

**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**Electronics & Communication Engineering Department Academic Calendar**  
**Academic Year 2017 - 2018 - I Semester**

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	1st May 2017	HOD
2	Subjects Finalization	8th May 2017	HOD
3	CRT for Final year students	03/7/2017 to 14/7/2017	T & P I/C
4	Faculty Orientation Program	2/6/17 to 16/6/2017	HOD
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	25/6/2017	HOD
6	field trips	1/7/2017 to 31/12/2017	Koteswaramma
7	Fine tuning of the Timetable	7/7/17	HOD
8	Budget Submission for the next semester	7/7/17	HOD
9	Departmental Staff Meeting	10/7/17	HOD
10	All Faculty & Staff Meeting	10/7/2017	Principal
11	Commencement of I Sem Class Work for B.Tech II, III & IV Year I Sem	12/7/2017	Class Coordinators
12	Ist spell of Instructions for covering I, II and half of III unit	12/7/17 to 5/9/17	Faculty
13	Industrial Visit to Railways Signals, Systems and Control department (II , III & IV year ECE)	15/07/2017	HOD & Koteswaramma
14	Intiation of Innovative Projects	16/07/2017	HODs & Coordinators
15	<b>BONNALU</b>	<b>17/07/2017</b>	
16	Mini-project abstract submission	18/7/2017	HOD & Vikas Kumar Tiwari
17	First Year Orientation Program	19/07/2017	Ist year HOD
18	Unit-I to be completed for all years	2/8/17	Faculty
19	IPR WORKSHOP	27/7/17 TO 13/12	Koteswaramma
20	Industrial Visit (III & IV year ECE) to BHEL	28/07/2017	HOD & Koteswaramma
21	Awareness on Career Choosing by Prof Ravi, Vani Institute	4/8/17	HOD
22	Wireless Communciation Workshop using NS2 (36 hours program twice per week, 2 hours per day)	8/8/2017 to 30/9/2017	NS2 Team
23	Workshop on Matlab (24 hours program twice per week, 2 hours per day)	8/8/2017 to 15/9/2017	Matlab Team
24	Class Review Committee Meeting (IV Year )	10/8/17	class teachers
25	Department meeting and Review of % of syllabus covered and necessary action	11/8/2017	HOD
26	<b>SRI KRISHNASHTAMI</b>	<b>14/8/2017</b>	
27	<b>INDEPENDENCE DAY</b>	<b>15/8/2017</b>	
28	Class Review Committee Meeting (II Year)	17/8/2017	class teachers
29	Workshop on Embedded Systems & Robotics using Fire bird (50 hours program, twice per week, 2 hours a day)	18/8/2017 to 30/10/2017	Robotic team
30	Workshop on Antenna design using HFSS	19/8/2017	Antenna Team
31	Workshop on VLSI Design using Xilinx and Cadense tools	19/8/2017	VLSI Team
32	Mini-project Review -1 for Final years	19/8/2017	Vikas Kumar Tiwari
33	Unit-II to be completed by	23/8/2017	Faculty

