

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Electronics & Instrumentation Engineering Department - Academic Calendar

Academic Year 2018 - 2019 - I Semester

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	02-05-2018	HOD
2	CRT for Final year students	01/6/2018 to 23/6/2018	T & PI/C
3	Subjects Finalization	10-06-2018	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 work and distribution to the staff	12-06-2018	HOD
5	RAMZAN	16-06-2018	
6	Program on Meditation & Yoga by Ramakrishna Matt	29-06-2018	Dr Phani Kumar
7	Fine tuning of the Timetable	30-06-2018	HOD
8	Faculty Orientation Program	02-07-2018 to 07-07-2018	HOD
9	Budget Submission for the next semester	05-07-2018	HOD
10	Departmental Staff Meeting	07-07-2018	HOD
11	All Faculty & Staff Meeting	07-07-2018	Principal
12	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	09-07-2018	Class Coordinators
13	Ist spell of Instructions for covering I, II and half of III unit	9-07-2018 to 3-09-2018	Faculty
14	IV year Mini-project abstract submission	11-07-2018	Mrs. A Jhansi Rani
15	Intiation of Innovative Projects	16-07-2018	Mr. K.Prem Sagar
16	First Year Orientation Program	19-07-2018	Ist year HOD
17	Mini-project Review -1 for Final years	28/7/2018	Mrs. A Jhansi Rani
18	Unit-I to be completed for all years	30/07/2018	Faculty
19	Department meeting and Review of % of syllabus covered and necessary action	30/7/2018	HOD
20	Class Review Committee Meeting (IV, III, II Year)	30/7/17	class teachers
21	GUEST LECTURE ON SCADA	31/7/18	Mrs. P Prashanthi Reddy
22	Sharing of oral feedback with faculty by HOD	31/7/18	HOD
23	Feedback collection and subsequent course of action by the Principal through HOD	31/7/2018	Principal & HOD
24	Mini-project Review -2 for Final years	04-08-2018	Mrs. A Jhansi Rani
25	BONNALU	06-08-2018	
28	INDEPENDENCE DAY	15/08/2018	
29	CERTIFICATION COURSE ON STRUCTURAL MONITORING INSTRUMENTATION :DEFLECTION MEASUREMENT	20/8/2018 TO 25/8/2018	Mr. K.Prem Sagar
30	Unit-II to be completed by	21/08/2018	Faculty
31	BAKRID (ID-UL-ZUHA)	22/08/2018	
32	Class Review Committee Meeting (IV, III, II Year)	28/8/2018	class teachers

33	21/2 Units to be completed by	01-09-2018	Faculty
34	SRI KRISHNASHTAMI	03-09-2018	
35	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	4/9/18 to 6/9/18	Exam Section
36	2nd Spell of Instructions (Units 3 to 5)	7/09/18 to 10/11/2018	faculty
37	Lab internal - I for II, III & IV Year	7/9/18 to 15/9/18	Lab Incharges
38	VINAYAKA CHAVITHI	13/09/2018	
39	Sharing of oral feedback with faculty by HOD	14/9/2018	HOD
40	Submission of results & weak students list and subsequent course of action based on performance in Mid test	15/9/2018	HOD
41	Engineer's Day Celebration	15/09/2018	HOD
42	Freshers Day Celebrations		Principal
43	Unit-III to be completed by	17/9/2018	
44	MOHARAM	21/09/2018	
45	Mini Project Review-3 for final year students	22/09/2018 - 29/9/2018	Mrs. A Jhansi Rani
46	Major Project Abstract submission	01-10-2018	Project Coordinator
47	Class Review Committee Meeting (IV, III, II Year)	01-10-2018	class teachers
48	GANDHI JAYANTHI	02-10-2018	
49	Plan for Remedial classes	05-10-2018	HOD & class teachers
50	Unit-IV to be completed by	08-10-2018	Faculty
51	BATHUKAMMA STARTING DAY	09-10-2018	
52	Department meeting and Review of % of syllabus covered and necessary action	12-10-2018	HOD
53	Parents Teachers Meeting proposed by JNTUH	13/10/2018	
54	Technical Project Exhibition	13/10/2018	Mr. K.Prem Sagar
55	DUSSEHRA HOLIDAYS	15/10/18 to 20/10/18	
56	Last Date to complete the syllabus	02-11-2018	faculty
57	Subject allocation options to the faculty	01-11-2018	HOD
58	Subject Allocation for next semester	05-11-2018	HOD
59	Revision/Remedial classes and Prefinals	3/11/18 to 10/11/18	HOD & class teachers
60	DEEPAVALI	07-11-2018	
61	II Mid Examinations for II, III & IV Year B.Tech - I Sem	12/11/18 to 14/11/18	Exam Section
62	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	15/11/18 to 24/11/18	
63	EID MILADUN NABI	21/11/2018	
64	GURU NANAK BIRTHDAY / KARTHIKA PURNIMA	23/11/2018	
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 etc)of the department for the next semester class work and distribution to the staff	03-12-2018	HOD

