

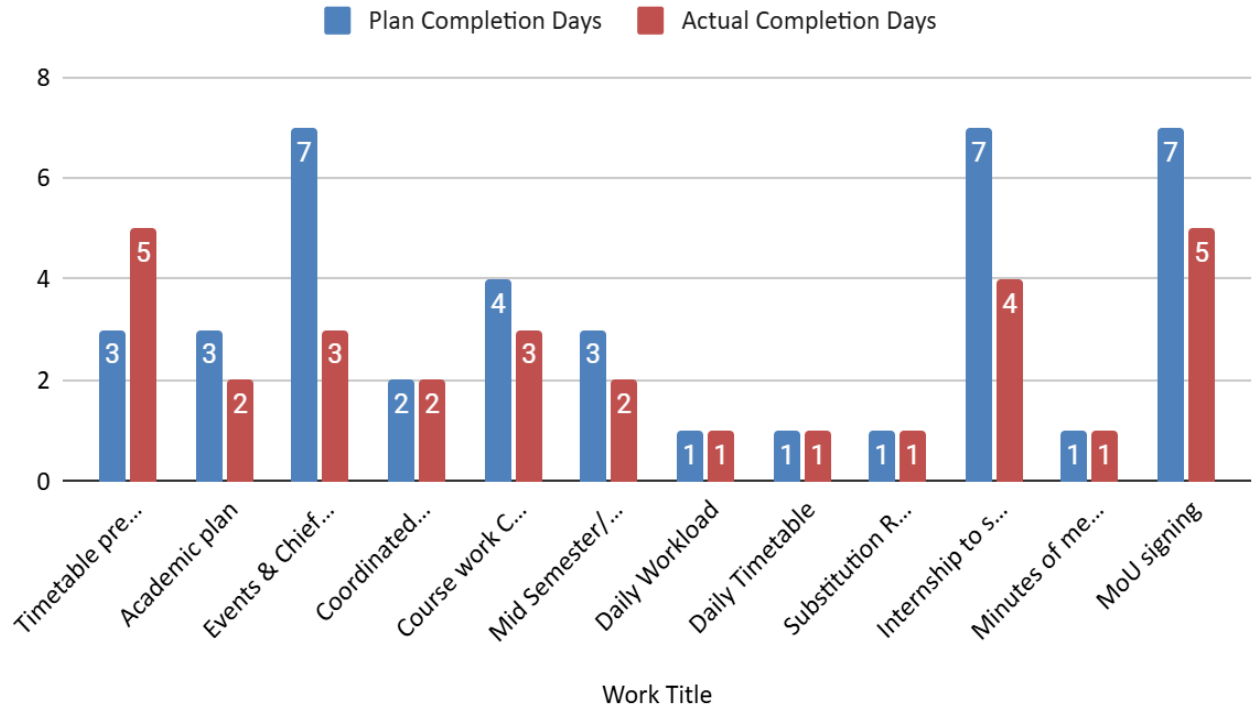


## WORK DISTRIBUTION CHART 2023-2024

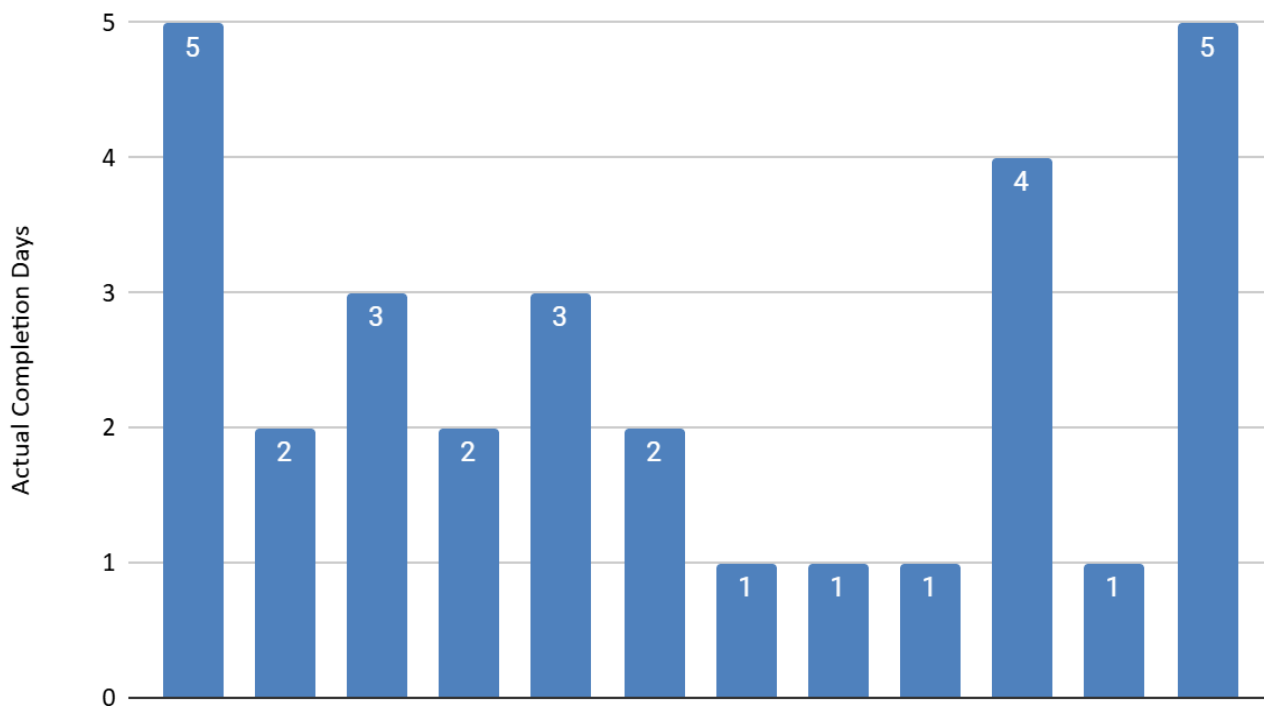
THIRUTHANGAL NADAR COLLEGE Selavayal, Chennai-51						
DEPARTMENT OF SOFTWARE APPLICATIONS 2023-2024						
WORK DISTRIBUTION CHART						
S.no	Staff Name	Work Title	Plan Completion Days	Actual Completion Days	Completion Date	Remarks
1	Dr.S.Lavanya	Timetable preparation & subject allocation	3	5	02-06-2023 08-12-2023	-
2		Academic plan	3	2	07-06-2023	-
3		Events & Chief Guest Arrangement	7	3	14-07-2023 21-07-2023 11-08-2023 08-09-2023 06-01-2024 24-01-2024	-
4		Coordinated Maperum Tamil Kanavu Programme	2	2	01-09-2023	
5		Course work Completion	4	3	24-01-2024	-
