



VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist, Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTU Hyderabad

EAMCET CODE : VGNT



Department of Mechanical Engineering Academic Calendar 2019-20-I Semester

S.NO.	Name of the event	Date	Faculty Responsible
1	CRT Classes for final years	18-06-19	
2	Subject Preference Sheet Submission	22-06-19	Faculty
3	Subjects Allotment	27-06-19	HOD
4	Faculty Development Program	01-07-19 to 06-07-19	Convener & Co-convener
5	Verifying the Stationary Requirement for the next semester class work	09-07-19	HOD
6	Time Table Fine Tuning	10-07-19	Time Table I/C
7	Department Staff Meeting	11-07-19	HOD
8	Commencement of class work & 1st spell of instructions to cover 1 to 2 1/2 Units	15-07-19	-
9	Guides assigning for Mini Project	29-07-19	Internship I/C
10	Mini Project Reviews	03-08-19 to 26-10-19	Concerned Project In charge
11	Mini Project Report submission	31-10-19	Concerned Project In charge
12	1 st Unit to be completed by	03-08-19	Faculty
13	Unit test-1	09-08-19 to 14-08-19	Exam cell
14	Submission of weak students list -subject wise	17-08-19	Class Coordinators
15	Fresher's day		II Year Coordinator
16	2nd Unit to be completed by	28-08-19	Faculty
17	Unit test- 2	29-08-19 to 31-08-19	Unit test I/C
18	Lab internal Exam-1	03-09-2019 to 07-09-2019	Lab Faculty
19	Guest Lecture	10-09-19	Guest Lecture Coordinator
20	2 1/2 Unit to be completed by	11-09-19	Faculty
21	1st mid Exams	12-09-19 to 14-09-19	Exam Branch
22	Engineers day Celebration	14-09-19	Event coordinator
23	2nd Spell of Instructions	16-09-19 to 13-11-19	HOD
24	Submission of 1st Mid Exam Marks to	18-09-19	Faculty

	Exam Branch		
25	TEDx	21-09-19	
26	Parent Teacher Meet (3 rd Year)	21-09-19	Class Coordinators
27	Completion of Unit-3 by	24-09-19	Faculty
28	Remedial classes schedule	24-09-19	Time table I/C
29	Submission of Mid-1 Analysis & weak students list	23-09-19	Faculty
30	Unit test-3	03-10-19 to 05-10-19	Unit test I/C
31	Student Workshop	Oct 2019	In charge
32	Industrial visit	Oct 2019	Industrial Visit Coordinator
33	Lab internal Exam-2	04-10-2019	Faculty in-charge
34	Guest Lecture	20-10-19	Guest Lecture Coordinator
35	Unit test-4	24-10-19 to 26-10-19	Unit test I/C
36	Completion of Unit-5 by	06-11-19	Faculty
37	Industrial Visit	Nov 2019	Coordinator
38	2 nd Mid exam	14-11-19 to 16-11-19	Exam cell
39	Revision schedule	07-11-19 to 13-11-19	HOD
40	Lab External exams	18-11-19 to 23-11-19	Faculty
41	End Semester & Supplementary Exams	25-11-19 to 07-12-19	Exam Branch
42	Major Project Abstract Submission	05-12-19	Project Coordinator

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VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Mechanical Engineering Department Academic Calendar			
Academic Year 2019 - 2020 - II Semester			
S.No	Event	Date	Person Responsible
1	One week workshop on ANSYS workbench	9-Dec-2019	Mrs.M.Bharghavi
2	II Semester Timetable	13-Dec-2019	Time Table Incharge
3	Verifying the requirements (Stationary, attendance registers, chalks, dusters, roll list, syllabus copy time table etc)of the department for the next semester class work and distribution to the staff	13-Dec-2019	HOD
4	Commencement of II Sem Class Work for B.Tech II, III & IV Year	16-Dec-2019	HOD
5	Ist spell of Instructions for covering I, II and half of III unit	16-Dec-2019 to 02-Feb-2020	HOD
6	Guest Lecture on Oppurtunities in USA for Mechanical Engineering Students	19-Dec-2020	Mr. Anup Jana Ms. P.Madhavi
7	Filled form – Project Batch Details/Project Title to be submitted to Project co-ordinator	22-Dec-2020	Dr. S. Deva Prasad, Dr. B.Singaravel ,Mr. N. Venkateswarlu
8	Industrial Visit	3rd week of Dec	Mr. K.Mangapathi Rao
9	SAE Tier -I Events	27 th ,28 th ,30 th -Dec-2020	Mr.Sarat Chandra Mohanty
10	Certification program on 3D Modelling (UNI GRAPHICS)	2-Jan-2020	Mrs.M.Bharghavi
11	Class Review Committee Meeting (IV Year)	4-Jan-2020	Class Co-ordinator
12	Class Review Committee Meeting (III Year)	5-Jan-2020	Class Co-ordinator
13	Class Review Committee Meeting (II Year)	6-Jan-2020	Class Co-ordinator
14	Major Project - Guide Allocation	6-Jan-2020	HOD, Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
15	Department Development Committee Meeting	7-Jan-2020	HOD
16	Unit-I to be completed for B.Tech II, III & IV Year II Sem	8-Jan-2020	HOD
17	Sharing of oral feedback with faculty by HOD	9-Jan-2020	HOD
18	Unit Test -I	9 th , 10 th , 11 th Jan-2020	Department Exam section Incharge & HOD
19	Major Project review -Plan of work	10 th , 11 th Jan-2020	Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
20	Pre-Talk on Drone Technology	11-Jan-2020	Mr.P.Sadhanandam
21	Pongal Holidays	13-Jan-2020 to 16-Jan 2020	
22	Workshop on LATEX	17 th & 18 th -Jan -2020	Dr B.Singaravel
23	Hands on session on Drone Technology	21 st & 22 nd -Jan -2020	Mr.P.Sadhanandam
24	Graduation Day	25-Jan-2020	Ms. P.Madhavi Mr. Surappa