69	Departmental Staff Meeting	15/12/2018	HOD
70	CERIFICATION COURSE ON INTELLIGENT DRIVE SOLUTION FOR INDUSTRIES FOR III AND IV YEAR	17/12/2018 TO 22/12/2018	
71	VOCATIONAL EDUCATION TRAINING ON PCB DESIGNING	17/12/2018 TO 22/12/2018	
72	Commencement of II, III & IV Year - II Sem Class Work 2018-18	17/12/2018	

NOTE	Every week Mon evening attendance report to Principal	HOD
	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 11:00 AM to 11.30 AM	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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Academic Year 2018 - 2019 - II Semester

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	26/11/2018	HOD
2	Subjects Finalization	28/11/2018	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)	17/12/2018	HOD
5	Fine tuning of the Timetable	19/12/2018	HOD
6	Departmental Staff Meeting	19/12/2018	HOD
7	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	24/12/2018	Class Coordinators
8	Ist spell of Instructions for covering I, II and half of III unit	24-12-2018 to 16-02-2019	Faculty
9	chirstmas	25/12/2018	
10	Boxing Day	26/12/2018	

11	IV year major-project abstract submission	31/12/2018	Mr. B Rajesh
12	New Year	01/01/2019	
13	Intiation of Innovative Projects	02/01/2019	HODs & Coordinators
14	Major-project Review -1 for Final years	04/01/2019	Mr. B Rajesh
15	Pongal Holidays	13-02-2019 to 17-01-2019	
16	Unit-I to be completed for all years	18/01/2019	Faculty
17	Department meeting and Review of % of syllabus covered and necessary action	21/01/2019	HOD
18	Unit test-I	25-01-2019 &29-01-2019	
19	Republic Day	26/01/2019	
20	Class Review Committee Meeting (IV, III, II Year)	30/01/2019	class teachers
21	Sharing of oral feedback with faculty by HOD	31/01/2019	HOD
22	Feedback collection and subsequent course of action by the Principal through HOD	04/02/2019	Principal & HOD
23	Unit-II to be completed for all years	06/02/2019	Faculty
24	Unit test-II	11-02-2019 & 12-02-2019	
25	First MID term Exams	18-02-2019 to 20-02-2019	Exam Section
26	certification course on Instrumentation in pharmacy:Applications	21-01-2019 to 25-01-2019	Mr.CH.V.B.Aditya Kumar
27	2nd Spell of Instructions (Units 3 to 5)	21-02-2019 to 11-04-2019	faculty
28	Unit-III to be completed for all years	28/02/2019	Faculty
29	Class Review Committee Meeting (IV, III, II Year)	28/02/2019	class teachers
30	Submission of results & weak students list and subsequent course of action based on performance in Mid test	01/03/2019	HOD
31	MAHASIVARATRI	04/03/2019	
32	Unit test-III	08-03-2019 &11-03-2019	
33	Parents Teachers Meeting proposed by JNTUH	09/03/2019	HOD
34	Industrial vist to thermal power station kothagudem	14/03/2019	Mrs.S.Prasanna
35	Major -project Review -1 for Final years	15/03/2019	Project Coordinator
36	Unit-IV to be completed for all years	20/03/2019	
37	HOLI	21/03/2019	

38	Class Review Committee Meeting (IV, III, II Year)	25/03/2019	class teachers
39	Plan for Remedial classes	26/03/2019	HOD & class teachers
40	Technical Project Exhibition	29/03/2019	Mr.K Prem Sagar
41	Unit test-IV	03-04-2019 & 04-04-2019	
42	Last Date to complete the syllabus	11/04/2019	faculty
43	II Mid Examinations for II, III & IV Year B.Tech - I Sem	22-04-2019 TO 24-04-2019	Exam Section
44	Preparations & Practical's for II, III & IV Year B.Tech-Isem	25-04-2019 to 04-05-2019	
45	II Mid Examinations results submission and analysis	02/05/2019	Faculty
46	Subject allocation options to the faculty for next Semester	06/05/2019	HOD
47	Subject Allocation for next semester	13/05/2019	HOD
48	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	06-05-2019 to 18-05-2019	Exam Section
49	vocational education program on GPS and GSM based tracker device	03-06-2019 to 08-06-2019	Mrs.P. Prashanthi reddy
50	Time table finalization for next academic Year	05/07/2019	TT I/C
51	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	12/07/2019	HOD
52	Commencement of II, III & IV Year - II Sem Class Work 2019-20	15/07/2019	
NOTE			
		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
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