


**RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**  
**ACADEMIC PROCESS SCHEDULE ODD SEMESTER 2019-2020**

08.06.19	12.06.19(01)	14.06.19(03)	17.06.19(04)	18.06.19(05)	19.06.19(06)	24.06.19(07)	25.06.19(08)	26.06.19(09)	27.06.19(15)	28.06.19(10)	29.06.19(12)				
HOD's Meeting-1	Reopen for ODD Semester	Course File Audit-1 (Audit Team)	Log Book Verification by HOD-1	Conduct of Unit Test 1(Unit-I)	HOD's Meeting-2	Logbook Verification by Principal-1	Submission of Tutor-Ward Report to HOD	Logbook Verification by HOD-2	Class Committee Meeting-1	Feedback by Students-1	Submission of Minutes of Class Committee Meeting-1				
Department Meeting-1					Department Meeting-2										
01.07.19(13)	03.07.19(15)	05.07.19(17)	08.07.19(18)	13.07.19(23)	15.07.19(24)	18.07.19(27)	22.07.19(29)	1.8.19(38)	05.08.19(40)	07.08.19(42)	9.08.19(43)				
Last date for Entry of Assignment Marks	Conduct of Unit Test 2(Unit-II)	IQAC Meeting-1	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 minutes of class committee meeting-2	Conduct of Unit Test 3(Unit-IV)	HOD's Meeting-4	IQAC Meeting-2				
	Log book Verification by HOD-3			Department Meeting-3								Feedback by Students-2	Submission of Tutor Ward Report to HOD	Logbook Verification by Principal-3	Department Meeting-5
				PTA Meeting											
13.08.19(46)	14.08.19(47)	16.08.19	19.08.19(48)	26.08.19(54)	28.08.19(56)	31.08.19(59)	03.09.19(60)	05.09.19(62)	06.09.19(63)	11.09.19(66)	13.09.19(68)				
Feedback by Students-3	Logbook Verification by HOD-5	HOD's Meeting-5	CIA-I	Class Committee Meeting-3	Submission of Tutor ward report to HOD	Internal Audit-1	Submission of Minutes of Class Committee Meeting-3	HOD's Meeting-6	IQAC Meeting-3	Online Test	Last Date for Entry of Seminar Marks				
		Department Meeting-5										Log Book Verification by HOD-6	Department Meeting-6		
14.09.19(69)	16.09.19(70)	20.09.19(74)	23.09.19(75)	25.09.19(77)	28.09.19	30.09.19(80)	01.10.19(81)	04.10.19(83)	10.10.19(85)	12.10.19(87)	19.10.19				
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	Submission of Minutes of Class Committee Meeting-4	Logbook Verification by Principal-4	IQAC Meeting-4	Practical Exam Starts/Remedial Class	Model Exam	HOD's Meeting-8				
		Department Meeting-7										Department Meeting-8			
23.10.19	25.10.19	01.11.19	06.11.19	07.11.19	08.11.19	11.11.19	15.11.19	20.11.19	23.11.19	25.11.19(01)	06.12.19(10)				
Last Date for Submission of Internal Marks	Staff Requirement for EVEN Semester Submission	Workload & Timetable	HOD's Meeting-9	Department Meeting-9	IQAC Meeting-5	Course File Audit-3 (Audit Team)	Letter to Parents	External Audit	Course File Audit-4 (Audit Team)	Reopen for EVEN Semester	IQAC Meeting-6				
<ul style="list-style-type: none"> <li>• IQAC Meeting-06</li> <li>• Course File Audit-04</li> <li>• Internal Audit-01</li> <li>• External Audit-01</li> <li>• Logbook Verification by HOD-08</li> <li>• Logbook Verification by Principal-04</li> </ul>			<ul style="list-style-type: none"> <li>• Feedback from Students-04</li> <li>• HOD Meeting-09</li> <li>• Department Meeting-09</li> <li>• Class Committee Meeting-04</li> <li>• Tutor ward Monthly Report-03</li> <li>• Internal Exam-02</li> </ul>												

**RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**  
**ACADEMIC PROCESS SCHEDULE EVEN SEMESTER 2019-2020**

27.11.2019	28.11.2019	29.11.2019	02.12.2019(1)	03.12.2019(2)	06.12.2019(05)	13.12.2019(10)	14.12.2019	16.12.2019(11)	20.12.2019(15)	23.12.2019(16)	26.12.2019(18)
Course File Audit-1 (Audit Team)	Course Content Verification-1	IQAC Meeting-1	Reopen foe EVEN Semester	Commencement of CBCS Class	Logbook Verification by HOD-1	Logbook Verification by Principal-1	HOD's Meeting-1	Feedback by Student-1	Logbook Verification by HOD-2	Unit Test-1	Class Committee Meeting-1
							Department Meeting-1				HOD's Meeting-2
27.12.2019(19)	28.12.2019	31.12.2019(22)	10.01.2020(29)	11.01.2020(30)	13.01.2020	20.01.2020 (31)	27.01.2020(36)	28.01.2020(37)	30.01.2020(39)	31.01.2020(40)	06.02.2020(44)
Department Meeting-2	IQAC Meeting-2	Logbook Verification by Principal-2	Logbook Verification by HOD-3	HOD's Meeting-3	Internal Audit/NAAC File	Feedback by Student-2	Class Committee Meeting-2	Logbook Verification by HOD-4	HOD's Meeting-4	Submission of Minutes of Class Committee Meeting-2	HOD's Meeting-5
		Submission of Minutes of Class Committee Meeting-1		Department Meeting-3		Unit Test-2					Last Date for Entry of Assignment Marks
07.02.2020(45)	08.01.2020	12.02.2020(48)	20.02.2020(54)	24.02.2020(56)	26.02.2020(58)	29.02.2020	03.03.2020(62)	09.03.2020(66)	10.03.2020(67)	11.03.2020(68)	12.03.2020(69)
IQAC Meeting-3	Logbook Verification by HOD-1	Logbook Verification by Principal-3	Feedback by Student-3	HOD's Meeting-6	Class Committee Meeting-3	Logbook Verification by HOD-5	Internal Academic Audit	Online Test	Unit Test-3	Feedback by Student-5	HOD's Meeting-7
		CIA Test		Department Meeting-6		Submission of Minutes of Class Committee Meeting-3					Department Meeting-7
13.03.2020(70)	14.03.2020(71)	23.03.2020(77)	25.03.2020(79)	28.03.2020(82)	30.03.2020(83)	06.04.2020(89)	07.04.2020(90)	09.04.2020	20.04.2020	23.04.2020	24.04.2020
Logbook Verification by HOD-6	IQAC Meeting-4	Class Committee Meeting-4	HOD's Meeting-8	Logbook Verification by HOD-7	Submission of Minutes of Class Committee Meeting-4	Practical Exam Starts/Remedial Class	Last Date for Submission of Internal Marks	HOD's Meeting-9	Internal Audit	Letter to Parents	IQAC Meeting-5
			Department Meeting-8	Logbook Verification by Principal-4							
25.04.2020	01.05.2020	04.05.2020	08.05.2020	20.05.2020	23.05.2020						
HOD's Meeting-10	Staff Requirement for ODD Semester	Workload & Timetable	HOD's Meeting-11	External Audit	IQAC Meeting-6	<ul style="list-style-type: none"> <li>• IQAC Meeting-06</li> <li>• Course File Audit-02</li> <li>• Internal Audit-03</li> <li>• External Audit-01</li> <li>• Logbook Verification by HOD-07</li> <li>• Logbook Verification by Principal-04</li> </ul>		<ul style="list-style-type: none"> <li>• Feedback from Students-04</li> <li>• HOD Meeting-11</li> <li>• Department Meeting-11</li> <li>• Class Committee Meeting-04</li> <li>• Internal Exam-01</li> </ul>			
Department Meeting-10			Department Meeting-11								