

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Department of Electrical & Electronics Engineering			
Academic Calender			
Academic Year 2017 -2018 I -Semester			
S.No	Event	Date	Person Responsible
1	Faculty Orientation Program	04/07/2017to 08/07/2017	HOD
2	Department Staff Meeting	7/7/2017	HOD
3	Fine tuning of the Timetable & Departmental Meeting	8/7/2017	R.Ramanjan Prasad
4	Distribution of the requirements (Stationary, attendance registers, chalks, dusters, roll list, syllabus copy time table etc)of the department for the next semester class work	8/7/2017	HOD
5	Commencement of I Sem Class Work	12/7/2017	
6	innovative projects	12/7/2017 to 28/10/2017	G.srinivas
7	Department Monthly report submission to Office	13/07/2017	G.Sravanthi
8	Class Review Committee (CRCs) Meeting for II EEE	13/07/2017	HOD
9	Class Review Committee (CRCs) Meeting for III EEE	14/07/2017	HOD
10	Class Review Committee (CRCs) Meeting for IV EEE	15/07/2017	HOD
11	Computer Maintenance,Formatting and Repairing for non teaching faculty	15th - 20th July, 2017	G.Sravanthi
12	NI MULTISIM WORKSHOP	17.07.2017 to 22.07.2017	R.Ramanjan Prasad
13	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	18/07/2017	BSS
14	Department Staff Meeting	22/07/2017	HOD
15	IEEE student Inaugural Function followed by Guest Lecture	24/07/2017	D.Mohan Rao
16	Unit -I to be completed for IV Year	25/07/2017	
17	Unit -I to be completed for II & III Years	26/07/2017	
18	IPR WORKSHOP	27/07/2017 to 13-12-2017	
19	Department Staff Meeting	01/082017	HOD
20	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	1/8/2017	A.Hariprasad
21	Interactive session (conducted by alumini member) for III EEE	1/8/2017	D.Srikanth
22	Unit -II to be completed for IV Year	1/8/2017	
23	Unit -II to be completed for II & III Years	2/8/2017	
24	First Feed back	2/08/2017 - 04/08/2017	HOD
25	Interactive session (conducted by alumini member) for II EEE	5/8/2017	D.Srikanth
26	Department Monthly report submission to Office	8/8/2017	G.Sravanthi
27	Department Staff Meeting	10/8/2017	HOD
28	Class Review Committee (CRCs) Meeting for II-EEE	11/8/2017	HOD
29	Class Review Committee (CRCs) Meeting for III-EEE	12/8/2017	HOD
30	Class Review Committee (CRC) Meeting for IV-EEE	12/8/2017	HOD
31	krishnastammi	14/08/2017	
32	INDEPENDENCE DAY	15/08/2017	
33	Counselling report submission to Principal , HOD	16/08/2017	Counsellors
34	Review of % of syllabus covered and necessary action	16/08/2017	HOD
35	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	16/08/2017	A.Hariprasad
36	Department Staff Meeting	18/08/2017	HOD
37	2 and half unit to be completed for II , III & IV Years	20/8/2015	

