

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Electrical & Electronics Engineering Department - Academic Calendar			
Academic Year 2019 - 2020 - I Semester			
S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	3/17/2019	HOD
2	CRT for Final year students	01-5-2019 to 23-5-2019	T & P I/C
3	Subjects Finalization	5/14/2019	HOD
4	Verifying the requirements (Stationary, attendance registers, chinks, dusters, roll list, syllabus copy time table etc)of the department for the next semester class work and distribution to the staff	6/25/2019	HOD
5	Program on Meditation & Yoga by Ramakrishna Matt	6/29/2019	Dr Phani Kumar
6	Fine tuning of the Timetable	6/30/2019	HOD
7	Faculty Orientation Program	08-07-2019 to 12-07-2019	HOD
8	Departmental Staff Meeting	7/15/2019	HOD
9	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	7/15/2019	Class Coordinators
10	UNIT-I completion	15-7-19 to 03-08-2019	Faculty
11	IV year Mini-project abstract submission	7/20/2019	Dr.D.Suresh and L.Bhanu Ganesh
12	Intiation of Innovative Projects	7/20/2019	HODs & Coordinators
13	Guest lecture for II,III and IV years	20-07-2019 to 31-07-2019	Mr.T.Jayanth
14	Mini-project Review -1 for Final years	7/25/2019	Dr.D.Suresh and L. Bhanu Ganesh
15	Department meeting and Review of % of syllabus covered and necessary action	7/30/2019	HOD
16	Class Review Committee Meeting (IV, III, II Year)	7/31/2019	class teachers
17	Sharing of oral feedback with faculty by HOD	8/1/2019	HOD
18	Feedback collection and subsequent course of action by the Principal through HOD	8/2/2019	Principal & HOD
19	UNIT - II completion	05-08-2019 to 28-08-2019	faculty
20	Industrial Visit (II,III & IV year EEE)	05-08-2019 to 10-08-2019	HOD & D.Anil Kumar
21	UNIT TEST - I EXAM	09-08-2019 to 14-08-2019	
22	Student workshops	05-08-2019 to 10-08-2019	HOD
23	BAKRID (ID-UL-ZUHA)	8/12/2019	
24	INDEPENDENCE DAY	8/15/2019	
25	Department meeting	8/16/2019	
26	srikrishnastami	8/24/2019	

27	Class Review Committee Meeting (IV, III, II Year)	8/27/2019	class teachers
28	UNIT TEST - II EXAM	29-08-2019 to 30-08-2019	
29	VINAYAKA CHAVITHI	9/2/2019	
30	Department meeting	9/3/2019	
31	unit -III completion (Ist half)	03-09-2019 to 11-09-2019	
32	MOHARAM	9/10/2019	
33	Ist Mid Examinations for B.Tech - II, III & IV Year - I	12-09-2019 to 14-09-	Exam Section
34	Engineer's Day Celebration	9/15/2019	
35	Department meeting	9/16/2019	HOD
36	unit - III completion (2nd half)	16-09-2019 to 24-09-	Faculty
37	Lab internal - I for II, III & IV Year	16-09-2019 to 19-09-2019	Lab Incharges
38	submission of first mid terms exam marks to university on	9/20/2019	Exam Section
39	Sharing of oral feedback with faculty by HOD	9/20/2019	HOD
40	Submission of results & weak students list and subsequent course of action based on performance in Mid test	9/20/2019	HOD
41	parents Teachers Meeting proposed by JNTUH	9/21/2019	HOD and Staff
42	Industrial Visit (II,III & IV year EEE)	23-09-2019 to 28-09-2019	HOD & D.Anil Kumar
43	Guest lecture for II,III and IV years	23-09-2019 to 28-09-2019	Mr.T.Jayanth
44	Mini Project Review-2 for final year students	24/09/2019 - 25/9/2019	Dr.D.Suresh and I. Bhanu Ganesh
45	unit - IV completion	25-09-2019 to 23-10-2019	
46	Major Project Abstract submission	9/30/2019	Project Coordinator
47	Class Review Committee Meeting (IV, III, II Year)	9/30/2019	class teachers
48	Department meeting	9/30/2019	HOD
49	Dussehra holidays	07-10-2019 to 12-10-2019	
50	GANDHI JAYANTHI	10/2/2019	
51	UNIT TEST - III EXAM	03-10-2019 to 05-10-	
52	Plan for Remedial classes	10/6/2019	HOD & class teachers
53	Department meeting and Review of % of syllabus covered and necessary action	10/14/2019	HOD
54	Technical Project Exhibition	10/15/2019	Innovative Project Coordinators
55	UNIT TEST - IV EXAM	24-10-2019 to 26-10-2019	Exam Section
56	DEEPAVALI	10/27/2019	
57	unit - V completion	28-10-2019 to 06-11-2019	Faculty
58	Department meeting	11/2/2019	