34	Class Review Committee Meeting (III Year)	24/8/17	class teachers
35	<b>VINAYAKA CHAVITHI</b>	<b>25/8/2017</b>	
36	Mini-project Review -1 for Final years	26/8/2017	Vikas Kumar
37	Sharing of oral feedback with faculty by HOD	26/8/17	HOD
38	<b>Workshop on Antenna design using HFSS</b>	26/8/2017	Antenna Team
39	Feedback collection and subsequent course of action by the Principal through HOD	31/8/2017	Principal & HOD
40	21/2 Units to be completed by	1/9/17	Faculty
41	<b>Freshers Day Celebrations</b>	1/9/17	Principal
42	<b>BAKRID (ID-UL-ZUHA)</b>	<b>2/9/2017</b>	
43	<b>Revision of Ist Mid Syllabus</b>	<b>4/9/2017 to 5/9/2017</b>	<b>Faculty</b>
44	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	6/9/17 to 8/9/17	Exam Section
45	<b>Workshop on Antenna design using HFSS</b>	9/9/2017	Antenna Team
46	2nd Spell of Instructions (Units 3 to 5)	9/09/2017 to 07/11/2017	faculty
47	Lab internal - I for II, III & IV Year	11/9/17 to 23/9/17	Lab Incharges
48	Class Review Committee Meeting (IV Year )	14/9/2017	class teachers
49	Class Review Committee Meeting (II Year)	14/9/2017	class teachers
50	Submission of results & weak students list and subsequent course of action based on performance in Mid test	15/9/2017	HOD
51	Engineer's Day Celebration	15/09/2017	Civil HOD
52	Class Review Committee Meeting (III Year)	21/9/2017	class teachers
53	<b>Workshop on Labview</b>	<b>21/9/17 to 23/9/17</b>	<b>HOD</b>
54	Sharing of oral feedback with faculty by HOD	22/9/2017	HOD
55	Unit-III to be completed by	23/9/2017	
56	Feedback collection and subsequent course of action by the Principal through HOD	23/9/2017	HOD
57	Mini Project Review-2 for final year students	23/09/2017	Vikas Kumar Tiwari
58	<b>DUSSEHRA HOLIDAYS</b>	<b>25/9/17 to 30/9/17</b>	
59	<b>GANDHI JAYANTHI</b>	<b>2/10/2017</b>	
60	Plan for Remedial classes	3/10/17	HOD & class
61	Class Review Committee Meeting (IV Year)	5/10/17	class teachers
62	Mini Project Review-2 for final year students	7/10/2017	Vikas Kumar Tiwari
63	Class Review Committee Meeting (II Year)	12/10/17	class teachers
64	Unit-IV to be completed by	14/10/17	Faculty
65	Parents Teachers Meeting proposed by JNTUH	14/10/2017	
66	Class Review Committee Meeting (III Year)	19/10/17	class teachers
67	Department meeting and Review of % of syllabus covered and necessary action	20/10/2017	HOD
68	Major Project Abstract submission	21/10/2017	Project Coordinator
69	Last Date to complete the syllabus	28/10/2017	faculty
70	Revision/Remedial classes and Prefinals	30/10/17 to 07/11/17	HOD & class teachers
71	II Mid Examinations for II, III & IV Year B.Tech - I Sem	08/11/17 to 10/11/17	Exam Section
72	Subject allocation options to the faculty	3/12/17	HOD
73	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	11/11/17 to 18/11/17	
74	Mini Project Exhibition	13/11/2017	Vikas Tiwari
75	II Mid Examinations results submission and analysis	13/11/2017	Faculty
76	Subject Allocation for next semester	7/12/17	HOD
77	End Semester Examinations for B.Tech II, III & IV Year - I Sem	20/11/17 to 12/12/17	Exam Section

78	<b>Faculty orientation program</b>	20/11/17 to 30/11/17	<b>HOD</b>
79	Time table finalization for II semester	30/11/17	TT I/C
80	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	1/12/17	HOD
81	<b>Faculty Orientation Program</b>	<b>01/12/17 to 11/12/17</b>	<b>HOD</b>
82	<b>a one week workshop on recent trends in VLSI and Embeddes system</b>	<b>11th to 16th december 2017</b>	<b>prakasam</b>
83	Departmental Staff Meeting	12/12/17	HOD
84	Commencement of II, III & IV Year - II Sem Class Work 2017-18	13/12/2017	

<b>NOTE</b>	Every week Mon evening attendance report to Principal	HOD
	Softcopy of attendance to exam section on Aug 2nd, Aug 17th, Sep 2nd, 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 Teachers
	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	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 Teachers
	Letters to the students having attendance less than 75% by 8th of every month	Office
	Deaprtment Meeting on every Thu 11:00 AM to 11.30 AM	HOD
	Dean's meeting on every Thu 1.00 PM	Dean Admin
	CEO meeting with Dean's on every Thu 12.00 PM	Dean Admin
	HOD's and Dean Meeting on every Thu 1.00 PM	Dean Admin
	Principal meeting with HOD's and Dean's	Principal

**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE - DESHMUKHI**  
**Department of Electronics and Communication Engineering**  
**Academic Calendar for the Year 2017 - 18 II Semester**

