## **VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**

## Electronics & Communication Engineering Department Academic Calendar Academic Year 2016 - 2017 - I Semester

S.No	Event	Date	Person Responsible
1	Faculty Orientation Program	30/5/16 to 11/6/2016	HOD
2	Fine tuning of the Timetable	7/6/16	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	10/6/16	HOD
4	Budget Submission for the next semester	10/6/16	HOD
5	Departmental Staff Meeting	10/6/16	HOD
6	All Faculty & Staff Meeting	10/6/2016	Principal
7	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	13/6/2016	
8	Ist spell of Instructions for covering I, II and half of III unit	13/6/16 to 6/8/16	
9	filed trips	1/7/16 to 31/12/2016	koteswaramma
10	Guest Lecture on T Madhav & Eclatz Club Inaguration	2/7/16	HOD & Nageswara Rao
11	Unit-I to be completed for all years	2/7/16	
12	RAMZAN (ID-UL-FILTR)	6/7/2016	
13	Letters to the students having < 75%	7/7/2016	Office
14	Awareness on Career Choosing by Jamboora Technologies	8/7/16	HOD
15	Class Review Committee Meeting (IV Year )	15/7/16	class teachers
16	Workshop on Android App development by Harsha B, Application Analyzer	16/7/2016	HOD
17	A Program on Scilab	18/7/2016 to 10/8/2016	Prakasam
18	Class Review Committee Meeting (II Year)	18/7/16	class teachers
19	Class Review Committee Meeting (III Year)	18/7/16	class teachers
20	Sharing of oral feedback with faculty by HOD	18/7/16	HOD
21	National level Workshop On hands on Embedded Systems (Raspberry Pi)	22/7/16 & 23/7/2016	HOD & Vikas Tiwari
22	Department meeting and Review of % of syllabus covered and necessary action	23/7/2016	HOD
23	Unit-II to be completed by	23/7/2016	
24	1st Assignment test one unit	25/7/16 to 5/8/16	class teachers
25	Feedback collection and subsequent course of action by the Principal through HOD	30/7/2016	Principal & HOD
26	Departmental Staff Meeting	30/7/2016	HOD
27	BONALU	1/8/2016	
28	Letters to the students having < 75%	6/8/2016	Office
29	21/2 Units to be completed by	6/8/16	
30	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	8/8/16 to 13/8/16	
31	Departmental Staff Meeting	13/8/2016	HOD
32	INDEPENDENCE DAY	15/8/2016	
33	2nd Spell of Instructions (Units 3 to 5)	16/08/2016 to 04/10/2016	
34	Lab internal - I for II, III & IV Year	16/8/16 to 23/8/16	Lab Incharges