59	Revision schedules	7-11-2019 to 13-11-2019	Faculty
60	MILADUN NABI	11/10/2019	
61	Last Date to complete the syllabus	11/13/2019	faculty
62	Subject allocation options to the faculty	11/14/2019	HOD
63	II- Mid exams	14-11-2019 to 16-11-2019	Exam Section
64	Department meeting	11/15/2019	HOD
65	Subject Allocation for next semester	11/16/2019	HOD
66	Preparation holidays and Practical Examinations	18-11-2019 to 23-11-2019	
67	II Mid Examinations results submission and analysis	11/23/2019	Faculty
68	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	25-11-19 to 7-12-19	Exam Section
69	Time table finalization for II semester	11/30/2019	TT I/C
70	Verifying the requirements (Stationary, attendance registers, chinks, dusters, roll list, syllabus copy time table etc)of the department for the next semester class work and distribution to the staff	12/3/2019	HOD
71	FDP/Workshop/Conference/FOP	10/12/19 to 15/12/19	HOD
72	Departmental Staff Meeting	12/15/2019	HOD
73	Commencement of II, III & IV Year - II Sem Class Work 2019-20	12/17/2019	
74	Every week Mon evening attendance report to Principal		HOD
75	Softcopy of attendance to exam section on Aug 2nd, Aug 17th, Sep 2nd, Sep 17th, Oct 2nd, Oct 17th, Nov 2nd and		HOD
76	Attendance Registers to the HOD for verification by 30th		Class Teachers
77	Attendance Registers to be sent to Exam section by 2nd of every month		HOD
78	month		Counsellors
79	Soft & hard copy of Monthly report submission by 5th of		Coordinator & HOD
80	Counselling report submission to Principal by 5th of every month		Counsellors
81	Letters to the students having attendance less than 75% by		Office
82	PM		HOD
83	Dean's meeting on every Wed 1.00 PM		Dean Admin
84	CEO meeting with Dean's on every Thu 12.00 PM		Dean Admin
85	HOD's and Dean Meeting on every Thu 1.00 PM		Dean Admin

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Electrical and Electronics Engineering - 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	12/12/2019	HOD
4	Fine tuning of the Timetable	13/12/2019	HOD
5	Departmental Staff Meeting	13/12/2019	HOD
6	Commencement of I Sem Class Work for B.Tech II, III & IV Year	16-12-2019	
7	1st 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	
14	Major project Review -1 for Final years	31-12-19 to 3-1-2020	Dr.D.Suresh Project Coordinators
15	NEW YEAR DAY	1/1/2020	
16	Department meeting, Review of syllabus covered & necessary	5/1/2020	HOD
17	Class Review Committee Meeting (IV, III, II Year)	6/1/2020	class teachers
18	Machine Learning Certification Course starting date	6/1/2020	HOD
19	Sharing of oral feedback with faculty by HOD	07-01-2020	HOD
20	Unit-I to be completed for all years	8/1/2020	Faculty
21	Unit test -I	9/1/2020 to 11/1/2020	Exam Section
22	PONGAL	13/1/2020 to 16/1/2020	
23	GRADUATION DAY	25/1/2020	Principal & Dean Alumni
24	REPUBLIC DAY	26/1/2020	
25	Industrial Visit for II & III year	last week of Jan, 2020	D.Anil kumar
26	Unit-II to be completed by	30-01-2020	Faculty
27	SIH - HACKATHON	27/1/2020 & 28/1/2020	Coordinators
28	Unit test -II	31/1/2020 to 3/2/2020	Exam Section
29	Class Review Committee Meeting (IV, III, II Year)	5/2/2020	class teachers
30	Guest Lecture	6/2/2020	Alumni Coordinators
31	21/2 Units to be completed by	8-02-2020	Faculty
32	1st Mid Examinations for B.Tech - II, III & IV Year - I Sem	10-02-2020 to 12-02-2020	Exam Section
33	Start of 2nd Spell of Instructions (Units 3 to 5)	13-02-2020	faculty
34	Major Project Review-2 for final year students	13-02-2020 to 15-02-2020	Dr.D.Suresh Project Coordinators
35	Tarang-2020	15/02/2020	Principal sir& Coordinators
36	Sharing of oral feedback with faculty by HOD	18/2/2020	HOD
37	Unit-III to be completed by	20-02-2020	Faculty
38	Submission of results & weak students list and subsequent course of action based on performance in Mid test	20/2/2020	HOD
39	MAHASIVARATHRI	21/02/2020	
40	Unit Test - III	22/02/2020 to 25/02/2020	Exam Section
41	Class Review Committee Meeting (IV, III, II Year)	2/3/2020	class teachers

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

NOTE	Softcopy of attendance to exam section on Jan 2nd, Jan 17th, Feb 2nd, Feb 17th, Mar 2nd, Mar 17th, Apr 2nd and Apr 9th (Presumptive)	HOD
	Attendance Registers to the HOD for verification by 1st 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 Thu 2:00 PM to 2.30 AM	HOD
	Principal meeting with HOD's and Dean's on every Fri 2.00 PM	Principal