

**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**Electronics and Instrumentation Engineering Department - Academic Calendar**  
**Academic Year 2019 - 2020 - I Semester**

S.No	Event	Date	Person Responsible
1	CRT for Final year students	27/5/19 to 13/07/19	T & P I/C
2	<b>RAMZAN</b>	<b>5/6/2019</b>	
3	Faculty Subject Options submission	20/06/19	HOD
4	Subjects Finalization	28/06/19	HOD
5	Faculty Development Program on IoT using Raspberry Pi	26-06-19 to 02-07-19	HOD
6	Budget Submission for the next semester	2/7/2019	HOD
7	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	6/7/2019	HOD
8	Faculty Orientation Program	08-07-19 to 13-07-19	HOD
9	Fine tuning of the Timetable	10/7/2019	HOD
10	Departmental Staff Meeting	12/7/2019	HOD
11	All Faculty & Staff Meeting	12/7/2019	Principal
12	LABVIEW Training Program for selected faculty by NI, Bangalore	15/7/2019 to 20/7/19	HOD
13	Commencement of I Sem Class Work for B.Tech II, III & IV Year	15-07-19	
14	Ist spell of Instructions for covering I, II and half of III unit	15-07-19 to 11-09-19	Faculty
15	Intiation of Innovative Projects	26-07-19	HODs & Coordinators
16	<b>BONNALU</b>	<b>30-7-19</b>	
17	Unit-I to be completed for all years	3/8/2019	Faculty
18	First Year Orientation Program	5/8/2019	Ist year HOD
19	Department meeting and Review of % of syllabus covered and necessary action	7/8/2019	HOD
20	Class Review Committee Meeting (IV, III, II Year)	8/8/2019	class teachers
21	Sharing of oral feedback with faculty by HOD	09/08/19	HOD
22	Feedback collection and subsequent course of action by the Principal through HOD	13/8/2019	Principal & HOD
23	Mini-project Review -1 for Final years	19-8-19 to 24-8-2019	Mrs. K Padma Leela
24	Planning and preparation for International Conference	9/8/2019	Principal & HoD's
25	<b>BAKRID (ID-UL-ZUHA)</b>	<b>12/8/2019</b>	
26	IV year Mini-project abstract submission	14-8-19	Mrs. K Padma Leela
27	<b>INDEPENDENCE DAY</b>	<b>15-8-19</b>	
28	Mini-project Review -1 for Final years	22-8-19 to 24-8-2019	Mrs. K Padma Leela
29	Unit test -I	26/8/2019 to 28/8/2019	Exam Section
30	Unit-II to be completed by	28-08-19	Faculty
31	Department Club Day (VALIE)	30-08-2019	HOD & Mr. K Prem Sagar
32	Industrial Visit for II & III year	last week of August, 2019	HOD & Mr. P Srinivas
33	<b>VINAYAKA CHAVITHI</b>	<b>2/9/2019</b>	
34	Class Review Committee Meeting (IV, III, II Year )	4/9/2019	class teachers
35	Start of Workshop on Labview for III & IV years selected students	5/9/2019	Mrs. P Prashanthi & Mr. P Srinivas

