RATNAVEL SUBRAMANIAM COLLEGE OF ENGINEERING AND TECHNOLOGY, DINDIGUL - 5
COLLEGE ACADEMIC PLAN 2015 - 2016

COMMON ADMINISTRATIVE PLAN - DIRECTOR / PRINCIPAL

Criteria	June-15	July-15	August-15	September-15	October-15	Nov-16	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16
Curriculum Criteria	Vision & Mission and Objectives (College)						Academic Planning meeting					
	Academic Planning meeting											
	June-15	**July-15**	**August-15**	**September-15**	**October-15**	**Nov-16**	**Dec-16**	**Jan-16**	**Feb-16**	**Mar-16**	**Apr-16**	**May-16**
Teaching learning & Evaluation		Commencement of classes for all UG & PG Courses	ODD Sem Result Analysis (ExamCell)			Even sem Planning (Workload and Timetable)	Presemester work entry in RAVES	Commencement of classes for all UG & PG (All semesters)	EVEN Sem Result Analysis (ExamCell)		Commencement of EOS practical & Theory Exams (II,III,IV, UG & PG)	Commencement of EOS Theory & Practical Exams (I Year UG & PG)
	Presemester work entry in RAVES					Commencement of EOS practical & Theory Exams for all UG & PG Courses (Except I Year)	Commencement of EOS practical & Theory Exams (I Year UG & PG)					Odd sem Planning (Workload and Timetable)
		Identification of Slow Learners - (Staff support)						Identification of Slow Learners - (Staff support)				
		Class committe meeting 1		Class committe meeting 2				Class committe meeting 1		Class committe meeting 1		
	Monthly internal assessment & Attendance entering in the Anna university web portal											
	Monthly monitoirng of Lesson plan by HoDs											
	Daily class adjustments(RAVES)											
	Soft Skill Training /Spoken English class											
	Monthly workdone report(RAVES)											
	Monitoring of Lesson plan & course file by the Principal											

	June-15	July-15	August-15	September-15	October-15	Nov-16	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16
Research Consultancy & Extension						IIT Remote Center activities (Staff & Students)						
		Project Co-ordinator / Guide Allocations (PG -Phase I)	All PG Phase I Project Review 1	All PG Phase I Project Review 2	All PG Phase I Project Review 3	Model Project viva voce Phase I		All PG Phase II Project Review 1	All PG Phase II Project Review 2	All PG Phase II Project Review 3		Model Project viva voce Phase II
				Project Co-ordinator / Guide Allocations (UG)	ALL UG Zeroth Review			ALL UG Review 1	ALL UG Review 2	ALL UG Review 3 & Model Viva Voce		
				Paper Presentation and Participation in Seminar and other Programmes								
				Annual Research Contribution from Faculty Member - International Journal / National Journal/ International Conf./National Conf.(In that order of Preference)								
				Annual one Funded Proposal must be achieved by Department								
				Every department is expected to oraganise atleast one state lavel/national Level/Seminar Program for staff(In that order of Preference)								
Infrastructure & Learning Resources	Website committee meeting						Website committee meeting					Website committee meeting
				Website Updations (As & whan required)								
Student support & Progresion				Alumni meet / Interaction /Feedback Collection								
	June-15	July-15	August-15	September-15	October-15	Nov-16	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16
		New Student Orientation	Enrolment in NSS/YRC/RRC	NSS/ YRC/ RRC Activities		-			Photo Session for Final Years			
		Antiragging Pledge & Form	NSDC Training			Articles for College Magazine (Students and Staff)	Sports committee meeting			Release of college magazine on Annual Day		
				Disciplinary Action Committee Meeting for staff & Students (As & When needed)								
				IIT Spoken Tutorial Workshop (Students)								
				Proctorial/god father counselling								
				Anti-Ragging and Grievance Cell Meeting								
				Placement Activiites								
				Inter Department & Intra Departmental Sports Activity								
				Student Cocurricular & extra Curricular activities								
				Students Fitness Activities								

Organisation Leadership & Governance	June-15	July-15	August-15	September-15	October-15	Nov-16	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16
	Academic plan & College Calendar	Students welfare/Grivence Redressal meeting'	Issue of ID Card, Library Card and Uniform	Engineer's Day Celebration	Students Merit List	Staff Welfare Redressal Meeting	Library Committee Meeting	Research Committee Meeting (R & D Cell)		Women's Day Celebration		Performance Appraisal for staff
	Admission Activities (Admission cell) Admission approval Processing (EC Office)			Women's Welfare Meeting	Science Day Open House Exhibition for School students			Women's Welfare Meeting	Enterpreneurship Development Cell Meeting /Activities	Co-curricular Activity Committee Meeting	Calendar / Magazine Committee Meeting	
	IQAC Meeting	New faculty oreintation	Enterpreneurship Development Cell Meeting / Activities	Academic audit committee meeting		Enterpreneurship Development Cell Meeting / Activities		IQAC Meeting		Annual Day & Sports Day celebrations		
		Research Committee Meeting (R & D CELL)		Teachers` day meeting/ Celebration				Pongal Celebrations		Graduation/ Convocation Day		
		Planning and Evaluation Committee Meeting					Planning and Evaluation Committee Meeting	Students welfare/Grivence Redressal meeting'				
	Indent for Academic Year											
	Maintenance/House keeping committee (Twice a month)											
	Monthly department wise Audit											
	Gate,Hostel,Academic Block&Cafeteria Mointoring Committee avtivities											
	Exam Cell Committee Meeting (As & When needed)											
	HoD`s Meeting with Principal											
	Preventive maintenance											

Innovative Practices	June-15	July-15	August-15	September-15	October-15	Nov-16	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16
			Rank Holder List	First Aid Emergency care camp		Student Disciplinary Roll		Rank Holder List	Fire & Safety Prorgram	Student Disciplinary & Achivement Awards		
									AIDS/ Health Awareness Program	Blood Donation Camp		
										Hostel day celebrations		
	Report to parents / Parents meeting											

IAQC Coordinator   Principal