Class Review Committee Meeting (II Year)  Class Review Committee Meeting (III Year)  Class Review Committee Meeting (III Year)  Submission of results & weak students list and subsequent  Submission of weak students list to HOD based on performance in Mid test  Sharing of oral feedback with faculty by HOD  SRI KRISHNASHTAMI  SRI KRISHNASHTAMI  25/8/2016  HOD  41  SRI KRISHNASHTAMI  25/8/2016  Freshers Day Celebrations  1/9/2016 to 28/9/16 vikas kumar tiwari  National Level Technical Fest  VINAYAKA CHAVITHI  SIZIANA CHAVITHI  FINAL BAKRID (ID-UL-ZUHA)  Unit-IV to be completed by  15/9/16  Class Review Committee Meeting (IV Year)  Class Review Committee Meeting (II Year)  Class Review Committee Meeting (II Year)  Plan for Remedial classes  Peartment meeting and Review of % of syllabus covered and  24/9/2016  BATHUKAMMA  30/9/2016  BATHUKAMMA  30/9/2016  Revision/Remedial classes  2/4/10/16 to 03/11/16  Revision/Remedial classes  2/4/10/16 to 03/11/16  Revision/Remedial classes  2/4/10/16 to 03/11/16  Class teachers  class teachers  class teachers  2/4/10/16 to 03/11/16  Class teachers  Class Review Complete the syllabus  1/10/16  Revision/Remedial classes  2/4/10/16 to 03/11/16  Class teachers  Class Review Complete the syllabus  1/10/16 to 03/11/16  Revision/Remedial classes	35	Class Davisy Committee Meeting (IV Veer)	19/8/16	alaaa taaabara
Class Review Committee Meeting (III Year)   20/8/2016   class teachers   38   Submission of results & weak students list and subsequent   20/8/2016   class teachers   Submission of results & weak students list on HOD based on performance in Mid test   22/8/2016   class teachers in Mid test   22/8/2016   class teachers   22/8/2016   MOD   22/8/2016   MOD   22/8/2016   MOD   42   Freshers Day Celebrations   27/8/2016   Principal   43   Unit-III to be completed by   29/8/2016   Vikas kumar tiwari   National Level Technical Fest   39/9/16   Vikas kumar tiwari   Vinit-III to be completed by   15/9/16   Class Review Committee Meeting (IV Year)   16/9/16   Class teachers   16/9/16   Class Review Committee Meeting (IV Year)   17/9/2016   Class teachers   Class Review Committee Meeting (II Year)   17/9/2016   Class teachers   Plan for Remedial classes   17/9/2016   HOD   Plan for Remed		Class Review Committee Meeting (IV Year )		class teachers
Submission of results & weak students list and subsequent   20/8/2016   Class teachers				
Submission of weak students list to HOD based on performance in Mid test in				
Sharring of oral feedback with faculty by HOD   22/8/2016   HOD	38	·	20/8/2016	HOD
A	39	· ·	22/8/2016	class teachers
Variable	40	Sharing of oral feedback with faculty by HOD	22/8/2016	HOD
		SRI KRISHNASHTAMI	25/8/2016	
A program on Robotics				Principal
		Unit-III to be completed by		
Letters to the students having < 75%   7/9/2016   Office	44		1/9/2016 to 28/9/16	
Letters to the students having < 75%   7/9/2016   Office				Principal & HODs
BAKRID (ID-UL-ZUHA)   12/9/2016	46	VINAYAKA CHAVITHI	5/9/2016	
15/9/16   15/9	47	Letters to the students having < 75%	7/9/2016	Office
Class Review Committee Meeting (IV Year)	48	BAKRID (ID-UL-ZUHA)	12/9/2016	
51         Class Review Committee Meeting (II Year)         17/9/2016         class teachers           52         Class Review Committee Meeting (III Year)         17/9/16         class teachers           53         Plan for Remedial classes         17/9/2016         HOD & class teachers           54         Department meeting and Review of % of syllabus covered and 524/9/2016         24/9/2016         HOD           55         Feedback collection and subsequent course of action by the 6         28/9/2016         HOD           56         BATHUKAMMA 30/9/2016         1/10/16           57         Last Date to complete the syllabus 1/10/16         1/10/16           58         GANDHI JAYANTHI 2/10/2016         2/10/2016           59         DUSSEHRA HOLIDAYS 5/10/16 to 11/10/16           60         MUHARRAM 1/2/10/16         1/10/16 to 03/11/16           61         Revision/Remedial classes         24/10/16 to 03/11/16         HOD & class teachers 1/2/10/16           62         2nd Assignment test 3rd unit half and any one from 4th or 5th unit         24/10/16 to 03/11/16         class teachers 1/2/10/16           63         Mini Project Exhibition 2/2/10/16         29/10/2016         Vikas Tiwari 1/2/16           64         Departmental Staff Meeting 4/11/2016         4/11/2016         HOD           65 <t< td=""><td>49</td><td>Unit-IV to be completed by</td><td>15/9/16</td><td></td></t<>	49	Unit-IV to be completed by	15/9/16	
Class Review Committee Meeting (III Year)   17/9/16   class teachers	50	Class Review Committee Meeting (IV Year)	16/9/16	class teachers
Class Review Committee Meeting (III Year)   17/9/16   class teachers	51	Class Review Committee Meeting (II Year)	17/9/2016	class teachers
Plan for Remedial classes			17/9/16	class teachers
