

EASWARI ENGINEERING COLLEGE
BHARATHI SALAI, RAMAPURAM, CHENNAI 600 089
SCHEDULE OF DEPARTMENT ACTIVITIES

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ACADEMIC YEAR: 2019–2020

DEPARTMENT : ELECTRICAL & ELECTRONICS ENGINEERING

SEMESTER : ODD

28/06/2019

Sl. No	Activities	Responsibility	Week Starting days																								
			1 24/ 6	1 1/ 7	2 8/ 7	3 15 / 7	4 22/ 7	5 29/ 7	6 5/ 8	7 13/ 8	8 19 / 8	9 26 / 8	10 3/ 9	11 9/ 9	12 16/ 9	13 23 / 9	14 30/ 9	15 9/ 10	16 14/ 10	17 21/ 10	18 8/1 0	19 4/ 11	20 11/ 11	21 18/ 11	22 25/ 11	23 2/ 12	24 9 / 12
I																											
MEETINGS																											
1	Department meetings	Mrs.Fathema Farzana	26/6	3/7	10/7	17/7	24/7	31/7	7/8	14/8	21/8	28/8	4/9	12/9	18/9	25/9	3/10	9/10	16/10	23/10	30/10	6/11	13/11	20/11	27/11	4/12	
2	Quality circle meetings	Mrs.Fathema Farzana	All working days																								
3	Class committee meetings	Class Committee Chairperson-UG		2/7-5/7					6/8-10/8				3/9-6/9														
		Class Committee Chairperson-PG			8/7					13/8			3/9														
4	Hostel Committee Meeting	Mrs.K.A.Indu Sailaja				15/7				14/8				13/9					15/10						14/11		
5	Mentor Meeting	Mrs.N.Priya		3/7				1/8					4/9														
6	Slow learners meeting	Mr.S.Vijaykumar			9/7				6/8					9/9													
7	CAT Result review meeting	HOD UG/PG							10/8					11/9						22/10							
8	Parents meeting / Interaction	HOD/Faculty UG							11/8					12/9						23/10							
9	Advisory Committee Meeting	Dr.K.Mala		-																							
10	Course Coordinator meeting	Course Coordinators			20/7						22/8					23/9											
II																											
ACADEMICS																											
11	Course file submission	Subject In-charges																		22/10							

