

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Electronics & Communication Engineering Department - Academic Calendar
Academic Year 2018 - 2019 - I Semester

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	2/5/2018	HOD
2	CRT for Final year students	01/6/2018 to 23/6/2018	T & P I/C
3	Subjects Finalization	10/6/2018	HOD
4	Verifying the requirements (Stationary, attendance registers, chalks, dusters, roll list, syllabus copy time table etc)of the	12/6/2018	HOD
5	RAMZAN	16/6/2018	
6	Faculty Development Program	26/6/18 to 28/6/2018	HOD
7	Program on Meditation & Yoga by Ramakrishna Matt	29/6/2018	Dr Phani Kumar
8	Fine tuning of the Timetable	30/6/2018	HOD
9	Faculty Orientation Program	02/7/18 to 7/7/2018	HOD
10	Budget Submission for the next semester	5/7/2018	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 3/9/18	Faculty
15	Industrial Visit		HOD & Koteswaramma
16	IV year Mini-project abstract submission	11/7/2018	HOD & Vikas Kumar Tiwari
17	Intiation of Innovative Projects	16/07/2018	HODs & Coordinators
18	First Year Orientation Program	16/07/2018	Ist year HOD
19	Mini-project Review -1 for Final years	21/7/2018	Vikas Kumar Tiwari
20	Mini-project Review -1 for Final years	28/7/2018	Vikas Kumar Tiwari
21	Unit-I to be completed for all years	30/07/2018	Faculty
22	Department meeting and Review of % of syllabus covered and necessary action	30/7/2018	HOD
23	Class Review Committee Meeting (IV, III, II Year)	30/7/17	class teachers
24	Sharing of oral feedback with faculty by HOD	31/7/18	HOD
25	Feedback collection and subsequent course of action by the Principal through HOD	31/7/2018	Principal & HOD
26	Industrial Visit (III & IV year ECE)		HOD & Koteswaramma
27	Awareness on Career Choosing by Jamboore	3/8/2018	HODs & Coordinators
28	BONNALU	6/8/2018	
29	Student workshops		HOD
30			
31	INDEPENDENCE DAY	15/08/2018	

32			
33			
34			
35	Unit-II to be completed by	21/08/2018	Faculty
36	BAKRID (ID-UL-ZUHA)	22/08/2018	
37	Class Review Committee Meeting (IV, III, II Year)	28/8/2018	class teachers
38	21/2 Units to be completed by	1/9/2018	Faculty
39	SRI KRISHNASHTAMI	3/9/2018	
40	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	4/9/18 to 6/9/18	Exam Section
41	2nd Spell of Instructions (Units 3 to 5)	7/09/18 to	faculty
42	Lab internal - I for II, III & IV Year	7/9/18 to 15/9/18	Lab Incharges
43	VINAYAKA CHAVITHI	13/09/2018	
44	Sharing of oral feedback with faculty by HOD	14/9/2018	HOD
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
47	Freshers Day Celebrations		Principal
48			
49	Unit-III to be completed by	17/9/2018	
50	MOHARAM	21/09/2018	
51	Mini Project Review-2 for final year students	22/09/2018 - 29/9/2018	Vikas Kumar Tiwari
52	Major Project Abstract submission	1/10/2018	Project Coordinator
53	Class Review Committee Meeting (IV, III, II Year)	1/10/2018	class teachers
54	GANDHI JAYANTHI	2/10/2018	
55	Plan for Remedial classes	5/10/2018	HOD & class
56	Unit-IV to be completed by	8/10/2018	Faculty
57	BATHUKAMMA STARTING DAY	9/10/2018	
58	Department meeting and Review of % of syllabus covered and necessary action	12/10/2018	HOD
59	Parents Teachers Meeting proposed by JNTUH	13/10/2018	
60	Technical Project Exhibition	13/10/2018	Innovative Project Coordinators
61	DUSSEHRA HOLIDAYS	15/10/18 to 20/10/18	
62	Last Date to complete the syllabus	2/11/2018	faculty
63	Subject allocation options to the faculty	1/11/2018	HOD
64	Subject Allocation for next semester	5/11/2018	HOD
65	Revision/Remedial classes and Prefinals	3/11/18 to 10/11/18	HOD & class teachers
66	DEEPAVALI	7/11/2018	
67	II Mid Examinations for II, III & IV Year B.Tech - I Sem	12/11/18 to 14/11/18	Exam Section
68	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	15/11/18 to 24/11/18	
69	EID MILADUN NABI	21/11/2018	
70	GURU NANAK BIRTHDAY / KARTHIKA PURNIMA	23/11/2018	
71	II Mid Examinations results submission and analysis	24/11/2018	Faculty
72	End Semester Examinations for B.Tech II, III & IV Year - I Sem	26/11/18 to 8/12/18	Exam Section
73	Time table finalization for II semester	30/11/18	TT I/C
74	Verifying the requirements (Stationary, attendance registers,	3/12/2018	HOD
75	FDP/Workshop/Conference/FOP	10/12/18 to 15/12/18	HOD
76	Departmental Staff Meeting	15/12/2018	HOD
77	Commencement of II, III & IV Year - II Sem Class Work 2018-18	17/12/2018	

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 verivation 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	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 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 Wed 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 on every Fri 1.00 PM	Principal

NOTE

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Electronics & Communication Engineering Department Academic Calendar
Academic Year 2018 - 2019 - II Semester