38	Interactive session (conducted by alumini member) for III EEE	21/08/2017	D.Srikanth
39	Interactive session (conducted by alumini member) for II EEE	22/08/2017	D.Srikanth
40	Review of % of syllabus covered and necessary action	24/08/2017	HOD
41	VINAYAKA CHAVITHI	25/08/2017	
42	Department Staff Meeting	28/08/2017	HOD
43	Class Review Committee (CR's) Meeting for III-EEE	29/08/2017	HOD
44	Class Review Committee (CR's) Meeting for IV-EEE	29/08/2017	HOD
45	Class Review Committee (CR's) Meeting for II-EEE	29/08/2017	HOD
46	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	1/9/2017	A.Hariprasad
47	University I - Mid - Exam - II III & IV Year (B.Tech)	06/09/2017 to 08/09/2017	
48	Department Staff Meeting	11/9/2017	HOD
49	First Lab Internal Examination	12/09/2017 to 14/09/2017	HOD
50	Department Monthly report submission to Office	14/09/2017	G.Sravanthi
51	Engineers Day	15/09/2017	
52	submission of attendance register to exam branch for preparing consolidated attendance report through HOD	16/09/2017	A.Hariprasad
53	National Level Tech Fest	16/09/2017	HOD
54	Industrial visit for II EEE	19/09/2017	D.Mohan Rao
55	Completion of III unit for II & III Year	20/09/2017	
56	Completion of III unit for IV YEAR	20/09/2017	
57	Industrial visit for III EEE	22/09/2017	D.Mohan Rao
58	Department Staff Meeting	22/09/2017	HOD
59	Guest Lecture for II&III YEAR STUDENTS	23/09/2017	G.Sravanthi
60	DUSSERA HOLYDAYS	25/09/2017 TO 30/09/2017	
61	Gandhi Jayanthi	02/10/2017	
62	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	3/10/2017	A.Hariprasad
63	Completion of IV unit for IV YEAR	3/10/2017	
64	Completion of IV unit for II & III YEAR	3/10/2017	
65	Submission of Counselling Report to Principal through HOD	4/10/2017	Counsellors
66	Department Monthly report submission	6/10/2017	G.Sravanthi
67	second Feed back	06/10/2017 TO 07/10/2017	HOD
68	Department Staff Meeting	9/10/2017	HOD
69	Remedial classes	09/10/2017 TO 14/10/2017	HOD & Class Coordinators
70	Submission of attendance register to exam branch	16/10/2017	G.Sravanthi
71	Guest Lecture II&III	16/10/2017	G.Sravanthi
72	Submission of attendance register to exam branch for preparing consolidated attendance report through HOD	16/10/2017	A.Hariprasad
73	National workshop on Power Electronics & Drives (FDP)	18/10/2017	
74	Completion of V unit for II,II & IV YEAR	25/10/2017	
75	Counselling report submission to Principal through HOD	27/10/2017	Counsellors
76	Department Staff Meeting	28/10/2017	HOD
77	Second Lab Internal Examination for II, III & IV EEE	06/11/2017 TO 07/11/2017	
78	University II - Mid - Exam - II III & IV Year	08/11/2017 TO 10/11/2017	
79	Department Staff Meeting	10/11/2017	HOD
80	Preparation and Practical Examinations (II III & IV B.Tech)	02/11/2015 to 07/11/2015	
81	End Semester Examination (B.Tech, II,III & IV Year)	20/11/2017 TO 12/12/2017	

82	Load distribution for II Semester & planning for FDP in Semester Break	13/12/2017 TO 16/12/2017	
83	Commencement of II Sem Class Work	20/12/2017	
			HOD - EEE

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Department of Electrical & Electronics Engineering

Academic Year 2017 - 2018 - II Semester

S.No	Event	Date	Person Responsible
1	Department Staff Meeting	30/11/2017	HOD
2	Faculty Orientation Program	1 st to 6 th December,2017	HOD
3	Fine tuning of the Timetable	5/12/17	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	5/12/17	HOD
5	Commencement of I Sem Class Work for B.Tech II, III & IV Year - II Sem	14/12/2017	
6	innovative projects	14/12/2017 to 30/03/2018	
7	1st spell of Instructions for covering I, II and half of III unit	14/12/2017 to 6/02/2018	
8	Basic PS Transmission and Smart Grid CERTIFICATE COURSE for III year	18-12-2017 to 23-12-2017	G.sravanthi
9	CISCO CERTIFICATE COURSE for II year	weekly once	G.srinivas
10	Unit-I to be completed for all years	3/1/18	
11	Sharing of oral feedback with faculty by HOD	3/1/17	HOD
12	Feedback collection and subsequent course of action by the Principal through HOD	4/1/17	class teachers
13	Letters to the students having < 75% attendance	4/1/2018	Office
14	Class Review Committee Meeting (IV Year)	5/1/18	class teachers
15	Industrial Exposure for III year stusents	06-01-2018	class teachers
16	Class Review Committee Meeting (II Year)	9/1/2018	class teachers
17	Bhogi	13/01/2018	
18	Unit-II to be completed by	23/01/2018	
19	Republic Day	26/01/2018	
20	Review of % of syllabus covered and necessary action	27/01/2018	HOD
21	1st Assignment test	27/01/2018 to 04/01/2018	Subject Teachers
22	Letters to the students having < 75% attendance	2/2/2018	Counsellors
23	Student feed back through online	1 st week of Feb	
24	2(1/2) Units to be completed by	3/2/18	
25	1st Mid Examinations for B.Tech - II, III & IV Year - II Sem	07/02/2018 to 09/02/2018	
26	2nd Spell of Instructions (Units 3 to 5)	8/2/2018	
27	Lab internal - I for II, III & IV Year	10/02/2018 to 15/02/18	Lab Incharges
28	Maha Shivratri	13/02/2018	
29	Submission of weak students list to HOD based on performance in Mid test	15/02/2018	class teachers
30	Submission of results & weak students list and subsequent course of action	16/02/2018	HOD
31	IPR WORKSHOP	19-02-2018 to 08/06/2018	