6		Mid Semester/ IA1/IA2/Model Exam Question Paper & Answer Key Preparation	3	2	28-07-2023 27-09-2023 20-01-2024 29-02-2024 18-03-2024	-
7		Daily Workload	1	1	Carried throughout the academic year	-
8		Daily Timetable	1	1	Carried throughout the academic year	-
9		Substitution Register	1	1	Carried throughout the academic year	-
10		Internship to students	7	4	19-12-2023	-
11		Minutes of meeting	1	1	Monthly twice	-
12		MoU signing	7	5	21-03-2024	-



### Plan Completion Days and Actual Completion Days



### Actual Completion Days





**THIRUTHANGAL NADAR COLLEGE**  
Selavayal, Chennai-51

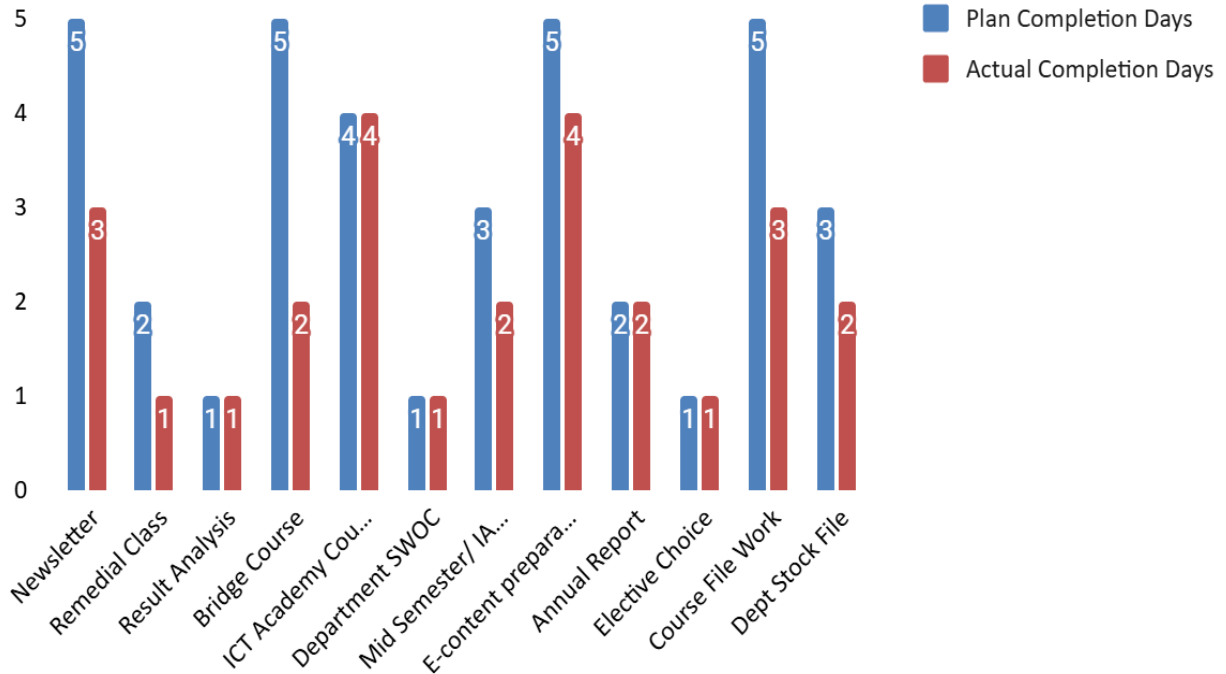
**DEPARTMENT OF SOFTWARE APPLICATIONS 2023-2024**

