

**Civil Engineering Department Calendar for the AY 2019-2020 – Sem I**

S.No.	Name of the Event	Date	Faculty Responsible
1	CRT Classes for IV B.Tech	18-06-19	Faculty I/C - Dept. T&P
2	Subject Preference Sheet Submission	22-06-19	Faculty
3	Subject Allotment	27-06-19	HOD
4	Faculty Development Program	01-07-19 to 06-07-19	HOD & Co-convenor
5	Faculty Orientation Program	08-07-19 to 13-07-19	Faculty I/C - Dept. FOPs
6	Verifying the Stationary Requirements like Attendance registers, chalks, dusters, syllabus copy etc.... for the next semester classwork	09-07-19	HOD
7	Time Table Fine Tuning	10-07-19	Faculty I/C - Time Table
8	Telangana Engineers day; Guest Lecture-I	11-07-19	Faculty I/C- Dept. Guest Lectures
9	Department Staff Meeting	11-07-19	HOD
10	Principal/CEO meeting with faculty	12-07-19	HOD
11	Commencement of classwork & 1st spell of instructions to cover I to III (two and half) Units	15-07-19	-
12	Internship certificate submission by students	26-07-19	Faculty I/C - Dept. Industry Oriented Mini Projects
13	Assigning Guides to students for Industry Oriented Mini Project	26-07-19*	Faculty I/C - Dept. Industry Oriented Mini Projects
14	Mini Project report submission	31-07-19	Faculty I/C - Dept. Industry Oriented Mini Projects
15	I Unit to be completed	31-07-19	Faculty
16	Add-on Course on STAAD PRO	17-09-19*	Faculty I/C – Dept. Add-on Course
17	Innovative Project Title Submission	04-08-19	Faculty I/C – Innovative Project
18	Collection of Oral Feedback from Students	05-08-19	Principal / HOD
19	Unit Test-1	09-08-19 to 14-08-19	Faculty I/C – Dept. Unit Tests
20	Graduation day	16-08-19*	Dean- Alumni Affairs
21	Submission of slow learners list -subject wise	17-08-19	Class Coordinators
22	Fresher's day		II Year Coordinator
23	II Unit to be completed	28-08-19	Faculty
24	Unit Test- 2	29-08-19 to 31-08-19	Faculty I/C – Dept. Unit Tests
25	Lab internal Exam-1	03-09-19 to 07-09-19	Lab Faculty
26	Collection of online Student Feedback	09-09-19	Faculty I/C - Dept. Feedback
27	Teachers Day	05-09-19	Dean Faculty Affairs

28	Guest Lecture - II	06-09-19	Faculty I/C – Dept. Guest Lectures
29	III (2 ½) Unit to be completed	11-09-19	Faculty
30	Mid-I Exam	12-09-19 to 14-09-19	Exam Branch
31	Engineers day (15 th Sept.) Celebration & Poster Presentation Competition (*Pre-Engineers day celebration *)	14-09-19	Faculty I/C – Dept. Industry Oriented Mini Project
32	2nd Spell of Instructions	16-09-19	-
33	Submission of Mid-I Exam Marks to Exam Branch	18-09-19	Faculty
34	TEDx Event	21-09-19	-
35	Submission of Mid-I Performance Analysis & Revision of Slow Learners List	23-09-19	Faculty
36	Parent Teacher Meet	23-09-19	Class Coordinators
37	III Unit to be completed	24-09-19	Faculty
38	Finalization of Remedial classes schedule	24-09-19	Faculty I/C – Remedial Classes
39	Guest Lecture – III	25-09-19	Faculty I/C – Dept. Guest Lectures
40	Workshop	29-09-19	Faculty I/C - Dept. Student Workshops
41	Unit test-3	03-10-19 to 05-10-19	Faculty I/C – Dept. Unit Tests
42	Industrial visit- I to IMD, Hyd – III Year I Sem	19-10-19*	Faculty I/C – Dept. Industrial Visit
43	Lab internal Exam-2	04-10-2019	Lab Faculty
44	IV Unit to be completed	24-10-19	Faculty
45	Industrial Visit- II	28-10-19	Faculty I/C – Dept. Industrial Visit
46	Unit test-4	24-10-19 to 26-10-19	Faculty I/C – Dept. Unit Tests
47	V Unit to be Completed	06-11-19	Faculty
48	Mid- II exam	14-11-19 to 16-11-19	Exam branch
49	Major Project Abstract Submission	05-11-19*	Faculty I/C – Final Year Project
50	Lab External exam	19-11-19*	Lab Faculty
51	End Semester & Supplementary Exams	25-11-19 to 07-12-19	Exam Branch
52	Alumni day	20-12-2019	Faculty I/C – Dept. Alumni Affairs
53	International Conference	30-12-19*	Faculty I/C -Conferences