36	Unit test -II	6/9/2019 to 8/9/2019	Exam Section
37	<b>GRADUATION DAY</b>	<b>7/9/2019</b>	<b>Principal &amp; Dean Alumni</b>
38	21/2 Units to be completed by	11-09-19	Faculty
39	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	12-09-19 to 14-09-19	Exam Section
40	Engineer's Day Celebration	14-09-19	HOD
41	Start of 2nd Spell of Instructions (Units 3 to 5)	16-09-19	faculty
42	Workshop on Personality Development by TASK for II Years	16-09-2019 to 18-09-2019	HOD
43	Lab internal - I for II, III & IV Year	16-09-2019 to 21-09-2019	Lab Incharges
44	Mini Project Review-2 for final year students	16-9-2019 to 21-9-2019	Mrs. K Padma Leela
45	Sharing of oral feedback with faculty by HOD	19/9/2019	HOD
46	Submission of results & weak students list and subsequent course of action based on performance in Mid test	20/9/2019	HOD
47	Parents Teachers Meeting proposed by JNTUH	23-09-2019	
48	Unit-III to be completed by	24-09-19	Faculty
49	<b>GANDHI JAYANTHI</b>	<b>2/10/2019</b>	
50	Class Review Committee Meeting (IV, III, II Year )	3/10/2019	class teachers
51	Unit Test - III	3/10/2019 to 5/10/2019	Exam Section
52	Plan for Remedial classes	3/10/2019	HOD & class teachers
53	<b>DUSSEHRA HOLIDAYS</b>	<b>7-10-19 to 12-10-19</b>	
54	<b>MOHARAM</b>	<b>10/9/2019</b>	
55	<b>Freshers Day Celebrations</b>	<b>14/10/2019</b>	<b>Principal</b>
56	Unit-IV to be completed by	23-10-19	Faculty
57	Unit Test - III	23/10/2019 to 25/10/2019	Exam Section
58	Department meeting and Review of % of syllabus covered and necessary	25/10/2019	HOD
59	<b>DEEPAVALI</b>	<b>27-10-19</b>	
60	<b>BATHUKAMMA STARTING DAY</b>	<b>28-10-19</b>	
61	Major Project Abstract submission	31/10/2019	Mrs.P Prshanthi Reddy
62	Technical Project Exhibition	2/11/2019	Mr. K Prem Sagar
63	Last Date to complete the syllabus	06-11-19	faculty
64	Revision/Remedial classes and Prefinals	07-11-19 to 13-11-19	HOD & class teachers
65	<b>EID MILADUN NABI</b>	<b>10/11/2019</b>	
66	Subject allocation options to the faculty	11/11/2019	HOD
67	<b>GURU NANAK BIRTHDAY / KARTHIKA PURNIMA</b>	<b>12/11/2019</b>	
68	II Mid Examinations for II, III & IV Year B.Tech - I Sem	14-11-19 to 16-11-19	Exam Section
69	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	18/11/2019 to 23/11/2019	
70	Subject Allocation for next semester	20/11/2019	HOD
71	II Mid Examinations results submission and analysis	23/11/2019	Faculty
72	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	25-11-19 to 07-12-19	Exam Section
73	<b>FDP on Machine Learning</b>	<b>25/11/2019 to 30/11/2019</b>	<b>HOD</b>
74	Time table finalization for II semester	30/11/2019	TT I/C

75	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	2/12/2019	HOD
76	Departmental Staff Meeting	3/12/2019	HOD
77	Commencement of II, III & IV Year - II Sem Class Work 2018-18	9/12/2019	
78	International Conference	3/1/2020 to 4/1/2020	All HOD's

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 2:00 PM to 2.30 AM	HOD
CEO meeting with Dean's on every Thu 12.00 PM	Dean Admin
Principal meeting with HOD's and Dean's on every Fri 2.00 PM	Principal

**VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**Department of Electronics & Instrumentation Engg.**  
**Academic Year 2019-20 - II Semester**

S.No	Event	Date	Person Responsible
1	Faculty Subject Options Submission	3rd Dec 2019	HOD& TT I/C
2	Subject Finalization	4th Dec 2019	
3	Faculty Development Program	5th -14th Dec 2019	HOD & Coordinators
5	Verifying the requirements of the department for the next semester	9th -12th Dec 2019	HOD
6	Fine tuning of the Timetable	11th -12th Dec 2019	HOD
7	Departmental Staff Meeting	13th Dec 2019	HOD
8	Commencement of I Sem Class Work for B.Tech II, III & IV Year	16-Dec-19	
9	1st spell of Instructions for covering I, II and half of III unit	16 Dec 19 to 08th Feb 2020	Faculty
11	Filled form – Project Batch Details/Project Title to be submitted to Project co-ordinator(Mech. Depart.)	22nd Dec 2020	Dr. S. Deva Prasad, Dr. B.Singaravel ,Mr. N. Venkateswarlu
13	Planning and preparation for International Conference	23rd Dec 2019	Principal & HoD's
14	Intiation of Innovative Projects	23rd Dec- 10th Jan 2019	HOD & Coordinators
15	DDC MEETING	24th Dec -7th Jan 2019	HOD & Senior Faculty
16	CHRISTMAS	25th Dec 2019	
17	BOXING DAY	26th Dec 2019	
20	Major project Review -1 for Final years	31st Dec2019 to 3rd Feb 2020	Project Coordinators
21	NEW YEAR DAY	01st Jan 2020	
24	Department meeting,Review of syllabus covered & necessary action	5th Jan 2020	HOD
25	Class Review Committee Meeting (IV, III, II Year)	6th Jan 2020	Faculty
28	Sharing of oral feedback with faculty by HOD	7th- 14th Jan 2020	HOD
29	Unit-I to be completed for all years	8th Jan 2020	Faculty
31	Unit test -I	9th - 11th Jan 2020	Unit Test Incharge
32	PONGAL	13th - 16th Jan 2020	
33	Start of Workshop on Robotics for III years selected students	17th Jan 2020	HOD & Vikas Kumar
36	GRADUATION DAY	25th Jan 2020	Principal & Dean Alumni
37	REPUBLIC DAY	26th Jan 2020	
38	Industrial Visit for II & III year	last week of Jan, 2020	HOD & Koteswaramma
41	Unit-II to be completed by	30th Jan 2020	Faculty
42	Unit test -II	31st Jan 2020 to 3rd Feb 2020	Unit Test Incharge
43	Unit test -I for I B.Tech II-sem	5th & 6th Feb 2020	Unit Test Incharge
45	Student feedback through online	1st Week of Feb 2020	Class coordinators
46	Class Review Committee Meeting (IV, III, II Year )	5th Feb 2020	HOD & Faculty
48	21/2 Units to be completed by	8th Feb 2020	Faculty

