

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Electrical and Electronics Engineering Department Academic Calendar

Academic Year 2016 - 2017 - I Semester

S.No	Event	Date	Person Responsible
1	Department staff meeting	1-Jun-16	HOD
2	Faculty Orientation Program	06/06/2016 to 11/06/2016	HOD
3	Fine tuning of the Timetable	6/6/16	HOD
4	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	8/6/16	HOD
5	Budget Submission for the next semester	10/6/16	HOD
6	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	13/6/2016	
7	NI MULTISIM certificate program for IV years	13.06.2016 to 18.06.2016	R.Ramanjan prasad
8	1st spell of Instructions for covering I, II and half of III unit	13/6/16 to 6/8/16	
9	Unit-I to be completed for all years	2/7/16	
10	RAMZAN (ID-UL-FILTR)	6/7/2016	
11	Letters to the students having < 75%	8/7/2016	Office
12	Awareness on Career Choosing by Jamboora Technologies	8/7/16	HOD
13	Class Review Committee Meeting (III Year)	15/7/16	class teachers
14	Class Review Committee Meeting (IV Year)	16/7/16	class teachers
15	Class Review Committee Meeting (II Year)	17/7/16	class teachers
16	Sharing of oral feedback with faculty by HOD	19/7/16	HOD
17	Department meeting and Review of % of syllabus covered and necessary action	22/7/2016	HOD
18	Unit-II to be completed by	23/7/2016	
19	Nagarjuna Sagar Hydel Power Plant, Nagarjuna Sagar industrial exposure	25-07-2016	
20	1st Assignment test	28/7/16 to 5/8/16	Subject Teachers
21	Feedback collection and subsequent course of action by the Principal through HOD	27/7/2016 to 06/8/2016	class teachers
22	BONALU	1/8/2016	
23	Student feed back through online	4/8/2016	
24	Letters to the students having < 75% attendance	5/8/2016	Counsellors
25	2(1/2) Units to be completed by	6/8/16	
26	1st Mid Examinations for B.Tech - II, III & IV Year - I Sem	8/8/16 to 13/8/16	
27	INDEPENDENCE DAY	15/8/2016	
28	2nd Spell of Instructions (Units 3 to 5)	16/08/2016 to 04/10/2016	
29	Lab internal - I for II, III & IV Year	16/8/16 to 23/8/16	Lab Incharges
30	Industrial visit for III year	4th week of Aug	
31	Submission of weak students list to HOD based on performance in Mid test	22/8/2016	class teachers
32	Sharing of oral feedback with faculty by HOD	22/8/2016	HOD
33	SRI KRISHNASHTAMI	25/8/2016	
34	Unit-III to be completed by	29/8/2016	
35	BHEL Ramachandrapuram Industrial Exposure	03-09-2016	
36	National Level Technical Fest	3/9/16	Principal & HODs
37	VINAYAKA CHAVITHI	5/9/2016	

38	Extra classes for weak students	2nd & 3rd week of Sep	
39	Letters to the students having < 75% attendance	7/9/2016	Office
40	BAKRID (ID-UL-ZUHA)	12/9/2016	
41	Unit-IV to be completed by	15/9/16	
42	Class Review Committee Meeting (IV Year)	16/9/16	class teachers
43	Class Review Committee Meeting (II Year)	17/9/2016	class teachers
44	Class Review Committee Meeting (III Year)	17/9/16	class teachers
45	Remedial classes	17/9/2016	HOD & class teachers
46	Department meeting and Review of % of syllabus covered and necessary action	24/9/2016	HOD
47	Industrial Visit (IV year)	4th week of Sep	K. Mangapathi Rao
48	Feedback collection and subsequent course of action by the Principal through HOD	28/9/2016	HOD
49	BATHUKAMMA	30/9/2016	
50	Last Date to complete the syllabus	1/10/16	
51	GANDHI JAYANTHI	2/10/2016	
52	DUSSEHRA HOLIDAYS	5/10/16 to 11/10/16	
53	SUPPLEMENTARY EXAMINATION	13/10/2016 to 26/10/2016	
54	MUHARRAM	12/10/16	
55	TRAINING ON PSPICE & MATLAB for non teaching staff	17/10/2016 to 21/10/2016	
56	PPTs on advance topics,GDs & seminars sesions for bright students	2nd or 3rd week of Oct	
57	Remedial classes	24/10/16 to 03/11/16	HOD & class Teachers
58	Student feed back through online	25/10/2016	
59	2nd Assignment test 3rd unit half and any one from 4th or 5th unit	24/10/16 to 03/11/16	Class Teachers
60	Mini Project Exhibition	4th week of Oct	Project coordinators
61	II Mid Examinations for II, III & IV Year B.Tech - I Sem	04/11/16 to 10/11/16	
62	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	11/11/16 to 17/11/16	
63	Subject Allocation for next semester	12/11/16	HOD
64	End Semester Examinations for B.Tech II, III & IV Year - I Sem	18/11/16 to 1/12/16	
65	FDP/Workshops	19/11/16 to 1/12/16	HOD
66	Time table finalization for II semester	21/11/16	TT I/C
67	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	25/11/2016	HOD
68	Commencement of II, III & IV Year - II Sem Class Work 2016-17	2/12/2016	
	Softcopy of attendance to exam section of every fort night from 13 July-2016 (Presumptive)		HOD
	Attendance Registers to the HOD for verifivation 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		Coordinator & HOD
	Counselling report submission to Principal by 5th of every month		Counsellors

