DEPARTMENT OF COMPUTER APPLICATION

ACADEMIC PLANNER - (August 2022 – Dec 2022)

MONTHS	PLANNER
AUGUST	Workload & Time Table
	Bridge Course
	Lesson Plan
	Staff Review API Report
	Student Attendance /Leave letter
	Mentor Mentee Details
	Dept., Minutes Register
	1-Year student Details-Application Verification
	Hostel Students Details
	Transport Students Details & Fee Paid
	Semester Fee to Student's

SEPTEMBER	University Apr/May 2022 Results
	Result Analysis Apr/May 2022 Results
	Question Paper Submission – CIA-I
	Internal Assessment Examinations - I
	Internal Mark Register updation
	University Mark Register updation
	SC,ST-Scholarship Details
	Assignment-I for all Subjects
	Revaluation and Instant exam details
	Mentor Mentee Meeting reports
	Question Paper Submission – CIA-II
	Staff review note verification
	Updation of API reports for staff members
	Class Alteration Register verification
	Students Seminar for all subjects
OCTOBER	Question Paper Submission - CIA-II verification
	Internal Assessment Examinations - II
	Internal Mark Register updation
	Assignment-II for all Subjects
	Students Seminar for all subjects
	Mentor Mentee Meeting reports
	Online Internal marks entries for all subjects
	Department EDP activity

NOVEMBER	Library Activities preparation
	I-Year Students Details Online Entry
	Question Paper Submission – CIA-III
	Internal Assessment Examinations - III
	Internal Mark Register updation
	Assignment-III for all Subjects
	Students Seminar for all subjects
	Mentor Mentee Meeting reports
DECEMBER	Online-Entry ->Allied/Elective/Fee not paid list /Attendance/Proforma P1 & P2/Internal Marks
	University Practical Exam-Online Entry
	University Theory Time Table-Consolidate
	Workload & Time Table for even semester
	Lesson Plan for even semester
	Staff Review API Reports

DEPARTMENT OF COMPUTER APPLICATION

ACADEMIC PLANNER - (DEC 2022 - APR 2023)

MONTHS	PLANNER
DEC	Online-Entry ->Allied/Elective/Fee not paid list /Attendance/Proforma P1 & P2/Internal Marks University Practical Exam-Online Entry University Theory Time Table-Consolidate Workload & Time Table for even semester Lesson Plan for even semester Staff Review API Reports Department Seminar Department Library Activity Assignment-I for all Subjects Question Paper Submission for Internal - Assessment Exam - I
JAN	Internal Assessment Examinations- I Internal Mark register Mentor Meeting Report Assignment-II for all Subjects Students Fee(Term/Bus/Hostel) Sports Day/Rangoli/ Pongal Celebrations Department EDP activities
FEB	Question Paper Submission for Internal Assessment Exam - II Student Seminar Internal Assessment Examinations - II Internal Mark Register Assignment-III for all Subjects Mentor Meeting Report University result-Nov/Dec-2022 Result Analysis/ University Mark register Update Cultural Expo Industrial visit
MARCH	Question Paper Submission for Internal Assessment Exam -III

	Online Entry ->Allied/Elective/Fee not Paid/Proforma P1 & P2
	Model Examination Starts
	College Day
	Internal Mark Register Update
APRIL	University Practical - Online Entry
	Internal Mark Register
	Attendance-T1 & T2 Form
	Online Entry – Internal Marks for all Subjects
	University Time Table Consolidate
	Convocation, Farewell, Group Photo
MAY	University Theory Examinations