S.No	Event	Date	Person Responsible
49	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	10th- 12th Feb 2020	Dean Evaluation
50	Start of 2nd Spell of Instructions (Units 3 to 5)	13th Feb 2020	faculty
51	Major Project Review-2 for final year students	13th - 15th Feb 2020	Project Coordinators
52	<b>Tarang-2020</b>	15th Feb 2020	Principal sir& Coordinators
53	Sharing of oral feedback with faculty by HOD	18th Feb 2020	HOD
54	Unit-III to be completed by	20th Feb 2020	Faculty
55	Submission of results & weak students list and subsequent course of action based on performance in Mid test	20th Feb 2020	HOD
56	<b>MAHASIVARATHRI</b>	21st Feb 2020	
57	Unit Test - III B.Tech - II, III & IV Year - I Sem	22nd-25th Feb 2020	Unit Test Incharge
58	Unit test -II for I B.Tech II-sem	26th & 27th Feb 2020	Unit Test Incharge
59	Class Review Committee Meeting (IV, III, II Year )	2nd March 2020	Faculty
60	<b>HOLI</b>	9th March 2020	
61	First Term Mid Exams I B.Tech II-sem	16th & 17th March 2020	Dean Evaluation
62	Unit-IV to be completed by	14th March 2020	Faculty
63	Parents Teachers Meeting proposed by JNTUH	14th March 2020	HOD & Faculty
64	Unit Test - IV	16th-18th March 2020	Dean Evaluation
65	Department meeting, Review of % of syllabus covered & necessary action	16th March 2020	HOD
67	IINOVATIVE PROJECT EXHIBITION	21st March 2020	Innovative Project Coordinators
68	<b>UGADI</b>	25th March 2020	
69	Plan for Remedial classes	26th March 2020	HOD & class teachers
70	Parent Techaer meeting for I year B.tech -II sem	29th March 2020	I Year HOD & Faculty
71	Last Date to complete the syllabus	31st March 2020	Faculty
72	Revision/Remedial classes and Prefinals	01st -7th April 2020	HOD & class teachers
74	<b>SREE RAMA NAVAMI</b>	2nd April 2020	
75	<b>ACHIEVERS DAY</b>	7th April 2020	T & P Coordinators
76	II Mid Examinations for II, III & IV Year B.Tech - I Sem	08th -11th April 2020	Dean Evaluation
77	<b>GOOD FRIDAY</b>	10th April 2020	
78	<b>FAREWELL DAY</b>	13th April 2020	Dept Club Incharge
79	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	13th -18th April 2020	Faculty
80	<b>Dr B R AMBEDKAR'S BIRTHDAY</b>	14th April 2020	
81	II Mid Examinations results submission and analysis	18th April 2020	Faculty
82	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	20th April 2020 to 02nd May 2020	Dean Evaluation
84	Subject preference for next semester	4th May 2020	HOD
85	II Mid Examinations for I Year B.Tech - II Sem	2nd -5th May 2020	Dean Evaluation
86	External Lab Exams	6th-13th May 2020	Dean Evaluation
87	End Semester Examinations for I B.Tech II Sem	14th -28th May 2020	Dean Evaluation
88	Verifying the requirements of the department for the next semester	25th June 2020	HOD
89	<b>INTERNATIONAL CONFERENCE</b>	29th - 30th June 2020	All HOD's

S.No	Event	Date	Person Responsible
NOTE		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













