


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

08.05.2018	15.05.2018	28.05.2018	01.06.2018	04.06.2018(1)	09.06.2018	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	
29.06.2018(20)	30.06.2018	04.07.2018(23)	09.07.2018(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									
03.08.2018(45)	06.08.2018(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		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										
	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"> <li>IQAC Meeting-07</li> <li>Course File Audit-03</li> <li>Internal Audit-02</li> <li>External Audit-01</li> <li>Logbook Verification by HOD-08</li> <li>Logbook Verification by Principal-04</li> <li>Feedback from Students-04</li> </ul>			<ul style="list-style-type: none"> <li>HOD Meeting-10</li> <li>Department Meeting-10</li> <li>Class Committee Meeting-03</li> <li>Tutor ward Monthly Report-03</li> <li>Monthly Attendance Report-04</li> <li>Internal Exam-03</li> <li>Result Analysis - 02, Letter to Parents-02</li> </ul>				
Letter to Parents-2	IQAC Meeting-7	HOD's Meeting-10	Reopen for Even Semester								
Course File Audit-1		Department Meeting-10									