

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

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	26-Nov-18	HOD
2	CRT for Final year students	01/6/2018 to 23/6/2018	T & P I/C
3	Subjects Finalization	13-May-18	HOD
4	Verifying the requirements (Stationary, attendance registers, chinks, dusters, roll list, syllabus copy time table	25-Jun-18	HOD
5	RAMZAN	16/6/2018	
6	Program on Meditation & Yoga by Ramakrishna Matt	29/6/2018	Dr Phani Kumar
7	Fine tuning of the Timetable	30/6/2018	HOD
8	Faculty Orientation Program	02/7/18 to 7/7/2018	HOD
9	Departmental Staff Meeting	4-Jul-18	HOD
10	All Faculty & Staff Meeting	5-Jul-18	Principal
11	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	7-Sep-18	Class Coordinators
12	Ist spell of Instructions for covering I, II and half of III unit	9/7/18 to 3/9/18	Faculty
13	certificate course on IT essentials in association with CISCO for II EEE students	Every Monday 3 hrs	G.Srinivas
14	Work shop on 'Simulation of Power Electronic Converters Using MATLAB & PSIM ' for IV EEE students	09-07-2018 to 14-07-2018	G.sravanthi
15	IV year Mini-project abstract submission	11-Jul-18	Dr.D.Suresh and L.Bhanu Ganesh
16	Intiation of Innovative Projects	16/07/2018	HODs & Coordinators
17	First Year Orientation Program	16/07/2018	Ist year HOD
18	Mini-project Review -1 for Final years	21/7/2018	Dr.D.Suresh and L.Bhanu Ganesh
19	Mini-project Review -1 for Final years	28/7/2018	Dr.D.Suresh and L.Bhanu Ganesh
20	Unit-I to be completed for all years	30/07/2018	Faculty
21	Department meeting and Review of % of syllabus covered and necessary action	30/7/2018	HOD
22	Class Review Committee Meeting (IV, III, II Year)	30/7/17	class teachers
23	Sharing of oral feedback with faculty by HOD	31/7/18	HOD
24	Feedback collection and subsequent course of action by the Principal through HOD	31/7/2018	Principal & HOD
25	Industrial Visit (II,III & IV year EEE)	01-08-2018 to 07-08-2018	HOD & D.Anil
26	BONNALU	8-Jun-18	
27	Student workshops		HOD
28	INDEPENDENCE DAY	15/08/2018	
29	Unit-II to be completed by	21/08/2018	Faculty
30	BAKRID (ID-UL-ZUHA)	22/08/2018	
31	Class Review Committee Meeting (IV, III, II Year )	28/8/2018	class teachers
32	21/2 Units to be completed by	9-Jan-18	Faculty
33	SRI KRISHNASHTAMI	9-Mar-18	
34	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	4/9/18 to 6/9/18	Exam Section

35	2nd Spell of Instructions (Units 3 to 5)	7/09/18 to 10/11/2018	faculty
36	Lab internal - I for II, III & IV Year	7/9/18 to 15/9/18	Lab Incharges
37	VINAYAKA CHAVITHI	13/09/2018	
38	Sharing of oral feedback with faculty by HOD	14/9/2018	HOD
39	Submission of results & weak students list and subsequent course of action based on performance in Mid test	15/9/2018	HOD
40	Engineer's Day Celebration	15/09/2018	HOD
41	Freshers Day Celebrations		Principal
42	Unit-III to be completed by	17/9/2018	Faculty
43	MOHARAM	21/09/2018	
44	Mini Project Review-2 for final year students	22/09/2018 - 29/9/2018	Dr.D.Suresh and L.Bhanu Ganesh
45	Major Project Abstract submission	1-Oct-18	Project Coordinator
46	Class Review Committee Meeting (IV, III, II Year )	1-Oct-18	class teachers
47	GANDHI JAYANTHI	2-Oct-18	
48	Plan for Remedial classes	5-Oct-18	HOD & class teachers
49	Unit-IV to be completed by	8-Oct-18	Faculty
50	BATHUKAMMA STARTING DAY	9-Oct-18	
51	Department meeting and Review of % of syllabus covered and necessary action	12-Oct-18	HOD
52	Parents Teachers Meeting proposed by JNTUH	13/10/2018	
53	Technical Project Exhibition	13/10/2018	Innovative Project Coordinators
54	DUSSEHRA HOLIDAYS	15/10/18 to 20/10/18	
55	Last Date to complete the syllabus	2-Nov-18	faculty
56	Subject allocation options to the faculty	1-Nov-18	HOD
57	Subject Allocation for next semester	5-Nov-18	HOD
58	Revision/Remedial classes and Prefinals	3/11/18 to 10/11/18	HOD & class teachers
59	DEEPAVALI	7-Nov-18	
60	II Mid Examinations for II, III & IV Year B.Tech - I Sem	12/11/18 to 14/11/18	Exam Section
61	FDP program on advanced technologies in power	12/11/2018-17/11/2018	G.sravanthi
62	Preparations & Practical's for II, III & IV Year B.Tech - I	15/11/18 to 24/11/18	
63	EID MILADUN NABI	21/11/2018	
64	GURU NANAK BIRTHDAY / KARTHIKA PURNIMA	23-Nov-18	
65	II Mid Examinations results submission and analysis	24/11/2018	Faculty
66	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	26/11/18 to 8/12/18	Exam Section
67	Time table finalization for II semester	30/11/18	TT I/C
68	Verifying the requirements (Stationary, attendance registers, chalks, dusters, roll list, syllabus copy time table	3-Dec-18	HOD
69	Workshop on Electrical maintenance and Repair (Non-Teaching)	10-12-2018 to 15-12-2018	D.Anil Kumar
70	Departmental Staff Meeting	15/12/2018	HOD
71	Commencement of II, III & IV Year - II Sem Class Work 2018-19	17/12/2018	

