

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	1st 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	1st 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

35	Class Review Committee Meeting (IV Year)	19/8/16	class teachers
36	Class Review Committee Meeting (II Year)	20/8/2016	class teachers
37	Class Review Committee Meeting (III Year)	20/8/2016	class teachers
38	Submission of results & weak students list and subsequent	20/8/2016	HOD
39	Submission of weak students list to HOD based on performance in Mid test	22/8/2016	class teachers
40	Sharing of oral feedback with faculty by HOD	22/8/2016	HOD
41	SRI KRISHNASHTAMI	25/8/2016	
42	Freshers Day Celebrations	27/8/2016	Principal
43	Unit-III to be completed by	29/8/2016	
44	A program on Robotics	1/9/2016 to 28/9/16	vikas kumar tiwari
45	National Level Technical Fest	3/9/16	Principal & HODs
46	VINAYAKA CHAVITHI	5/9/2016	
47	Letters to the students having < 75%	7/9/2016	Office
48	BAKRID (ID-UL-ZUHA)	12/9/2016	
49	Unit-IV to be completed by	15/9/16	
50	Class Review Committee Meeting (IV Year)	16/9/16	class teachers
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	24/9/2016	HOD
55	Feedback collection and subsequent course of action by the	28/9/2016	HOD
56	BATHUKAMMA	30/9/2016	
57	Last Date to complete the syllabus	1/10/16	
58	GANDHI JAYANTHI	2/10/2016	
59	DUSSEHRA HOLIDAYS	5/10/16 to 11/10/16	
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	
66	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	11/11/16 to 17/11/16	
67	End Semester Examinations for B.Tech II, III & IV Year - I Sem	18/11/16 to 1/12/16	
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
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	25/12/2016	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	
75	IPR workshop	12/12/2016	koteswaramma

Every week Tue evening attendance report to Principal	HOD
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NOTE

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)	HOD
Attendance Registers to the HOD for verification by 30th of every month	Class Teachers
Attendance Registers to be sent to academic section by 2nd of every month	HOD
Undertaking forms to the exam section by 16th of every month	Counsellors
Soft & hard copy of Monthly report submission by 5th of every month	HOD
Counselling report submission to Principal by 5th of every month	Counsellors

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 submitted 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 Submission of 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 nd Spell of Instruction	09.03.17	
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	
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	
45	Submission of II Mid term Exam Marks to University on or before	20.05.217	All Staff
46	End Semester Examinations for B.Tech II, III & IV Year - II Sem	22.05.17 to 05.6.17	
47	intricate knowledge of circuit design	1/6/2017 to 6/6/2017	
48	Summer Vacation	06.06.17 to 1.7.2017	
49	Departmental Staff Meeting	03.06.17	HOD
50	Commencement of II, III & IV Year - I Sem Class Work 2017 - 18	03.07.17	

HOD ECE