53         Plan for Remedial classes         17/9/2016         teachers           54         Department meeting and Review of % of syllabus covered and         24/9/2016         HOD           55         Feedback collection and subsequent course of action by the         28/9/2016         HOD           56         BATHUKAMMA         30/9/2016         1/10/16           57         Last Date to complete the syllabus         1/10/16         1/10/16           58         GANDHI JAYANTHI         2/10/2016         2/10/16           59         DUSSEHRA HOLIDAYS         5/10/16 to 11/10/16         4/10/16           60         MUHARRAM         12/10/16         1/10/16           61         Revision/Remedial classes         24/10/16 to 03/11/16         HOD & class teachers           62         2nd Assignment test 3rd unit half and any one from 4th or 5th unit         24/10/16 to 03/11/16         class teachers           63         Mini Project Exhibition         29/10/2016         Vikas Tiwari           64         Departmental Staff Meeting         4/11/2016         HOD           65         II Mid Examinations for II, III & IV Year B.Tech - I Sem         04/11/16 to 10/11/16         HOD           65         II Mid Examinations for B.Tech II, III & IV Year - I Sem         18/11/16 to 1/12/16         HOD				
Feedback collection and subsequent course of action by the   28/9/2016   HOD	53	Plan for Remedial classes	17/9/2016	
Last Date to complete the syllabus	54	Department meeting and Review of % of syllabus covered and	24/9/2016	HOD
Last Date to complete the syllabus	55	Feedback collection and subsequent course of action by the	28/9/2016	HOD
Last Date to complete the syllabus	56	BATHUKAMMA	30/9/2016	
DUSSEHRA HOLIDAYS   5/10/16 to 11/10/16				
Revision/Remedial classes   24/10/16 to 03/11/16   HOD & class teachers	57	Last Date to complete the syllabus	1/10/16	
60         MUHARRAM         12/10/16           61         Revision/Remedial classes         24/10/16 to 03/11/16         HOD & class teachers           62         2nd Assignment test 3rd unit half and any one from 4th or 5th unit         24/10/16 to 03/11/16         class teachers           63         Mini Project Exhibition         29/10/2016         Vikas Tiwari           64         Departmental Staff Meeting         4/11/2016         HOD           65         II Mid Examinations for II, III & IV Year B.Tech - I Sem         04/11/16 to 10/11/16         HOD           66         Preparations & Practical's for II, III & IV Year B.Tech - I Sem         11/11/16 to 17/11/16         HOD           67         End Semester Examinations for B.Tech II, III & IV Year - I Sem         18/11/16 to 1/12/16         HOD           68         Subject Allocation for next semester         12/11/16         HOD           69         FDP/Workshops         18/11/16 to 1/12/16         HOD           70         Time table finalization for II semester         20/11/16         TT I/C           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         25/12/2016         HOD           71         Departmental Staff Meeting         30/11/2016		·		
Revision/Remedial classes   24/10/16 to 03/11/16   HOD & class teachers	58	GANDHI JAYANTHI	2/10/2016	
2nd Assignment test 3rd unit half and any one from 4th or 5th unit  24/10/16 to 03/11/16  class teachers  Mini Project Exhibition  29/10/2016  Vikas Tiwari  29/10/2016  Vikas Tiwari  4/11/2016  HOD  Il Mid Examinations for II, III & IV Year B.Tech - I Sem  62 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  63 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  64 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  65 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  66 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  67 End Semester Examinations for B.Tech II, III & IV Year - I Sem  68 Subject Allocation for next semester  69 FDP/Workshops  18/11/16 to 1/12/16  HOD  70 Time table finalization for II semester  71 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  72 Faculty Orientation Program  73 Departmental Staff Meeting  74 Commencement of II, III & IV Year - II Sem Class Work 2016-16  75 Particular Time table to 03/11/16 to 03/	58 59	GANDHI JAYANTHI DUSSEHRA HOLIDAYS	2/10/2016 5/10/16 to 11/10/16	
Mini Project Exhibition  29/10/2016  Vikas Tiwari  29/10/2016  Vikas Tiwari  4/11/2016  HOD  1 Mid Examinations for II, III & IV Year B.Tech - I Sem  6 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  6 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  6 Preparations & Practical's for II, III & IV Year B.Tech - I Sem  7 End Semester Examinations for B.Tech II, III & IV Year - I Sem  8 Subject Allocation for next semester  9 18/11/16 to 1/12/16  HOD  18/11/16 to 1/12/16  TT I/C  18/11/16 to 1/12/16  TO TIME table finalization for II semester  19/11/16 to 1/12/16  TT I/C  18/11/16 to 1/12/16  HOD  19/11/16 to 1/12/16  HOD  10/11/16 to 1/12/16  TO Departmental Staff Meeting  18/11/16 to 1/12/16  HOD	58 59 60	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM	2/10/2016 5/10/16 to 11/10/16 12/10/16	
Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  O4/11/16 to 10/11/16  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops  Time table finalization for II semester  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  End Semester Examinations for B.Tech II, III & IV Year - I Sem  18/11/16 to 1/12/16  HOD  TIme table finalization for II semester  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  TEMPORATION TO TIME TO THE TO TH	58 59 60 61	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16	teachers
