

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**Department of Civil Engineering - Academic Calendar****Academic Year 2018 - 2019 - I Semester**

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	23/05/2018	HOD & Mrs. B. Lavanya
2	CRT for Final year students	1/06/2018 to 23/06/2018	Mr. B. Mahesh T & P I/C
3	Subjects Finalization	12/6/2018	HOD
4	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	12/6/2018	HOD
5	RAMZAN	16/6/2018	
6	Timetable Finalization	26/06/2018	HOD & TT I/C
7	Faculty Development Program	27/6/18 to 28/6/2018	HOD of CE & ECE
8	Program on Meditation & Yoga by Ramakrishna Matt	29/6/2018	Dr. Phani Kumar
9	Faculty Orientation Program	02/7/18 to 7/7/2018	HOD & Ms. M. Madhuri
10	Budget Submission for the next semester	7/7/2018	HOD
11	Departmental Staff Meeting	7/7/2018	HOD
12	All Faculty & Staff Meeting	7/7/2018	Principal
13	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	9/7/2018	Class Coordinators
14	Ist spell of Instructions for covering I, II and half of III unit	9/7/18 to 1/9/18	Faculty
15	First Year Orientation Program	16/07/2018	Ist year HOD
16	Intiation of Innovative Projects	17/07/2018	HOD & Ms. K. Manasa
17	Workshop on Entrepreneurship awareness	23/07/2018 to 25/07/2018	HOD CE
18	Industrial Visit (IV year CE)	28/07/2018	HOD & Mr. T. Karthik Chary
19	Mini-project Review -1 for Final years	28/7/2018	Ms. P. Sai Shraddha, Mrs. B. Lavanya
20	Unit-I to be completed for II, III, IV years	30/07/2018	Faculty
21	Class Review Committee Meeting (II, III, IV Year)	31/7/2018	Class Coordinators

22	Department meeting and Review of % of syllabus covered and necessary action	31/7/2018	HOD
23	Sharing of oral feedback with faculty by HOD	1/8/2018	HOD
24	Feedback collection and subsequent course of action by the Principal through HOD	1/8/2018	Principal & HOD
25	Unit Test - I	4/8/2018 & 7/8/2018	HOD & Exam Section
26	BONAALU	6/8/2018	
27	Mini-project Review -2 for Final years	10/8/2018	Ms. P. Sai Shradha, Mrs. B. Lavanya
28	INDEPENDENCE DAY	15/08/2018	
29	Mini-project Review -3 for Final years	18/8/2018	Ms. P. Sai Shradha, Mrs. B. Lavanya
30	Unit-II to be completed by	21/08/2018	Faculty
31	BAKRID (ID-UL-ZUHA)	22/08/2018	
32	Innovative Projects Review - I	24/08/2018	Ms. K. Manasa (IP I/C)
33	Unit Test - II	25/08/2018 & 27/08/2018	HOD & Exam Section
34	Lab internal - I for II, III & IV Year	27/8/18 to 1/9/18	Lab Incharges
35	Mini Project Draft Copy Submission	28/8/2018	Ms. P. Sai Shradha, Mrs. B. Lavanya
36	Class Review Committee Meeting (IV, III, II Year)	28/8/2018	Class Coordinators
37	Two and half Units to be completed by	1/9/2018	Faculty
38	SRI KRISHNASHTAMI	3/9/2018	
39	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	4/9/18 to 6/9/18	Exam Section
40	2nd Spell of Instructions (Units 3 to 5)	7/09/18 to 10/11/2018	faculty
41	Last date for submission of draft copy	12/9/2018	Ms. P. Sai Shradha, Mrs. B. Lavanya
42	VINAYAKA CHAVITHI	13/09/2018	
43	Sharing of oral feedback with faculty by HOD	14/9/2018	HOD
44	Workshop for Student	14/09/2018 to 15/09/2018 (Tentative)	HOD & Mr. B. Mahesh
45	Submission of results & weak students list and subsequent course of action based on performance in Mid test	15/9/2018	HOD

