


RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

ACADEMIC PROCESS SCHEDULE ODD SEMESTER 2018-2019

8.5.2018	15.5.2018	28.5.2018	1.06.2018	4.06.2018(1)	9.06.2018	11.06.2018(6)	15.06.2018(10)	21.06.2018(14)	22.06.2018(15)	23.06.2018	28.06.2018(19)	
Exit Survey & Curriculum questionnaire with Final Years	IQAC Meeting 1	Course File Audit-1 (Audit Team)	HOD's Meeting-1	Reopen for II & III Years	IQAC Meeting-2	Placement Enrolment Process Starting	Log Book Verification by HOD-1	Completion of Placement Enrolment Process	Conduct of Unit Test 1(Unit-I)	HOD's Meeting-2	Submission of Tutor-Ward Report to HOD	
			Department Meeting-1					Feedback by Students-1	Logbook Verification by HOD-2	Department Meeting-2		
29.06.2018(20)	30.06.2018	4.07.2018(23)	9.07.2018(26)	13.07.2018(30)	14.07.2018	19.07.2018(34)	20.07.2018(35)	27.07.2018(40)	28.07.2018	30.07.2018(41)	31.07.2018(42)	
Class Committee Meeting-1	Logbook Verification by Principal-1	Submission of minutes of class committee meeting-1	Last date for Entry of Assignment Marks	Conduct of Unit Test 2(Unit-II)	HOD's Meeting-3	Course File Audit-2 (Audit Team)	Feedback by Students-2	Logbook Verification by HOD-4	IQAC Meeting-3	Class Committee Meeting-2	Submission of Tutor Ward Report to HOD	
		Monthly Attendance Report-1		Log Book Verification by HOD-3	Department Meeting-3							PTA Meeting-1
3.08.2018(45)	6.08.2018(46)	11.08.2018(51)	13.08.2018(52)	16.08.2018(54)	23.08.2018(58)	24.08.2018(59)	25.08.2018	27.08.2018(60)	29.08.2018(62)	31.08.2018(64)	3.09.2018(65)	
Submission of minutes of class committee meeting-2	CIA I	Logbook Verification by Principal-2	HOD's Meeting-4	Feedback by Students-3	Logbook Verification by HOD-5	HOD's Meeting-5	IQAC Meeting-4	Class Committee Meeting-3	Submission of Tutor ward report to HOD	Internal Audit-1	Conduct of Unit Test 3(Unit-IV)	
Monthly Attendance Report-2			Department Meeting-4	Result Analysis and Letter to Parents-1		Department Meeting-5						
5.09.2018(67)	8.09.2018	10.09.2018(70)	14.09.2018	17.09.2018(73)	18.09.2018(74)	21.09.2018(77)	25.09.2018(80)	26.09.2018(81)	27.09.2018(82)	29.09.2018	3.10.2018(85)	
Submission of minutes of class committee meeting-3	Log Book Verification by HOD-6	Last Date for Entry of Seminar Marks	Logbook Verification by Principal-3	Online Test	Feedback by Students-4	Logbook Verification by HOD-7	HOD's Meeting-7	Class Committee Meeting-4	Submission of Tutor-Ward report to HOD	IQAC Meeting-5	Last Date for Entry of Online test & External Participation & Online Course Completion Mark Entry	
Monthly Attendance Report-3	HOD's Meeting-6											External Audit
	Department Meeting-6											
4.10.2018(86)	5.10.2018(87)	8.10.2018(88)	13.10.2018	15.10.2018	16.10.2018	22.10.2018	25.10.2018	27.10.2018	29.10.2018	10.11.2018	17.11.2018	
Logbook Verification by HOD-08	Submission of Minutes of Class Committee Meeting-4	Model Exam	Logbook Verification by Principal-4	Practical Exam Starts/ Remedial Class	HOD's Meeting-8	Last Date for Submission of Internal Marks	Staff Requirement for Even Semester Submission	IQAC Meeting-6	End Semester Exam Starts	Workload & Timetable	HOD's Meeting-9	
Monthly Attendance Report-4			Internal Audit-2	Result Analysis-2	Department Meeting-8						Department Meeting-9	
23.11.2018	24.11.2018	26.11.2018	28.11.2018	<ul style="list-style-type: none"> IQAC Meeting-07 Course File Audit-03 Internal Audit-02 External Audit-01 Logbook Verification by HOD-08 Logbook Verification by Principal-04 Feedback from Students-04 			<ul style="list-style-type: none"> HOD Meeting-10 Department Meeting-10 Class Committee Meeting-03 Tutor ward Monthly Report-03 Monthly Attendance Report-04 Internal Exam-03 Result Analysis - 02, Letter to Parents-02 					
Letter to Parents-2	IQAC Meeting-7	HOD's Meeting-10	Reopen for Even Semester									
Course File Audit-1		Department Meeting-10										

RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
ACADEMIC PROCESS SCHEDULE EVEN SEMESTER 2018-2019

3.12.18	05.12.18(7)	07.12.18(8)	12.12.18(11)	14.12.18(13)	17.12.18(14)	21.12.18(18)	22.12.18	26.12.18(20)	28.12.18(22)	29.12.18	31.12.18(23)	
Reopen for Even Semester	HOD's Meeting-1	IQAC Meeting-1	Course File Audit-1 (Audit Team)	Log Book Verification by HOD-1	Feedback by Students-1	Conduct of Unit Test 1(Unit-I)	HOD's Meeting-2	Submission of Tutor-Ward Report to HOD	Class Committee Meeting-1	Logbook Verification by Principal-1	Submission of Minutes of Class Committee Meeting-1	
	Department Meeting-1					Logbook Verification by HOD-2	Department Meeting-2			Internal Audit-1		
3.01.19(25)	07.01.19(30)	11.01.19(31)	17.1.18	18.1.19(32)	19.1.19(33)	23.1.19(36)	28.1.19(39)	30.1.19(41)	1.2.19(43)	4.2.19(44)	5.2.19(45)	
Last date for Entry of Assignment Marks	Conduct of Unit Test 2(Unit-II)	IQAC Meeting-2	Logbook Verification by Principal-2	HOD's Meeting-3	Course File Audit-2 (Audit Team)	Logbook Verification by HOD-4	Class Committee Meeting-2	Submission of Tutor Ward Report to HOD	Submission of minutes of class committee meeting-2	CIA I	IQAC Meeting-3	
	Log book Verification by HOD-3			Department Meeting-3		Feedback by Students-2						Logbook Verification by Principal-3
				PTA Meeting								
9.2.19(49)	11.2.19(50)	12.2.19(51)	14.2.19(53)	18.2.19(55)	21.2.19(58)	23.2.19	1.3.19(64)	4.3.19(65)	5.3.19(66)	7.3.19(68)	8.3.19(69)	
HOD's Meeting-4	Feedback by Students-3	Logbook Verification by HOD-5	HOD's Meeting-5	Class Committee Meeting-3	Submission of Tutor ward report to HOD	Internal Audit-2	Conduct of Unit Test 3 (Unit-IV)	Submission of Minutes of Class Committee Meeting-3	Log Book Verification by HOD-6	HOD's Meeting-6	IQAC Meeting-4	
Department Meeting-4			Department Meeting-5							Department Meeting-6		
11.3.19(70)	12.3.19(71)	13.3.19(72)	14.3.19(73)	15.3.19(74)	18.3.19(75)	22.3.19(79)	23.3.19	25.3.19(80)	27.3.19(82)	28.3.19(83)	30.3.19	
Online Test	Last Date for Entry of Seminar Marks	Feedback by Students-4	Logbook Verification by HOD-7	HOD's Meeting-7	Class Committee Meeting-4	Last Date for Entry of Online test & External Participation & Online Course Completion Mark Entry	Logbook Verification by HOD-8	Model Exam	Logbook Verification by Principal-4	Practical Exam Starts/Remedial Class	HOD's Meeting-8	
				Department Meeting-7			Submission of Minutes of Class Committee Meeting-4				Department Meeting-8	
1.4.19(85)	3.4.19(87)	5.4.19(89)	10.4.19(90)	12.4.19	13.4.19	18.4.19	3.5.19	6.5.19	30.5.19	03.06.19	06.06.19	
Last Date for Submission of Internal Marks	Staff Requirement for ODD Semester Submission	IQAC Meeting-5	End Semester Exam Starts	Workload & Timetable	HOD's Meeting-9	Course File Audit-3 (Audit Team)	Letter to Parents	External Audit	Course File Audit-4 (Audit Team)	Reopen for ODD Semester	IQAC Meeting-6	
					Department Meeting-9							
<ul style="list-style-type: none"> IQAC Meeting-06 Course File Audit-04 Internal Audit-02 External Audit-01 Logbook Verification by HOD-08 Logbook Verification by Principal-04 			<ul style="list-style-type: none"> Feedback from Students-04 HOD Meeting-09 Department Meeting-09 Class Committee Meeting-04 Tutor ward Monthly Report-03 Internal Exam-02 									