II Mid Examinations for II, III & IV Year B.Tech - I Sem O4/11/16 to 10/11/16 Preparations & Practical's for II, III & IV Year B.Tech - I Sem T1/11/16 to 17/11/16 Preparations & Practical's for II, III & IV Year B.Tech - I Sem T1/11/16 to 1/11/16 Preparations & Practical's for II, III & IV Year - I Sem T1/11/16 to 1/12/16 Beauty Of III & III & IV Year - I Sem T1/11/16 to 1/12/16 Beauty Of III & III & IV Year - I Sem T1/11/16 to 1/12/16 Beauty Of III & III & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of III/II & III & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of II/II & III & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 to 1/11/16 Beauty Of II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 Beauty Of II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 Beauty Of II/II/II & IV Year - II Sem Class Work 2016-16 D4/11/16 to 1/11/16 Beauty Of II/II/II & IV Year - II Sem Class Work 2016-16	58 59 60 61	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16	teachers class teachers
Preparations & Practical's for II, III & IV Year B.Tech - I Sem   11/11/16 to 17/11/16	58 59 60 61 62 63	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016	teachers class teachers Vikas Tiwari
End Semester Examinations for B.Tech II, III & IV Year - I Sem   18/11/16 to 1/12/16	58 59 60 61 62 63 64	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016	teachers class teachers Vikas Tiwari
Subject Allocation for next semester  FDP/Workshops  18/11/16 to 1/12/16  Time table finalization for II semester  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  Faculty Orientation Program  Departmental Staff Meeting  Commencement of II, III & IV Year - II Sem Class Work 2016-16  18/11/16 to 1/12/16  HOD  18/11/16 to 1/12/16  HOD  30/11/2016  HOD	58 59 60 61 62 63 64 65	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16	teachers class teachers Vikas Tiwari
FDP/Workshops  18/11/16 to 1/12/16  Time table finalization for II semester  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  Faculty Orientation Program  Departmental Staff Meeting  Commencement of II, III & IV Year - II Sem Class Work 2016-16  18/11/16 to 1/12/16  HOD  HOD  25/12/2016  HOD	58 59 60 61 62 63 64 65 66	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16	teachers class teachers Vikas Tiwari
Time table finalization for II semester  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  Faculty Orientation Program  Departmental Staff Meeting  Commencement of II, III & IV Year - II Sem Class Work 2016-16  20/11/16  25/12/2016  HOD  18/11/16 to 1/12/16  HOD	58 59 60 61 62 63 64 65 66 67	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16	teachers class teachers Vikas Tiwari HOD
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  72	58 59 60 61 62 63 64 65 66 67 68	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 12/11/16	teachers class teachers Vikas Tiwari HOD
72         Faculty Orientation Program         18/11/16 to 1/12/16         HOD           73         Departmental Staff Meeting         30/11/2016         HOD           74         Commencement of II, III & IV Year - II Sem Class Work 2016-16         2/12/2016	58 59 60 61 62 63 64 65 66 67 68 69	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 18/11/16 to 1/12/16	teachers class teachers Vikas Tiwari HOD HOD
Departmental Staff Meeting 30/11/2016 HOD Commencement of II, III & IV Year - II Sem Class Work 2016-16 2/12/2016	58 59 60 61 62 63 64 65 66 67 68 69 70	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops  Time table finalization for II semester  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	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 12/11/16 18/11/16 to 1/12/16 20/11/16	teachers class teachers Vikas Tiwari HOD HOD TT I/C
74 Commencement of II, III & IV Year - II Sem Class Work 2016-16 2/12/2016	58 59 60 61 62 63 64 65 66 67 68 69 70	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops  Time table finalization for II semester  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	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 12/11/16 20/11/16 25/12/2016	teachers class teachers Vikas Tiwari HOD HOD TT I/C
	58 59 60 61 62 63 64 65 66 67 68 69 70	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops  Time table finalization for II semester  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  Faculty Orientation Program	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 12/11/16 20/11/16 25/12/2016  18/11/16 to 1/12/16	teachers class teachers Vikas Tiwari HOD HOD TT I/C HOD
	58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73	GANDHI JAYANTHI  DUSSEHRA HOLIDAYS  MUHARRAM  Revision/Remedial classes  2nd Assignment test 3rd unit half and any one from 4th or 5th unit  Mini Project Exhibition  Departmental Staff Meeting  II Mid Examinations for II, III & IV Year B.Tech - I Sem  Preparations & Practical's for II, III & IV Year B.Tech - I Sem  End Semester Examinations for B.Tech II, III & IV Year - I Sem  Subject Allocation for next semester  FDP/Workshops  Time table finalization for II semester  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  Faculty Orientation Program  Departmental Staff Meeting	2/10/2016 5/10/16 to 11/10/16 12/10/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 24/10/16 to 03/11/16 29/10/2016 4/11/2016 04/11/16 to 10/11/16 11/11/16 to 17/11/16 18/11/16 to 1/12/16 20/11/16 25/12/2016  18/11/16 to 1/12/16 30/11/2016	teachers class teachers Vikas Tiwari HOD HOD TT I/C HOD