46	Engineer's Day Celebration	15/09/2018	HOD & Student Coordinators from II, III, IV years
47	Freshers Day Celebrations		Principal
48	Unit-III to be completed	17/9/2018	faculty
49	Unit Test - III	20/09/2018 & 22/09/2018	HOD & Exam Section
50	Innovative Projects Review - II	22/09/2018	Ms. K. Manasa (IP
51	MOHARAM	21/09/2018	
52	GANDHI JAYANTHI	2/10/2018	
53	Class Review Committee Meeting (IV, III, II Year)	3/10/2018	Class Coordinators
54	Major Project Abstract submission	4/10/2018	Project Coordinator
55	Industrial Visit (III year CE)	4/10/2018 (Tentative)	HOD & Mr. T. Karthik Chary
56	Unit-IV to be completed by	8/10/2018	Faculty
57	Plan for Remedial classes	8/10/2018	HOD & class
58	BATHUKAMMA STARTING DAY	9/10/2018	
59	Innovative Projects Review - II	12/10/2018	Ms. K. Manasa (IP I/C)
60	Department meeting and Review of % of syllabus covered	12/10/2018	HOD
61	Parents Teachers Meeting proposed	13/10/2018	JNTUH
62	Technical Project Exhibition	13/10/2018	Innovative Project Coordinators
63	DUSSEHRA HOLIDAYS	15/10/18 to 20/10/18	
64	Unit Test - IV	20/09/2018 & 22/09/2018	HOD & Exam
65	Last Date to complete the syllabus	2/11/2018	faculty
66	Revision/Remedial classes and Prefinals	3/11/18 to 10/11/18	HOD & class teachers
67	DEEPAVALI	7/11/2018	
68	II Mid Examinations for II, III & IV Year B.Tech - I Sem	12/11/18 to 14/11/18	Exam Section
69	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	15/11/18 to 24/11/18	Respect Lab incharges
70	Subject allocation options to the faculty	15/11/2018	HOD & Mrs. B. Lavanya
71	Subject Allocation for next semester	19/11/2018	HOD
72	EID MILADUN NABI	21/11/2018	
73	GURU NANAK BIRTHDAY / KARTHIKA PURNIMA	23/11/2018	
74	II Mid Examinations results submission and analysis	24/11/2018	Faculty
75	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	26/11/18 to 8/12/18	Exam Section / JNTUH

76	Time table finalization for II semester	30/11/18	TT I/C
77	National level conference	30/11/2018 to 1/12/2018 (Tentative)	HOD & Mr. B. Mahesh
78	Verifying the requirements (Stationary, attendance registers, chinks, dusters, roll list, syllabus copy time table etc)of the department for the next semester class work and distribution to the staff	3/12/2018	HOD
79	FDP/Workshop/FOP	10/12/18 to 15/12/18	HOD
80	Departmental Staff Meeting	15/12/2018	HOD
81	Commencement of II, III & IV Year - II Sem Class Work 2018-18	17/12/2018	Class Coordinators
NOTE	Sep 17th, Oct 2nd, Oct 17th, Nov 2nd and Nov 7th (Presumptive)		HOD
	Attendance Registers to the HOD for verifivation by 30th of every month		Class Coordinators
	Attendance Registers to be sent to Exam section by 2nd of every month		HOD
	Undertaking forms to the exam section by 10th of every month		Counsellors
	Soft & hard copy of Monthly report submission by 5th of every month		Coordinator & HOD
	Counselling report submission to Principal by 5th of every month		Counsellors
	Weekly test on every Monday from 9:00 AM to 11:00 AM		Class Coordinators
	month		Office
	Deaprtment Meeting on every Sat 2:00 PM to 3.00 PM		HOD
	HOD's Dean's meeting on every Wed 1.00 PM		Dean Admin
	CEO meeting with Dean's on every Thu 12.00 PM		Dean Admin
	Principal meeting with HOD's and Dean's on every Fri 1.00 PM		Principal

HOD CE

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**Department of Civil Engineering - Academic Calendar****Academic Year 2018 - 2019 - II Semester**

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	03/11/2018	HOD & Mrs. B. Lavanya
2	Subjects Finalization	10/11/2018	HOD
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	12/11/2018	HOD
4	Timetable Finalization	03/12/2018	HOD & TT I/C
5	Faculty Orientation Program	10/12/2018 to 15/12/2018	HOD & Ms. M. Madhuri
6	Budget Submission for the next semester	20/12/2018	HOD
7	Departmental Staff Meeting	21/12/2018	HOD
8	All Faculty & Staff Meeting	22/12/2018	Principal
9	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	24/12/2018	Class Coordinators
10	Ist spell of Instructions for covering I, II and half of III unit	24/12/18to 9/2/19	Faculty
11	Christmas holiday	25/12/2018	
12	Intiation of Innovative Projects	04/01/2019	HOD & Ms. P.Vineela
13	Industrial Visit (IV year CE)	09/01/2019	HOD & Mr. T. Karthik Chary
14	Unit-I to be completed for II, III, IV years	10/01/2019	Faculty
15	Class Review Committee Meeting (II, III, IV Year)	11/1/2019	Class Coordinators
16	Department meeting and Review of % of syllabus coveredand necessary action	11/1/2019	HOD
17	Sankratri holidays	14/1/2019 to 16/1/2019	
18	Sharing of oral feedback with faculty by HOD	17/01/2019	HOD

