VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Electronics & Communication Engineering Department - Academic Calendar
Academic Year 2019 - 2020 - I Semester

S.No	Event	Date	Person Responsible
1	**CRT for Final year students**	27/5/19 to 13/07/19	T & P I/C
2	**RAMZAN**	**5/6/2019**	
3	**Faculty Subject Options submission**	20/06/19	**HOD**
4	**Subjects Finalization**	29/06/19	HOD
5	**Faculty Development Program on IoT using Raspberry Pi**	**26-06-19 to 02-07-19**	**HOD**
6	Budget Submission for the next semester	2/7/2019	HOD
7	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	5/7/2019	HOD
8	**Faculty Orientation Program**	08-07-19 to 13-07-19	**HOD**
9	Fine tuning of the Timetable	11/7/2019	HOD
10	Departmental Staff Meeting	12/7/2019	HOD
11	All Faculty & Staff Meeting	12/7/2019	Principal
12	**LABVIEW Training Program for selected faculty by NI, Bangalore**	15/7/2019 to 20/7/19	
13	Commencement of I Sem Class Work for B.Tech II, III & IV Year	15-07-19	
14	Ist spell of Instructions for covering I, II and half of III unit	15-07-19 to 11-09-19	Faculty
15	**Intiation of Innovative Projects**	26-07-19	HODs & Coordinators
16	**BONNALU**	**30-7-19**	
17	Unit-I to be completed for all years	3/8/2019	Faculty
18	First Year Orientation Program	5/8/2019	Ist year HOD
19	Department meeting and Review of % of syllabus covered and necessary action	6/8/2019	HOD
20	Class Review Committee Meeting (IV, III, II Year)	6/8/2019	class teachers
21	Sharing of oral feedback with faculty by HOD	06-08-19	HOD
22	Feedback collection and subsequent course of action by the Principal through HOD	7/8/2019	Principal & HOD
23	Mini-project Review -1 for Final years	19-8-19 to 24-8-2019	Vikas Kumar Tiwari
24	Career Guidance by JC Rudrapati, Chairman & MD SPACE Engineering Academy for II & III year students	8/8/2019	HOD
25	Planning and preparation for International Conference	9/8/2019	Principal & HoD's
26	**BAKRID (ID-UL-ZUHA)**	**12/8/2019**	
27	Career Guidance by Eshwar B, MD- Ascendant Sun Projects, Hyderabad for IV year students	13/8/2019	HOD
28	**Introduction to Machine Learning workshop for III & IV years**	**13-8-19**	**HOD & Dr PA Harsh Vardhini**
29	**IV year Mini-project abstract submission**	**14-8-19**	**HOD & Vikas Kumar Tiwari**
30	**INDEPENDENCE DAY**	**15-8-19**	
31	Mini-project Review -1 for Final years	19-8-19 to 24-8-2019	Vikas Kumar Tiwari
32	Start of Workshop on Robotics for III & IV years selected students	19/8/2019	HOD & Vikas Kumar Tiwari
33	Unit test -I	26/8/2019 to 28/8/2019	Exam Section
34	Unit-II to be completed by	28-08-19	Faculty