Every week Tue evening attendance report to Principal	
ll Every week Tue evening attendance report to Principal	HOD
,	

## Softcopy of attendance to exam section on July 16th, Aug 2nd, Aug 16th, Sep 2nd, Sep 16th, Oct 1st, Oct 16th, Nov 2nd and Nov 9th (Presumptive) Attendance Registers to the HOD for verifivation by 30th of every month Attendance Registers to be sent to academic section by 2nd of every month Undertaking forms to the exam section by 16th of every month Soft & hard copy of Monthly report submission by 5th of every month Counsellors Counsellors

**NOTE** 

**HOD ECE** 

## **VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**

Electronics & Communication Engineering Department Academic Calendar
Academic Year 2016 - 2017 - II Semester

S.No	Event	Date	Person Responsible
1	Faculty Orientation Program for new staff	20.12.16 to 27.12.16	HOD
2	Time table finalization for II semester	27.12.16	TT I/C
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	28.12.16	HOD
4	Departmental Staff Meeting	28.12.16	HOD
5	All Faculty & Staff Meeting	29.12.16	Principal
6	Fieldtrips	2/01/2017 to 30/06/2017	
7	Commencement of II, III & IV Year - II Sem Class Work 2015-16	03.01.17	
8	Microschedule to be sumbitted by	03.01.17	HOD
9	Ist spell of Instructions for covering I to IV units for B.Tech II, III & IV - II Sem	03.01.17 to 04.03.17	
10	Internship	5/1/2017 to 30/6/2017	
11	Last date for II Semester Course files completion	10.01.17	HOD
12	A Program on Arduino	17/01/2017 to 10/02/2017	Dr. Vijayalaxmi
13	Two week ISTE workshop on CMOS Mixed signal and radio frequency VLSI design	30/01/2017 to 4/02/2017	Vijaykumar Urkude
14	Unit 1 to be completed	31.01.17	class teachers
15	Last Date for Submissionof Report & Execution of Final Year Mini-Project	31.01.17	
16	last date for Subject Notes and File Completion	23.01.17	HOD
17	Last date for submission of Final Year Project Abstracts	02.02.17	
18	Unit 2 to be completed	22.02.17	class teachers
19	Departmental Staff Meeting	23.02.17	HOD
20	Class Review Committee Meeting (II, III & IV Year)	23.02.17	class teachers
21	MAHA SHIVARATHRI	25.02.2017	
22	IPR workshop	6/3/2017 to 15/06 2017	
23	Unit 3 to be completed	03.03.17	
24	Feedback collection and subsequent course of action by the Principal through HOD	03.03.17	
25	Ist Mid Examinations for B.Tech – II, III & IV Year – II Sem	06.03.17 to 8/3/2017	JNTUH
26	Lab internal – I	09.03.17 to 11/3/2017	Lab Incharges
27	Commencement of 2 <sup>nd</sup> Spell of Instruction	09.03.17	Luo menargeo
28	HOLI	13.03.2017	
29	Submission of I Mid term Exam Marks to University on or before	15.03.217	All Staff
30	Parent Teachers Meeting	18.03.2017	
31	Unit 3 to be completed	27.03.17	
32	UGADI	29.03.17	
33	SRI RAMA NAVAMI	04.04.17	
34	BABU JAGJIVANRAM JAYANTHI	05.04.2017	
35	Unit 4 to be completed	07.04.2017	class teachers
36	Department meeting and Review of % of syllabus covered and necessary action	09.04.2017	HOD
37	GOOD FRIDAY & Dr. AMBEDKAR JAYANTI	14.04.2017	
38	Last Date to complete the syllabus	27.04.2017	
39	Final Year project - Final Review, Progress report & Draft copy Submission	27.04.17	
40	Revision classes & II Lab Internals	28.04.2017 to 08.05.2017	HOD
41	Departmental Staff Meeting	28.04.2017	HOD
42	End of Second spell of Instruction	09.05.17	1101/
43	II Mid Examinations for II, III & IV Year B.Tech - II Sem	10.05.17 to 12.5.2017	Class Teachers
44	Preparations & Practical's for II, III & IV Year B. Tech - II Sem	15.05.17 to 20.5.2017	Ciass Teachers
45	Submission of II Mid term Exam Marks to University on or before	20.05.217	All Stoff
46	End Semester Examinations for B.Tech II, III & IV Year - II Sem	22.05.17 to 05.6.17	All Staff
47	<u> </u>	1/6/2017 to 6/6/2017	
48	intricate knowledge of circuit design	06.06.17 to 1.7.2017	
49	Summer Vacation  Departmental Stoff Masting	03.06.17	HOD
77	Departmental Staff Meeting	03.07.17	HOD