Every week Mon evening attendance report to Principal

HOD

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 verification 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
Letters to the students having attendance less than 75% by 8th of every month	Office
Department Meeting on every Tuesday 2:00 PM to 2.30 PM	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

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S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	26-Nov-2018	HOD
2	Subjects Finalization	28-Nov-2018	HOD
3	Faculty Orientation Program	06-12-2018 to 15-12-2018	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	17-Dec-2018	HOD
5	Fine tuning of the Timetable	19-Dec-2018	HOD
6	Departmental Staff Meeting	19-Dec-2018	HOD
7	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	24-Dec-2018	Class Coordinators
8	1st spell of Instructions for covering I, II and half of III	24-12-2018 to 16-02-2019	Faculty
9	Workshop on 'Calibration Techniques for Pipelined ADCs' For all II,III and IV EEE students	24-12-2018 to 29-12-2018	L.Bhanu Ganesh
10	chirstmas	25-Dec-2018	
11	Boxing Day	26-Dec-2018	
12	IV year major-project abstract submission	31-Dec-2018	Dr.D.Suresh and L.Bhanu Ganesh
13	New Year	1-Jan-2019	
14	Intiation of Innovative Projects	2-Jan-2019	HODs & Coordinators
15	Major-project Review -1 for Final years	4-Jan-2019	Dr.D.Suresh and L.Bhanu Ganesh
16	Major -project Review -1 for Final years	11-Jan-2019	Dr.D.Suresh and L.Bhanu Ganesh
17	Pongal Holidays	13-02-2019 to 17-01-2019	
18	Unit-I to be completed for all years	18-Jan-2019	Faculty
19	Department meeting and Review of % of syllabus covered and necessary action	21-Jan-2019	HOD
20	Unit test-I	25-01-2019 &29-01-2019	
21	Republic Day	26-Jan-2019	
22	Class Review Committee Meeting (IV, III, II Year)	30-Jan-2019	class teachers
23	Sharing of oral feedback with faculty by HOD	31-Jan-2019	HOD
24	Feedback collection and subsequent course of action by the Principal through HOD	4-Feb-2019	Principal & HOD
25	Unit-II to be completed for all years	6-Feb-2019	
26			
27	Unit test-II	11-02-2019 & 12-02-2019	
28	First MID term Exams	18-02-2019 to 20-02-2019	
29	2nd Spell of Instructions (Units 3 to 5)	21-02-2019 to 11-04-2019	faculty
30	Unit-III to be completed for all years	28-Feb-2019	Faculty
31	Class Review Committee Meeting (IV, III, II Year )	28-Feb-2019	class teachers

32	Submission of results & weak students list and subsequent course of action based on performance in	1-Mar-2019	HOD
33	MAHASIVARATRI	4-Mar-2019	
34	Unit test-III	08-03-2019 & 11-03-2019	
35	Parents Teachers Meeting proposed by JNTUH	9-Mar-2019	
36	Major-project Review -1 for Final years	14-Mar-2019	Dr.D.Suresh and L.Bhanu Ganesh
37	Major -project Review -1 for Final years	15-Mar-2019	Project Coordinator
38	Unit-IV to be completed for all years	20-Mar-2019	
39	Industrial Visit (II,III & IV year EEE)	18-03-2019 to 23-03-2019	HOD & D.Anil
40	HOLI	21-Mar-2019	
41	Class Review Committee Meeting (IV, III, II Year )	25-Mar-2019	class teachers
42	Plan for Remedial classes	26-Mar-2019	HOD & class teachers
43	Technical Project Exhibition	29-Mar-2019	Innovative Project Coordinators
44	Unit test-IV	03-04-2019 & 04-04-2019	
45	Last Date to complete the syllabus	11-Apr-2019	faculty
46	II Mid Examinations for II, III & IV Year B.Tech - I Sem	22-04-2019 TO 24-04-2019	Exam Section
47	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	25-04-2019 to 04-05-2019	
48	II Mid Examinations results submission and analysis	2-May-2019	Faculty
49	Subject allocation options to the faculty	6-May-2019	HOD
50	Subject Allocation for next semester	13-May-2019	HOD
51	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	06-05-2019 to 18-05-2019	Exam Section
52	Work shop on Arduino Uno Board and its Applications	03-06-2019 to 08-06-2019	G.Madhuri
53	FDP on IOT	26-06-2019 to 02-07-2019	HOD
54	Internships	18-15-2019 to 10-07-2019	Dr.D.Suresh
55	Time table finalization for next academic Year	5-Jul-2019	TT I/C
56	Verifying the requirements (Stationary, attendance registers, chalks, dusters, roll list, syllabus copy time)	12-Jul-2019	HOD
57	Commencement of II, III & IV Year - II Sem Class Work 2019-20	15-Jul-2019	

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