35	Industrial Visit for II & III year	last week of August, 2019	HOD & Koteswaramma
36	**VINAYAKA CHAVITHI**	**2/9/2019**	
37	**workshop on Machine learning III & IV year Students**	**3/9/2019**	**HOD**
38	Class Review Committee Meeting (IV, III, II Year)	5/9/2019	class teachers
39	Start of Workshop on Labview for III & IV years selected students	6/9/2019	HOD, Dr PA Harshvardhini, V Prakasham & B Murali Chandra Babu
40	Unit test -II	6/9/2019 to 8/9/2019	Exam Section
41	**GRADUATION DAY**	**7/9/2019**	**Principal & Dean Alumni**
42	21/2 Units to be completed by	11-09-19	Faculty
43	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	12-09-19 to 14-09-19	Exam Section
44	Engineer's Day Celebration	14-09-19	HOD
45	Start of 2nd Spell of Instructions (Units 3 to 5)	16-09-19	faculty
46	Start of Workshop on Ardunio for II years selected students	16-09-2019	HOD & Dr. B Vijaylaxmi
47	Lab internal - I for II, III & IV Year	16-09-2019 to 21-09-2019	Lab Incharges
48	Mini Project Review-2 for final year students	16-9-2019 to 21-9-2019	Vikas Kumar Tiwari
49	Sharing of oral feedback with faculty by HOD	19/9/2019	HOD
50	Submission of results & weak students list and subsequent course of action based on performance in Mid test	20/9/2019	HOD
51	Parents Teachers Meeting proposed by JNTUH	23-09-2019	
52	Unit-III to be completed by	24-09-19	Faculty
53	**GANDHI JAYANTHI**	**2/10/2019**	
54	Class Review Committee Meeting (IV, III, II Year)	3/10/2019	class teachers
55	Unit Test - III	3/10/2019 to 5/10/2019	Exam Section
56	Plan for Remedial classes	3/10/2019	HOD & class teachers
57	**DUSSEHRA HOLIDAYS**	**7-10-19 to 12-10-19**	
58	**MOHARAM**	**10/9/2019**	
59	**Freshers Day Celebrations**	**14/10/2019**	**Principal**
60	Industrial Visit (IV year ECE)	III week of Sep, 2019	HOD & Koteswaramma
61	Unit-IV to be completed by	23-10-19	Faculty
62	Unit Test - III	23/10/2019 to 25/10/2019	Exam Section
63	Department meeting and Review of % of syllabus covered and necessary	25/10/2019	HOD
64	**DEEPAVALI**	**27-10-19**	
65	**BATHUKAMMA STARTING DAY**	**28-10-19**	
66	Major Project Abstract submission	31/10/2019	Project Coordinator
67	Technical Project Exhibition	2/11/2019	Innovative Project Coordinators
68	Last Date to complete the syllabus	06-11-19	faculty
69	Revision/Remedial classes and Prefinals	07-11-19 to 13-11-19	HOD & class teachers
70	**EID MILADUN NABI**	**10/11/2019**	
71	Subject allocation options to the faculty	11/11/2019	HOD
72	**GURU NANAK BIRTHDAY / KARTHIKA PURNIMA**	**12/11/2019**	
73	II Mid Examinations for II, III & IV Year B.Tech - I Sem	14-11-19 to 16-11-19	Exam Section

74	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	18/11/2019 to 23/11/2019	
75	Subject Allocation for next semester	20/11/2019	HOD
76	II Mid Examinations results submission and analysis	23/11/2019	Faculty
77	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	25-11-19 to 07-12-19	Exam Section
78	**FDP on Machine Learning**	25/11/2019 to 30/11/2019	**HOD**
79	Time table finalization for II semester	30/11/2019	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	2/12/2019	HOD
81	Departmental Staff Meeting	3/12/2019	HOD
82	Commencement of II, III & IV Year - II Sem Class Work 2018-18	9/12/2019	
83	International Conference	3/1/2020 to 4/1/2020	All HOD's

NOTE		
	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	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 2:00 PM to 2.30 AM	HOD
	CEO meeting with Dean's on every Thu 12.00 PM	Dean Admin
	Principal meeting with HOD's and Dean's on every Fri 2.00 PM	Principal

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Electronics & Communication Engineering Department - Academic Calendar
Academic Year 2019 - 2020 - II Semester