**WORK DISTRIBUTION CHART**

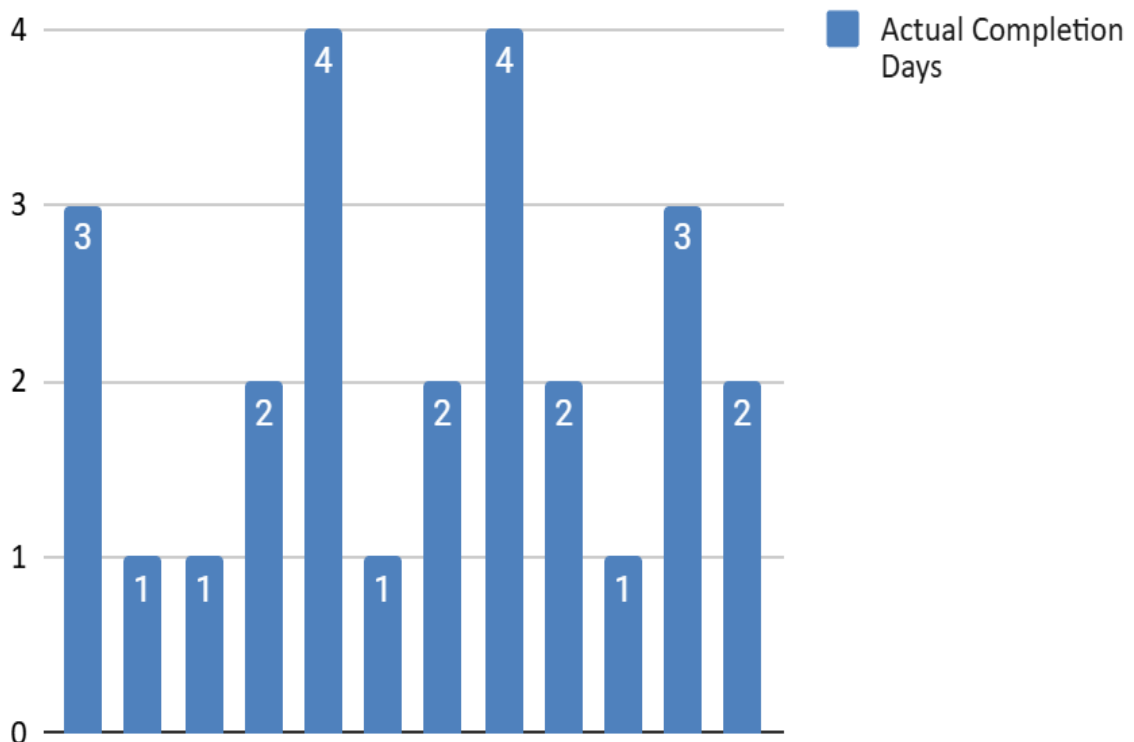
S.no	Staff Name	Work Title	Plan Completion Days	Actual Completion Days	Completion Date	Remarks
1	Mrs.A.Yogameena	Newsletter	5	3	03-11-2023 08-04-2024	-
2		Remedial Class	2	1	09-10-2023 05-03-2024	-
3		Result Analysis	1	1	10-08-2023 01-04-2024	-
4		Bridge Course	5	2	16-12-2023	-
5		ICT Academy Course registration	4	4	21-07-2023	
6		Department SWOC	1	1	20-06-2023	-
7		Mid Semester/ IA1/IA2/Model Exam Question Paper & Answer Key Preparation	3	2	01-08-2023 03-10-2023 20-01-2024 29-02-2024 20-03-2024	-
8		E-content preparation for students	5	4	01-09-2023 22-02-2024	-
9		Annual Report	2	2	08-04-2024	-
10		Elective Choice	1	1	19-06-2023 06-12-2023	-
11		Course File Work	5	3	06-11-2023 04-04-2024	-
12		Dept Stock File	3	2	22-06-2023	-