19	Feedback collection and subsequent course of action by the Principal through HOD	17/01/2019	Principal & HOD
20	Major-project Review -1 for Final years	21/1/2019	Ms. P. Sai Shradha, Mrs. B. Lavanya
21	Unit Test - I	21/1/2019 & 23/1/2019	HOD & Exam Section
22	Innovative Projects Review - I	25/01/2019	Ms.P.Vineela(IPI/C)
23	Major-project Review -2 for Final years	24/01/2019	Ms. P. Sai Shradha, Mrs. B. Lavanya
24	Republic day	26/1/2019	
25	Major-project Review -3 for Final years	02/02/2019	Ms. P. Sai Shradha, Mrs. B. Lavanya
26	Unit-II to be completed by	06/02/2019	Faculty
27	Unit Test - II	11/02/2019 to 13/02/2019	HOD & Exam Section
28	Two and half Units to be completed by	14-02-2019	Faculty
29	Lab internal - I for II, III & IV Year	14/2/19 to 16/2/19	Lab Incharges
30	Major Project Draft Copy Submission	16/2/2019	Ms. P. Sai Shradha, Mrs. B. Lavanya
31	Class Review Committee Meeting (IV, III, II Year)	16/2/2019	Class Coordinators
32	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	18/2/19 to 20/2/19	Exam Section
33	2nd Spell of Instructions (Units 3 to 5)	21/02/19 to 20/04/2019	faculty
34	Last date for submission of major project draft copy	24/02/2019	Ms. P. Sai Shradha, Mrs. B. Lavanya
35	Sharing of oral feedback with faculty by HOD	26/02/2018	HOD
36	Workshop for Student	26/02/2019 to 27/02/2019 (Tentative)	HOD & Mr. B. Mahesh
37	Submission of results & weak students list and subsequent course of action based on performance in Mid test	27/02/2019	HOD
38	Unit-III to be completed	4/3/2019	faculty

39	Unit Test - III	06/03/2019 and 08/03/2019	HOD & Exam Section
40	Innovative Projects Review - II	08/03/2019	
41	Class Review Committee Meeting (IV, III, II Year)	15/03/2019	Class Coordinators
42	Industrial Visit (III year CE)	16/03/2019 (Tentative)	HOD & Mr. T. Karthik Chary
43	Unit-IV to be completed by	20/03/2019	Faculty
44	Plan for Remedial classes	20/03/2019	
45	Innovative Projects Review - III	25/03/2019	Ms. K. Manasa (IP I/C)
46	Department meeting and Review of % of syllabus covered and necessary action	25/03/2019	HOD
47	Parents Teachers Meeting proposed	26/03/2019	JNTUH
48	Technical Project Exhibition	27/03/2019	Innovative Project Coordinators
49	Unit Test - IV	01/04/2019 & 03/04/2019	HOD & Exam Section
50	Jagjeeven rao jayanthi holiday	05/4/19	
51	Ugadi holiday	06/4/19	
52	Last Date to complete the syllabus	08/04/2019	faculty
53	Revision/Remedial classes and Prefinals	9/04/19 to 19/04/19	HOD & class teachers
54	II Mid Examinations for II, III & IV Year B.Tech - I Sem	22/04/19 to 24/04/19	Exam Section
55	Preparations & Practical's for II, III & IV Year B.Tech - ISem	24/04/19 to 27/04/19	Respect Lab incharges
56	Subject allocation options to the faculty	24/04/19	HOD & Mrs. B. Lavanya
57	Subject Allocation for next semester	27/04/2019	HOD
58	II Mid Examinations results submission and analysis	27/04/19	Faculty
59	End Semester Examinations for B.Tech II, III & IV Year -I Sem and Supplementary exmas	06/05/19 to 06/05/19	Exam Section / JNTUH
60	Time table finalization for II semester	10/05/19	TT I/C

61	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	13-05-2019	HOD
62	Departmental Staff Meeting	16-05-2019	HOD
63	Commencement of II, III & IV Year – I Sem Class Work 2019-20	15/07/2019	Class Coordinators
	Attendance Registers to the HOD for verification by 30th of every month		Class Coordinators
	Attendance Registers to be sent to Exam section by 2nd of every month		HOD
	Undertaking forms to the exam section by 10th of every month		Counsellors
	Soft & hard copy of Monthly report submission by 5th of every month		Coordinator & HOD
	Counselling report submission to Principal by 5th of every month		Counsellors
	Weekly test on every Monday from 9:00 AM to 11:00 AM		Class Coordinators
	month		Office
	Deaprtment Meeting on every Sat 2:00 PM to 3.00 PM		HOD
	HOD's Dean's meeting on every Wed 1.00 PM		Dean Admin
	CEO meeting with Dean's on every Thu 12.00 PM		Dean Admin
	Principal meeting with HOD's and Dean's on every Fri 1.00 PM		Principal

HOD CE