*Tentative

**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE****Department of Civil Engineering - Academic Calendar****Academic Year 2019 - 2020 - II Semester**

S.No	Event	Date	Person Responsible
1	Department staff meeting	02-12-2019	HOD
2	Faculty subject options submission	03-12-2019	HOD & TT I/C
3	Subjects Finalization	04-12-2019	HOD
4	Faculty Orientation Program for new faculty	05-12-2019 to 06-12-2019	FOP I/C
5	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	09-12-2019	HOD
6	Timetable Finalization	11-12-2019	TT I/C
7	Departmental Staff Meeting	13-12-2019	HOD
8	Commencement of II Sem Class Work for B.Tech II, III & IV Year - II Sem	16-12-2019	FACULTY
9	1 st spell of Instructions for covering I, II and half of III unit	16-12-2019	FACULTY
10	IV Year Major project batch and guide allotment	28-12-2019	PROJECT I/C
11	Unit-I to be completed for II, III, IV years	08-01-2020	FACULTY
12	Initiation of Innovative Projects	10-01-2020	IP I/C
13	Class Review Committee Meeting (II, III, IV Year)	11-01-2020	CLASS CO-ORDINATORS
14	Feedback collection and subsequent course of action by the Principal through HOD	11-01-2020	PRINCIPAL/HOD
15	Sharing of oral feedback with faculty by HOD	14-01-2020	HOD
16	Unit Test - I	09-01-2020 to 11-01-2020	UT I/C
17	Industrial Visit (III year CE)	27-01-2020	IV I/C
18	Unit-II to be completed by	30-01-2020	FACULTY
19	Unit Test – II	31-01-2020 to 03-02-2020	UT I/C
20	Guest Lecture – I	06-02-2020	GL I/C
21	Lab internal - I for II, III & IV Year	07-02-2020 to 08-02-2020	LAB I/C
22	Major project Review -I for Final years	03-02-2020	PROJECT I/C
23	Two and half Units to be completed by	08-02-2020	FACULTY
24	I Mid Examinations for B.Tech - II, III & IV Year - II Sem	10-02-2020 to 12-02-2020	FACULTY

25	2 nd Spell of Instructions (Units 3 to 5)	13-02-2020	FACULTY
26	Workshop for Student	17-02-2020	WORKSHOP I/C
27	Unit-III to be completed	20-02-2020	FACULTY
28	Industrial Visit (II year CE)	20-02-2020	IV I/C
29	Unit Test - III	22-02-2020 to 25-02-2020	FACULTY
30	Major project review -2 for Final years	27-02-2020	PROJECT I/C
31	Guest Lecture – II	12-03-2020	GL I/C
32	Plan for Remedial classes	13-03-2020	TT I/C
33	Unit-IV to be completed by	14-03-2020	FACULTY
34	Department meeting and Review of % of syllabus covered and necessary action	14-03-2020	HOD
35	Major project review -3 for Final years	14-03-2020	PROJECT I/C
36	Unit Test - IV	16-03-2020 to 18-03-2020	FACULTY
37	Last Date to complete the syllabus	31-03-2020	FACULTY
38	Revision Schedule	01-04-2020 to 07-04-2020	TT I/C
39	II Mid Examinations for II, III & IV Year B.Tech - II Sem	08-04-2020 to 11-04-2020	FACULTY
40	Preparations & Practical's for II, III & IV Year B.Tech - II Sem		LAB I/C & FACULTY
41	II Mid Examinations results submission and analysis	14-04-2020	CLASS CO- ORDINATORS
42	End Semester Examinations for B.Tech II, III & IV Year - II Sem and Supplementary exams		FACULTY
43	Alumni Meet		ALUMNI I/C

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
Letters to the students having attendance less than 75% by 8th of every month	Office
Department 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