S.No	Event	Date	Person Responsible
1	Training Program for Non-teaching staff on Computer Hardware	4th to 6th Dec , 2018	HOD
2	DDC MEETING	8/12/2018	HOD & Senior Faculty
3	FDP on Computer Communication Networks with Lab Exercises	10th - 15th, 2018	HOD
4	Faculty Orientation Programme	12th to 14th Dec, 2018	HOD
5	Commencement of II, III & IV Year - II Sem Class Work 2018-19	17/12/2018	HOD
6	Budget Submission for the next semester	17/12/2018	HOD
7	Ist spell of Instructions for covering I, II and half of III unit	17-12-18 to 08-02-2019	Faculty
8	Instructions to final years to prepare Abstract for Major Project	17/12/2018	HOD & Project Coordinator
9	Intiation of Innovative Projects	19-12-18	Innoative Project Coordinators
10	CHRISTMAS	25-12-2018	
11	BOXING DAY	26-12-2018	
12	NEW YEAR DAY	1/1/2019	
13	Major project Review -1 for Final years	2-1-2019 to 5-1-2019	Vikas Kumar Tiwari & Project Coordinators
14	Sharing of oral feedback with faculty by HOD	2-1-2019	HOD
15	Arduino certification Course	7/1/2019 to 11/1/2019	HOD & Coordinators
16	Unit-I to be completed for all years	13/1/2019	Faculty
17	Department meeting,Review of syllabus covered & necessary action	13/1/2019	HOD
18	BHOGI	14/01/2019	
19	SANKRANTI / PONGAL	15/01/2019	
20	Unit Test - 1	Jan 24th to 25th, 2019	Exam Section & Class Teachers
21	REPUBLIC DAY	26/01/2019	
22	Department meeting,Review of syllabus covered & necessary action	27/1/2019	HOD
23	CAREER GROWTH by AKHIL GHATIKI, THOUGHTWORKS TECHNOLOGIES	28/1/2019	Alumni Coordinators
24	Unit-II to be completed for all years	1/2/2019	Faculty
25	Unit Test - 2	Feb 7th to 8th, 2019	Exam Section & Class Teachers
26	Mid 1 Examination	Feb 11th to 13th, 2019	HOD & Dean Evaluation
27	Start of 2nd Spell of Instructions (Units 3 to 5)	15-02-2019	faculty
28	Major Project Review-2 for final year students	15-02-2019 to 20-02-2019	Vikas Kumar Tiwari & Project Coordinators
29	Tarang-2019	20/02/2019	Principal sir & Chief Coordinator
30	Unit-III to be completed for all years	21/2/2019	Faculty
31	Industrial Visit for II & III year	last week of Feb, 2019	HOD & Koteswaramma

32	Department meeting, Review of syllabus covered & necessary action	28/2/2019	HOD
33	MAHA SHIVARATHRI	4/3/2019	
34	Unit Test - 3	Mar 8th & 11th, 2019	Exam Section & Class Teachers
35	Parents Teacher Meeting	9/3/2019	HOD
36	Unit-IV to be completed for all years	13/3/2019	Faculty
37	HOLI	21/03/2019	
38	Major Project Review-3 for final year students	25-03-2019 to 31-03-2019	Vikas Kumar Tiwari & Project Coordinators
39	Plan for Remedial classes	26/03/2019	HOD & class teachers
40	Department meeting, Review of syllabus covered & necessary action	31/3/2019	HOD
41	Last Date to complete the syllabus	31-03-2019	faculty
42	Revision Classes	1/4/2019	HOD & class teachers
43	Unit Test - 4	Apr 3rd & 4th, 2019	Exam Section & Class Teachers
44	BABU JAGJIVAN RAM BIRTHDAY	5/4/2019	
45	UGADI	6/4/2019	
46	Last date of Instructions	13/4/2019	
47	Mid 2 Examination	Apr 15th to 17th, 2019	HOD & Dean Evaluation
48	INNOVATIVE PROJECT EXHIBITION	18/04/2019	Innovative Project Coordinators
49	Preparation Holidays and Practical Examinations	18th to 27th Apr, 2019	Dean Evaluation
50	GOOD FRIDAY	19/04/2019	
51	Workshop for Teachers on Hands on Training on Scilab for Signal Processing	29th Apr to 4th May, 2019	HOD and FDP Coordinator
52	End semester & Supplementary Examinations	29th Apr to 11th May, 2019	Dean Evaluation
53	Subject preference for next semester	2/5/2019	HOD
54	Subject allotment for next semester	9/5/2019	HOD
55	Department Laboratory equipment regular service	10/5/2019 to 20/5/2019	Lab Incharges
56	Time table finalization for I semester-2020-21	30/06/2019	TT I/C
57	One day Workshop on "Python" organized by IIT Bombay in association with HMRD	22-06-2019	RCC - Dinesh Kumar
58	Verifying the requirements of the department for the next semester	25/06/2019	HOD
59	FDP program on " Raspberry -pi"	June 26th to July, 2nd, 2019	HOD, FDP Coordinator
60	FDP program on "Labview", organized by ECE, VITS in association with NI, Bangalore	July 4th to 9th, 2019	HOD, FDP Coordinator
61	Departmental Staff Meeting & All staff meeting	11/7/2019	HOD
62	Commencement of II, III & IV Year - I Sem Class Work 2020-2021	15/7/2019	JNTUH

Every week Mon evening attendance report to Principal

HOD

NOTE

Softcopy of attendance to exam section	HOD
Attendance Registers to the HOD for verivation by 30th of every month	Class Teachers
Attendance Registers to be sent to Exam section by 2nd of every month	HOD
Letters to the students having attendance less than 75% by 8th of every month	Office
Principal meeting with HOD's and Dean's on every Fri 1.00 PM	Principal
Atleast Three seminars for Students by Alumni for this semester	Alumni Incharge