

31.08.2019

Dear Professors,

The Department of Information Technology is organizing the "IT-EXPO" for the students of Computer Science, Information Technology, and Computer Applications to explore their talent on Model Making - New era of technology to be held on 20.09.2019. The Head of the Department's are requested to permit their students to participate in the programme and get benefited.

The Important Dates and number of Participate is attached for your kind Perusal.

Student Registration with Title of the Model related to any Technology	} - 04.09.2019.
Model Review	- 13.09.2019.

Minimum number of Participation :-

Computer Science - 15

Information Technology - 25

Computer Applications - 10

For Registration and any clarification kindly contact Department of Information Technology.

Department Name	Signature of HoD
Computer Science	for [Signature]
Information Technology	[Signature]
Computer Applications	M. [Signature]

Mr. [Name] has been appointed as Head of the Department of Information Technology. He has been working in the field of Information Technology for many years. He has a B.Tech. degree in Information Technology from Anna University, Chennai. He has also worked in various IT companies before joining the college. He is a very dedicated and hardworking person. He will be responsible for the overall functioning of the department and will be in charge of all the activities related to the department. He will also be responsible for the recruitment and selection of staff for the department. He will be in charge of the financial management of the department and will be responsible for the purchase of equipment and materials. He will also be responsible for the maintenance of the equipment and materials. He will be in charge of the academic activities of the department and will be responsible for the development of the curriculum and the delivery of the courses. He will also be responsible for the evaluation of the students and the awarding of marks. He will be in charge of the administrative activities of the department and will be responsible for the management of the department's records and the coordination of the department's activities with other departments of the college. He will also be responsible for the representation of the department in various forums and will be in charge of the public relations of the department. He will be in charge of the overall development of the department and will be responsible for the improvement of the quality of the education provided by the department. He will be in charge of the overall functioning of the department and will be responsible for the achievement of the department's goals and objectives. He will be in charge of the overall functioning of the department and will be responsible for the achievement of the department's goals and objectives.

[Signature] 31/11/19
Head of the Department

S. Kalaiselvan
Principal