25	Unit-II Scheduled to be complete	30-Jan-2020	II,III,IV year
26	National Conference	30 th ,31 st Jan 2020	Dr. Deva prasad

27	Review of % of syllabus covered and necessary action	31-Jan-2020	HOD
28	Unit Test -II	31 st jan, 1 st , 3 rd feb-- 2020	Department Exam section Incharge & HOD
29	Major Project review -1	1 st week of Feb	Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
30	SAE tier -II Events	1 st week of Feb	Mr.Sarat Chandra Mohanty
31	Student feedback through online	1 st week of Feb	Class Co-ordinator
32	Ist Mid Examinations for B.Tech - II, III & IV Year - II Sem	10 th , 11 th , 12 th -Feb- 2020	Department Exam section Incharge &HOD
33	2nd Spell of Instructions (Units 3 to 5)	13-Feb-2020	HOD
34	Industrial visit	3 rd week of Feb	Mr. K.Mangapathi Rao
35	Lab internal - I for II, III & IV Year	13-Feb-2020	Lab Incharges
36	Submission of weak students list to HOD based on performance in Mid test	15-Feb-2020	Class Co-ordinator
37	Tarang (College Day)	4 th week of Feb-2020	Administration
38	Unit-III Schedule date of completion	20-Feb-2020	HOD
39	Unit Test -III	22 nd , 23 rd . 24 th -feb - 2020	Department Exam section Incharge & HOD
40	Major Project review -2	4 th week of Feb	Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
41	Guest Lecture	4 th week of Feb	Mr. Anup jana Ms. P.Madhavi
42	Extra classes for weak students	1 st & 2 nd week of March-2020	Time Table Incharge
43	Class Review Committee Meeting for II,III,IV year	2 nd week of March- 2020	Class Co-ordinators, CRC
44	Industrial visit	3 rd week of March- 2020	Mr. K.Mangapathi Rao
45	Unit-IV to be completed by	14-Mar-2020	
46	Unit Test -IV	16 th , 17 th . 18 th - March -2020	Department Exam section Incharge & HOD
47	PPTs on advance topics,GDs & seminars sesions for bright students	3 rd & 4 th week of March	class-coordinators
48	Remedial classes	3 rd & 4 th week of March	Time Table Incharge
49	Major Project review -3	4 th week of March	IV year
50	Guest lecture	4 th week of March	II,III year
51	Last Date to complete the syllabus	31-Mar-2020	
52	Innovative project EXPO	1 st week of April	Mr. K.Mangapathi Rao, Mr.G.Nagesh

53	Project Book to be submitted Guide with HOD sign	5 to 7thApr 2020	Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
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54	II Mid Examinations for II, III & IV Year B.Tech - II Sem	8 th , 9 th , 11 th -April 2020	Department Exam section Incharge&HOD
55	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	12-April-2020 to 19-April -2020	Subject Faculty
56	Project Work – External viva-voce	13 th to 18 th , April 2020	Dr. S. Deva Prasad, Dr B.Singaravel , Mr. N. Venkateswarlu
57	End Semester Examinations for B.Tech II, III & IV Year - II Sem	20-April-2020 to 21-May -2020	Department Exam section Incharge& HOD
58	Subject Allocation for next semester	12-May-2020 to 19-May -2020	HOD
59	Time table finalization for next semester	27-May-2020	Time Table Incharge
60	FDP/Workshops	3 rd week of May-2020	HOD
61	Summer vacation	08/05/2020 to 07/07/2020	HOD
62	Faculty Orientation Program	4 th week of June-2020	HOD
63	Commencement of II, III & IV Year - I Sem Class Work 2020-21	1 st week of July-2020	HOD
	Attendance Registers to the HOD for verification by 30 th of every month		Class Coordinator
	Attendance Registers to be sent to academic section by 2 nd of every month		HOD
	Undertaking forms to the exam section by 16 th of every month		Counsellors
	Soft & hard copy of Monthly report submission by 5 th of every month		Coordinator & HOD
	Counselling report submission to Principal by 5 th of every month		Counsellors
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