Date: 4-11-2017

S.No	Event	Date	Person Responsible
1	Subject Options Submission	12/03/2017	Faculty
2	Subjects Finalizing	12/07/2017	HOD
3	Major Project Guide Allocation	25/11/2017	Final year Coordinators
4	Faculty Orientation Program	4/12/2017 to 9/12/17	HOD
5	Time table fine tuning	09/12/2017	Time table Incharge
6	Verifying the Requirements(Stationary, Attendance registers,chalks, dusters, roll list, syllabus copy etc....) for the next sem classwork	09/12/2017	HOD
7	Department Staff Meeting	11/12/2017	HOD
8	Faculty & Staff-Principal sir meet	12/12/2017	HOD
9	Commencement of classwork	14/12/2017	Class Coordinators ,Faculty
10	1st spell of instructions to cover 1 to 1/2 Units	14/12/2017 to 6/2/2018	Faculty
11	Final year Major Projects abstract Review	25/12/2017 to 28/12/2017	Project Coordinators, Review Panels
12	Alumni Meet	23/12/2017	Alumni Coordinators
13	Week test-1 spell-A	25/12/17	Week test incharges
14	Field Trips	2nd Jan to 30th Jun 2018	koteswaramma
15	Class Review Committee Meeting -1	4/1/2018 to 6/1/2018	Class Coordinators
16	Interships	5th jan to 30th june 2018	koteswaramma
17	Week test-1 spell-B	02/01/2018	Week test incharges
18	Student Feedback spell-1 by HOD	27/12/2017	HOD
19	1st Unit to be completed by	06/01/2018	Faculty
20	Week test-1 spell-C	08/01/2018	Week test incharges
21	Submission of weak students list -subject wise	12/01/2018	Class Coordinators
22	Industrial Visit for students	13/01/2018	T&P Coordinator
23	Week test-2 spell-A	15/01/2018	Week test incharges

24	Week test-2 spell-B	22/01/2018	Week test incharges
25	2nd Unit to be completed by	25/01/2018	Faculty
26	Week test-2 spell-C	29/01/2018	Week test incharges
27	2 1/2 Unit to be completed by	31/12/2017	Faculty
28	Revision for Mid-I	1/1/2018 to 6/1/2018	Faculty
29	1st mid Exams	7/2/2018 to 9/2/2018	Exam cell
30	Major Project Review- 1 ( Analysis, Deisgn)	22/1/2018 to 26/1/2018	Project coordinators
31	2nd Spell of Instructions	12/2/2018 to 7/4/2018	Faculty
32	Submission of 1st Mid Exam marks to Exam cell	15/02/2018	Faculty
33	Lab internal Exam-1	12/2/2018 to 17/2/2018	Faculty
34	Completion of Unit-3 by	20/02/2017	Faculty
35	Submission of Mid-1 Analysis & weak students list	17/02/2018	Faculty
36	Class Review Committee Meeting -2	20/02/2018	Class Coordinators
37	Week test-3 spell-A	12/02/2018	Week test incharges
38	Major Project Review- 2 ( Implementation)	26/2/2018 to 3/3/2018	Project coordinators
39	Week test-3 spell-B	19/02/2018	Week test incharges
40	IPR workshop	19th Feb to 8th June 2018	koteswaramma
41	Completion of Unit-4 by	15/03/2018	Faculty
42	Remedial classes planning by	15/03/2018	Time table Incharge
43	Week test-3 spell-C	26/02/2018	Week test incharges
44	Parent Teacher Meet	10/03/2018	HOD
45	Week test-4 spell-A	05/03/2018	Week test incharges
46	Industrial Visit for students	13/01/2018	T&P Coordinator
47	Completion of Unit-5 by	24/03/2018	Faculty
48	Remedial classes schedule	20/3/2018 to 3/3/2018	Time table Incharge
49	Week test-4 spell-B	12/03/2018	Week test incharges
50	Lab internal Exam-2	23/3/2018 to 28/3/2018	Faculty

51	Major project Review-3 ( final Execution)	26/3/2018 to 29/3/2018	Project coordinators
52	Week test-4 spell-C	19/03/2018	Week test incharges
53	Subject Allocation - options by Faculty	05/04/2018	HOD
54	Second Mid Exams	4/4/2018 tpo 7/4/2018	Exam cell
55	Farewell for Final year students	08/04/2018	3 <sup>rd</sup> Year Class coordinators
56	Subject Allocation for next Sem	25/04/2018	HOD
57	Mid-2 Marks submission	13/04/2018	Faculty
58	Preparation Holidays & Practical Exams	9/4/2018 to 14/4/2018	
59	End Semester & Supplementary Exams	16/4/2018 to 7/5/2018	Exam cell
60	workshop on LABVIEW	20th to 28th June 2018	prakasam
61	Summer Vacation	8/5/2018 to 7/7/2018	
62	Time table fine Preperation	12/01/2017	Time table Incharge
63	Verifying the Requirements(Stationary, Attendance registers,chalks, dusters, roll list, syllabus copy etc....) for the next sem classwork	12/09/2017	HOD

**Head of the Department**