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Electrical and Electronics Engineering Department Academic Calendar			
Academic Year 2016 - 2017 - II Semester			
S.No	Event	Date	Person Responsible
1	Department staff meeting	19/11/2016	HOD
1	Faculty Orientation Program for new staff	21-11-2016 to 26-11-2016	HOD
2	Fine tuning of the Timetable	29/11/2016	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	29/11/2016	HOD
4	Budget Submission for the next semester	30/11/2016	HOD
5	Commencement of I Sem Class Work for B.Tech II, III & IV Year - II Sem	2/12/2016	
6	Industrial Automation certificate program	02-12-2016 to 08-12-2016	B.shiva shankar
7	Ist spell of Instructions for covering I, II and half of III unit	02/12/2016 to 27/01/2017	
8	Renewable Energy Sources and its Applications workshop for teaching staff	19th to 24th dec,2016	
9	Unit-I to be completed for all years	24/12/2016	
10	Sharing of oral feedback with faculty by HOD	27/12/2017	HOD
11	Feedback collection and subsequent course of action by the Principal through HOD	30/12/2017	class teachers
12	Letters to the students having < 75% attendance	2/1/2017	Office
13	Class Review Committee Meeting (IV Year)	7/1/17	class teachers
14	Class Review Committee Meeting (II Year)	8/1/2017	class teachers
15	Class Review Committee Meeting (III Year)	8/1/17	class teachers
16	Unit-II to be completed by	9/1/17	
17	Department meeting and Review of % of syllabus covered and necessary action	10/1/2017	HOD
18	Bhogi	13/01/2017	
19	Letters to the students having < 75% attendance	17/01/2017	Counsellors
20	1st Assignment test	19/01/2017 to 24/01/2017	Subject Teachers
21	Student feed back through online	20/01/2017	
22	2(1/2) Units to be completed by	25/01/2017	
23	Republic Day	26/01/2017	
24	Ist Mid Examinations for B.Tech - II, III & IV Year - II Sem	28/01/2017 to 04/02/2017	
25	SUPPLEMENTARY EXAMINATION	05/02/2017 to 18/02/2017	
26	2nd Spell of Instructions (Units 3 to 5)	19/02/2017 to 14/04/2017	
27	Lab internal - I for II, III & IV Year	21/02/2017	Lab Incharges

28	Industrial Visit for II year	4th week of Feb	
29	Submission of weak students list to HOD based on performance in Mid test	22/02/2017	class teachers
30	Submission of results & weak students list and subsequent course of action	23/02/2017	HOD
31	Maha Shivratri	24/02/2017	
32	Unit-III to be completed by	28/02/2017	
33	Letters to the students having < 75% attendance	2/3/2017	Office
34	Extra classes for weak students	2nd & 3rd week of March	
35	Class Review Committee Meeting (II Year)	10/3/17	class teachers
36	Class Review Committee Meeting (III Year)	11/3/2017	class teachers
37	Class Review Committee Meeting (IV Year)	13/03/2017	class teachers
38	Unit-IV to be completed by	20/03/2017	
39	Department meeting and Review of % of syllabus covered and necessary action	22/03/2017	HOD
40	Ugadi	29/03/2017	
41	Sharing of oral feedback with faculty by HOD	30/03/2017	HOD
42	Feedback collection and subsequent course of action by the Principal through HOD	3/4/17	HOD
43	PPTs on advance topics, GDs & seminars sessions for bright students	1st & 2nd week of April	
44	Sri Rama Navami & Babu Jagjivan Ram Birth day	5/4/17	
45	Remedial classes	10/4/17	HOD & class teachers
46	Last Date to complete the syllabus	12/4/17	
47	2nd Assignment test	10/04/2017 to 15/04/2017	Class Teachers
48	Student feed back through online	13/04/2017	
49	Project Exhibition	2nd week of april	Project coordinators
50	Dr Ambedkar Jayanti & Good Friday	14/04/2017	
51	II Mid Examinations for II, III & IV Year B.Tech - II Sem	15/04/2017 to 21/04/2017	
52	Recent Trends in Induction Motor Drives workshop for teaching staff	15th to 20th, April, 2017	
53	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	22/04/2017 to 28/04/2017	
54	End Semester Examinations for B.Tech II, III & IV Year - II Sem	29/04/2017 to 12/05/2017	
55	Subject Allocation for next semester	10/5/17	HOD
56	internships for III year students	15-05-2017 to 03-06-2017	
57	Time table finalization for next semester	18/05/2017	TT I/C
58	Recent Trends in Electrical machines certificate program for II Years	29.05.2017 to 03.06.2017	G.srinivas
59	Electronics Trainer kits for non teaching staff	06/5/2017 to 11/5/2017	

60	FDP/Workshops	1st week of June	HOD
61	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	9/6/17	HOD
62	Faculty Orientation Program	06/06/2017 to 10/06/2017	HOD
63	Commencement of II, III & IV Year - I Sem Class Work 2017-18	12/7/2017	
	Softcopy of attendance to exam section of every fort night from 02 Dec-2017 (Presumptive)		HOD
	Attendance Registers to the HOD for verifivation by 30th of every month		Class Teachers
	Attendance Registers to be sent to academic section by 2nd of every month		HOD
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