32	Unit-III to be completed by	20/02/2018	
33	Guest lecture	4 th week of Feb	
34	Letters to the students having < 75% attendance	2/3/2018	Office
35	Extra classes for weak students	1 st & 2 nd week of march	
36	Class Review Committee Meeting (II Year)	7/3/18	class teachers
37	Class Review Committee Meeting (III Year)	8/3/2018	class teachers
38	Class Review Committee Meeting (IV Year)	9/3/18	class teachers
39	Unit-IV to be completed by	10/3/2018	
40	Ugadi	18/03/2018	
41	One week workshop on Simulation of Electrical Systems Using Matlab	25 th to 30 th March 2018.	HOD
42	Sharing of oral feedback with faculty by HOD	27/2018	HOD
43	PPTs on advance topics,GDs & seminars sesions for bright students	3rd & 4th week of March	
44	Remedial classes	3rd & 4th week of March	HOD & class teachers
45	2nd Assignment test	26/03/2018 to 03/04/2018	Class Teachers
46	Last Date to complete the syllabus	28/03/2018	
47	Feedback collection and subsequent course of action by the Principal through HOD	28/03/2018	HOD
48	Student feed back through online	29/03/2018	
49	Good Friday	30/03/2018	
50	II Mid Examinations for II, III & IV Year B.Tech - II Sem	04/04/2018 to 07/04/2018	
51	Babu Jagjivan Ram Birthday	5/4/18	
52	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	09/04/2018 to 13/04/2018	
53	Dr Ambedkar Jayanti	14/04/2018	
54	Ram Navami	25/04/2018	
55	End Semester Examinations for B.Tech II, III & IV Year - II Sem	16/04/2018 to 07/05/2018	
56	Subject Allocation for next semester	7/5/18	HOD
57	Time table finalization for next semester	8/5/18	TT I/C
58	FDP/Workshops	3rd week of May	HOD
59	Summer vacation	08/05/2018 to 07/07/2018	HOD
60	internships	18-05-2018 to 05-06-2018	G.srinivas
61	Robotics workshop for I and II year	28-05-2018 to 2-6-2018	
62	Faculty Orientation Program	4th week of June	HOD
63	Electrical Safety Measures	4th to 8th june,2018	
64	One week Workshop on LABVIEW	20 th june, 2018 to 28 ^h june 2018	
65	Commencement of II, III & IV Year - I Sem Class Work 2018-19	8/7/2018	

1	Softcopy of attendance to exam section of every fort night from 14 Dec-2017 (Presumptive)	HOD
2	Attendance Registers to the HOD for verifivation by 30th of every month	Class Teachers
3	Attendance Registers to be sent to academic section by 2nd of every month	HOD
4	Undertaking forms to the exam section by 16th of every month	Counsellors
5	Soft & hard copy of Monthly report submission by 5th of every month	Coordinator & HOD
6	Counselling report submission to Principal by 5th of every month	Counsellors

HOD-EEE