requirement – EVEN Semester 2017-2018 / Log Book Verification – HOD-10 |
| **04-11-2017** | **14-11-2017** | **16-11-2017** | **20-11-2017(1)** | **25-11-2017** | | | | |
| HOD's Meeting - 10 / Dept Meeting - 10 | HOD's Meeting - 11 / Dept Meeting - 11 | Course File Auditing - I by HOD / Audit Team | College Reopens for EVEN Semester | IQAC Meeting - 6 | • Log Verification by Principal – 4<br>• HoD's Meeting – 11<br>• IQAC Meeting – 6<br>• Internal Audit – 2<br>• External Audit – 1<br>• Internal Test – 3<br>• Feedback from students – 4 | • Dept Meeting – 11<br>• Log Book Verification by HOD – 10<br>• Course File Auditing - 1<br>• Class Committee Meeting – 4<br>• Mentor Monthly Report – 4<br>• Attendance/Internal Marks to parents – 3<br>• Placement Registration / details - 1 | | |

*Celebrate life*
**RATHINAM**

Note: To be prepared by AEC Member Secretary and approved by Principal

## RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
## ACADEMIC PROCESS SCHEDULE EVEN SEMESTER 2017-2018   RCAS/SOP/ANNEX 1.1/NOV 2017

| 25-11-2017 | 29-11-2017(1) | 09-12-2017(9) | 13-12-2017(12) | 15-12-2017(14) | 18-12-2017(15) | 20-12-2017(17) | 22-12-2017(19) | 23-12-2017(20) |
|---|---|---|---|---|---|---|---|---|
| IQAC Meeting - 1 / Course File Audit - 1 | Reopen For Even Semester | Logbook Verification-by HoD-1 | Feedback from Students-1 | HOD's Meeting-1 | Department Meeting-1 | Course File Audit-2 | Class Committee Meeting-1 | Log Book Verification-HOD-2 |
| **26-12-2017(21)** | **27-12-2017(22)** | **28-12-2017(23)** | **30-12-2017(25)** | **02-01-2018(26)** | **04-01-2018(28)** | **09-01-2018(32)** | **12-01-2018(35)** | **18-01-2018(37)** |
| HOD's Meeting-2 | Department Meeting-2 | Minutes of Class Committee Meeting - 1 | IQAC Meeting- 2 / Log Book Verification Principal-1 | Tutor Ward Monthly Report-1 | Monthly Attendance Report-I / Attendance Report to Parents-1 | Feedback From Student - 2 / Log Book Verification HOD-3 | HOD's Meeting-3 / Department Meeting-3 | CIA-I (18-01-2018 to 20-01-2018) |
| **24-01-2018(42)** | **25-01-2018(43)** | **27-01-2018** | **29-01-2018(44)** | **30-01-2018** | **31-01-2018(46)** | **01-02-2018(47)** | **02-02-2018(48)** | **09-02-2018(53)** |
| Class Committee Meeting-2 | Log Book Verification by HoD - 4 | Result Analysis of CIA-I / CIA-I Mark Submission | HOD's Meeting-4 / Department Meeting- 4 | Attendance Report to Parents-2 / Test Mark Report to Parents-1 | Log Book Verification by Principal-2 / IQAC Meeting- 3 | Internal Audit-I / Monthly Attendance Report-II | Tutor Ward Monthly Report-2 / Minutes of Class Committee Meeting - 2 | HOD's Meeting-5 / Department Meeting- 5 |
| **12-02-2018(55)** | **20-02-2018(20)** | **22-02-2018(63)** | **24-02-2018(65)** | **27-02-2018(67)** | **28-02-2018(68)** | **01-03-2018(69)** | **02-03-2018(70)** | **06-03-2018(72)** |
| Feedback from Student - 3 / Log Book Verification by HoD - 5 | HOD's Meeting-6 / Department Meeting - 6 | CIA-II (22-02-2018 to 24-02-2018) | IQAC Meeting-4 / Log Book Verification by HoD - 6 | Class Committee Meeting-3 | Log Book Verification by Principal - 3 | Result Analysis & Mark Submission of CIA-II / Monthly Attendance Report-III | Tutor Ward Monthly Report-3 / Minutes of Class Committee Meeting - 3 | Feedback from Students -4 / Log Book Verification by HoD - 7 |
| **08-03-2018(74)** | **10-03-2018(76)** | **12-03-2018(77)** | **20-03-2018(83)** | **24-03-2018(87)** | **26-03-2018(88)** | **28-03-2018(90)** | **31-03-2018** | **02-04-2018(92)** |
| Attendance Report to Parents-3 / Test Mark Report to Parents-2 | HOD's Meeting-7 / Department Meeting - 7 | Model Examination (12-03-2018 to 19-03-2018) | HOD's Meeting-8 / Department Meeting - 8 / Log Book Verification by HoD - 8 | Result Analysis of Model Examination / Model Examination Mark Submission | IQAC Meeting-5 / Log Book Verification by Principal - 4 | External Audit | Completion of Course File /Records Course File Audit - 3 | Internal Audit II / IQAC Meeting - 6 / Consolidated Attendance Proforma |
| **03-04-2018(93)** | **05-04-2018(95)** | **25-05-2018** | **04-06-2018** | | | | | |
| Model Mark/Internal Mark Report to Parents -23 / HoD's Meeting - 9 | Submission of Workload & Staff requirement-ODD Sem 2018-2019 | Course File Audit for ODD SEM / IQAC Meeting - 7 | College Reopen for II & III Year | | | | | |

- IQAC Meeting – 7
- Course File Audit - 3
- Internal Audit – 2
- External Audit – 1
- Log Book Verification by HoD – 8
- Log Book Verification by Principal – 4
- Feedback from Students - 4

- HoD's Meeting - 9
- Dept. Meeting – 8
- Class Committee Meeting - 3
- Tutor Ward Monthly Report – 3
- Monthly Attendance Report – 4
- Internal Exam – 3
- Result Analysis, Letter to Parents - 3

Note: To be prepared by AEC Member Secretary and approved by Principal