### Plan Completion Days and Actual Completion Days



### Actual Completion Days





**THIRUTHANGAL NADAR COLLEGE**  
Selavayal, Chennai-51

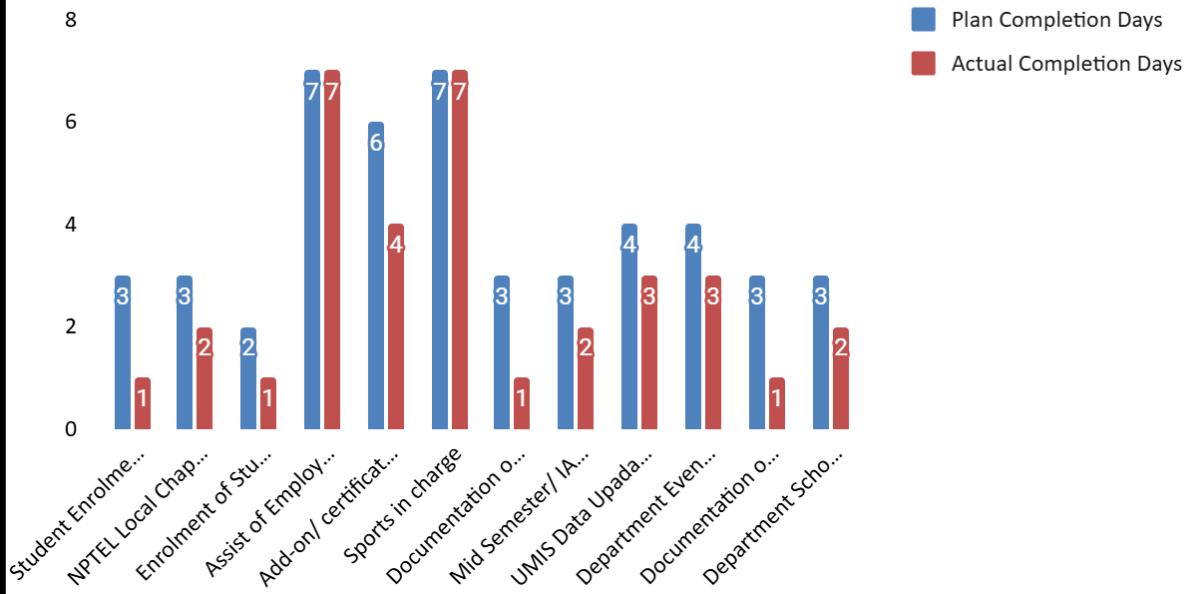
**DEPARTMENT OF SOFTWARE APPLICATIONS 2023-2024**

**WORK DISTRIBUTION CHART**

S.no	Staff Name	Work Title	Plan Completion Days	Actual Completion Days	Completion Date	Remarks
1	Mrs.Sandhya Sabu	Student Enrolment list with Roaster	3	1	10-07-2023	-
2		NPTEL Local Chapter Student Registration	3	2	28-07-2023	
3		Enrolment of Student & Faculty in Naan Mudhalvan portal	2	1	25-08-2023	
4		Assist of Employment through Softskill & Placement course assessment	7	7	04-08-2023	
5		Add-on/ certificate programmes	6	4	13-10-2023	-
6		Sports in charge	7	7	15-03-2024	-
7		Documentation of Teachers-FDP/PDP/short term course	3	1	27-03-2024	-
8		Mid Semester/ IA1/IA2/Model Exam Question Paper & Answer Key Preparation	3	2	28-07-2023 27-09-2023 22-01-2024 26-02-2024 18-03-2024	-
9		Updation Of UMIS Data	4	3	24-07-2023	-
10		Department Events updation	4	3	01-04-2024	-
11		Documentation of Academic Council/BOS/Question paper setter/ External Examiner	3	1	08-04-2024	-
12		Department Scholarship list	3	2	30-04-2024	-



Plan Completion Days and Actual Completion Days



Actual Completion Days