S.No	Event	Date	Person Responsible
1	Budget Submission for the next semester	2/12/2019	HOD
2	**Faculty Development Program on Machine Learning**	9-12-19 to 14-12-19	HOD & Coordinators
3	Verifying the requirements of the department for the next semester	12/12/2019	HOD
4	Fine tuning of the Timetable	12/12/2019	HOD
5	Departmental Staff Meeting	13/12/2019	HOD
6	Commencement of I Sem Class Work for B.Tech II, III & IV Year	16-12-19	
7	Ist spell of Instructions for covering I, II and half of III unit	16-12-19 to 08-02-2020	Faculty
8	Planning and preparation for International Conference	23/12/019	Principal & HoD's
9	**Intiation of Innovative Projects**	23-12-19	HOD & Coordinators
10	**DDC MEETING**	24-12-19	HOD & Senior Faculty
11	**CHRISTMAS**	**25-12-2019**	
12	**BOXING DAY**	**26-12-2019**	
13	**NATIONAL CONFERENCE NCIEC 2K19**	27/12/019 to 28/12/2019	Principal & HoD's
14	Major project Review -1 for Final years	31-12-19 to 3-1-2020	Vikas Kumar Tiwari & Project Coordinators
15	**NEW YEAR DAY**	**1/1/2020**	
16	Career Guidance by V. Wooha, IRA ACADEMY	4/1/2020	Alumni Coordinators
17	Department meeting,Review of syllabus covered & necessary action	5/1/2020	HOD
18	Class Review Committee Meeting (IV, III, II Year)	6/1/2020	class teachers
19	Machine Learning Certification Course starting date	6/1/2020	HOD
20	Arduino certification Course	7/1/2020	HOD & Coordinators
21	Sharing of oral feedback with faculty by HOD	07-01-2020	HOD
22	Unit-I to be completed for all years	8/1/2020	Faculty
23	Labview certification Course	8/1/2020	HOD, Dr PA Harshvardhini, V Prakasham & B Murali
24	Unit test -I	9/1/2020 to 11/1/2020	Exam Section
25	**PONGAL**	**13/1/2020 to 16/1/2020**	
26	Start of Workshop on Robotics for III years selected students	17/1/2020	HOD & Vikas Kumar
27	**GRADUATION DAY**	**25/1/2020**	**Principal & Dean Alumni**
28	**REPUBLIC DAY**	**26/1/2020**	
29	Industrial Visit for II & III year	last week of Jan, 2020	HOD & Koteswaramma
30	Unit-II to be completed by	30-01-2020	Faculty
31	SIH - HACKATHON	27/1/2020 & 28/1/2020	CSE Faculty & Coordinators
32	Unit test -II	31/1/2020 to 3/2/2020	Exam Section
33	Class Review Committee Meeting (IV, III, II Year)	5/2/2020	class teachers
34	Guest Lecture by Akhil Ghatiki, THOUGHTWORKS TECHNOLOGIES	6/2/2020	Alumni Coordinators
35	21/2 Units to be completed by	8-02-2020	Faculty
36	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	10-02-2020 to 12-02-2020	Exam Section
37	Start of 2nd Spell of Instructions (Units 3 to 5)	13-02-2020	faculty
38	Major Project Review-2 for final year students	13-02-2020 to 15-02-2020	Vikas Kumar Tiwari & Project Coordinators
39	**Tarang-2020**	**15/02/2020**	Principal sir& Coordinators
40	Sharing of oral feedback with faculty by HOD	18/2/2020	HOD
41	Unit-III to be completed by	20-02-2020	Faculty

42	Submission of results & weak students list and subsequent course of action based on performance in Mid test	20/2/2020	HOD
43	**MAHASIVARATHRI**	**21/02/2020**	
44	Unit Test - III	22/02/2020 to 25/02/2020	Exam Section
45	Class Review Committee Meeting (IV, III, II Year)	2/3/2020	class teachers
46	**HOLI**	**9/3/2020**	
47	Unit-IV to be completed by	14-03-2020	Faculty
48	Parents Teachers Meeting proposed by JNTUH	14-03-2020	
49	Unit Test - IV	16/03/2020 to 18/03/2020	Exam Section
50	Department meeting, Review of % of syllabus covered & necessary action	16/03/202020	HOD
51	Guest Lecture by Mallipeddi Deepa, ORACLE	20/3/2020	Alumni Coordinators
52	IINOVATIVE PROJECT EXHIBITION	21/03/2020	Innovative Project Coordinators
53	**UGADI**	**25/3/2020**	
54	Plan for Remedial classes	26/03/2020	HOD & class teachers
55	Last Date to complete the syllabus	31-03-2020	faculty
56	Revision/Remedial classes and Prefinals	01-04-2020 to 07-04-2020	HOD & class teachers
57	**SREE RAMA NAVAMI**	**2/4/2020**	
58	**ACHIEVERS DAY**	**7/4/2020**	**T& P Coordinators**
59	II Mid Examinations for II, III & IV Year B.Tech - I Sem	08-04-2020 to 11-04-2020	Exam Section
60	**GOOD FRIDAY**	**10/4/2020**	
61	**FAREWELL DAY**	**13/04/2020**	**Dept Club Incharge**
62	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	13/04/2020 to 18/04/2020	
63	**Dr B R AMBEDKAR'S BIRTHDAY**	**14/4/2020**	
64	II Mid Examinations results submission and analysis	18/04/2020	Faculty
65	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	20-04-2020 to 02-05-2020	Exam Section
66	**FDP on AI**	**04/05/2020 to 09/05/2020**	**HOD**
67	Subject preference for next semester	4/5/2020	HOD
68	Time table finalization for I semester-2020-21	25/06/2020	TT I/C
69	Verifying the requirements of the department for the next semester	25/06/2020	HOD
70	**INTERNATIONAL CONFERENCE**	**29/6/2020 to 30/06/2020**	**All HOD's**
71	Departmental Staff Meeting & All staff meeting	3/7/2020	HOD
72	Commencement of II, III & IV Year - I Sem Class Work 2020-2021	5/7/2020	

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	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
	Letters to the students having attendance less than 75% by 8th of every month	Office
	Department Meeting on every Thu 2:00 PM to 2.30 AM	HOD
	Principal meeting with HOD's and Dean's on every Fri 2.00 PM	Principal