


RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
ACADEMIC PROCESS SCHEDULE ODD SEMESTER 2017-2018

RCAS/SOP/ANNEX 1.1/May 2017

03-06-2017	05-06-2017 (1)	09-06-2017 (5)	10-06-2017	12-06-2017 (6)	16-06-2017(10)	22-06-2017 (14)	27-06-2017 (16)	30-06-2017 (19)	
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	Submission of Placement Registration details	Class Committee Meeting - 1	HOD's Meeting - 2	
					Dept Meeting - 1			Dept Meeting - 2	
01-07-2017	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)	
IQAC Meeting - 1	Mentor Monthly Report	Log Book Verification - HOD-3	Feedback from Students - 2	HOD's Meeting - 3	CIA - I (20-07-2017 to 22-07-2017)	Log Book Verification - HOD-4	Class Committee Meeting - 2	HOD's Meeting - 4	
	Minutes of class committee Meeting Approval	Attendance Report to Parents - 1		Dept Meeting - 3				Dept Meeting - 4	
	College opening for First Year			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	Mentor Monthly Report	Attendance Report to Parents - 2	HOD's Meeting - 5	Log Book Verification - HOD-5	Class Committee Meeting - 3	IQAC Meeting - 3	Mentor Monthly Report	Log Book Verification - Principal-2	
									Minutes of Class Committee Meeting Approval
	Log Book Verification - Principal - 1	Internal Audit - I	Test Mark Report to Parents - 1	Dept Meeting - 5		Feedback from Students - 3	Log Book Verification - HOD-6	External Audit	Minutes of Class Committee Meeting Approval
04-09-2017 (61)	07-09-2017 (64)	09-09-2017 (66)	14-09-2017 (70)	15-09-2017 (71)	18-09-2017 (72)	20-09-2017 (74)	23-09-2017	25-09-2017 (77)	
HOD's Meeting - 6	CIA - II 07-09-2017 to 09-09-2017	Log Book Verification - HOD-7	Feedback from students - 4	Result Analysis CIA-II	HOD's Meeting - 7	Class Committee Meeting - 4	Log Book Verification - HOD-8	Minutes of Class Committee Meeting Approval	
Dept Meeting - 6			Course File Audit - II		Dept Meeting - 7		IQAC Meeting - 4	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	Attendance Report to Parents - 3	Model Examination 03-10-2017 to 09-10-2017	End Semester Practical Exam	Result Analysis Model Examination	Log Book Verification - HOD-9	HOD's Meeting - 9	IQAC Meeting - 5	Submission of Workload & staff requirement - EVEN Semester 2017-2018	
Mentor Monthly Report	Test Mark Report to Parents - 2		HOD's Meeting - 8		Model Mark / Internal Mark Report to Parents	Dept Meeting - 9	Log Book Verification Principal - 4	Completion of Course File / Records	Log Book Verification - HOD- 10
			Dept Meeting - 8						
04-11-2017	14-11-2017	16-11-2017	20-11-2017(1)	25-11-2017					
HOD's Meeting - 10	HOD's Meeting - 11	Course File Auditing - I by HOD / Audit Team	College Reopens for EVEN Semester	IQAC Meeting - 6	<ul style="list-style-type: none"> Log Verification by Principal - 4 HoD's Meeting - 11 IQAC Meeting - 6 Internal Audit - 2 External Audit - 1 Internal Test - 3 Feedback from students - 4 	<ul style="list-style-type: none"> Dept Meeting - 11 Log Book Verification by HOD - 10 Course File Auditing - 1 Class Committee Meeting - 4 Mentor Monthly Report - 4 Attendance/Internal Marks to parents - 3 Placement Registration / details - 1 			
Dept Meeting - 10	Dept Meeting - 11								

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