

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Department of Electronics & Instrumentation Engg.
Academic Year 2020-21 - I Semester

S.No	Event	Date	Person Responsible
1	Budget Submission for the next semester	7th July 2020	HOD
2	Subjects Finalization	20th July 2020	HOD
3	CRT for Final year students	28th July -31st August 2020	T & P I/C
4	Faculty Orientation Program	01st to 8th August 2020	HOD
5	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	20th August 2020	HOD
6	Fine tuning of the Timetable	20th August 2020	HOD
7	Staff Meeting	28th August 2020	Principal
8	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	01st Sept 2020	Faculty
9	Ist spell of Instructions for covering I to III units for B.Tech II, III & IV Year- I Sem	01st Sept 2020 - 10th Octo 2020	Faculty
10	Teachers day	5th Sept 2020	
11	Engineer's Day Celebration	15th Sept 2020	HOD's & Students
12	IV year Mini-project abstract submission & Mini-project Review -1 for Final years	15th -30th Sept 2020	HOD & Coordinator
13	Collection of online Feedback from Students	19th Sept 2020	Principal / HOD
14	Mahatma Gandhi Jayanthi	2nd Oct 2020	
15	Bathukamma Starting Day	17th Oct 2020	
16	Durgastami	24th Oct 2020	
17	EID-MILADUNNABI	30th Oct 2020	
18	End Examinations preparation holidays - Previous Semesters	2nd-11th Nov 2020	Dean Evaluation
19	GuruNanak Jayanthi	11/30/2020	
20	Subjects Finalization I Year B.tech I Sem	9th Nov 2020	HOD
21	Timetables Finalization I Year B.tech I Sem	18th Nov 2020	HOD and TT I/C
22	Faculty Orientation Program I Year B.tech I Sem	12th-14th Nov 2020	HOD
23	Staff Meeting I Year B.tech I Sem	26th Nov 2020	HoD &Principal
24	Induction program for I Year B.tech I Sem	1st Dec 2020	Ist year HOD(Dr.N.Phani Kumar)
25	Ist spell of Instructions for covering I to III units for I B.Tech	1st Dec 2020-23rd Jan 2021	Faculty
26	Christmas	25th Dec 2020	
27	Boxing Day	26th Dec 2020	
28	First Mid Term examinations for B.Tech II, III & IV Year- I Sem	21st -28th Dec 2020	Dean Evaluation
29	Class Review Committee Meeting (II, III, IV Year)	30th Dec 2020	Class Coordinators
30	NEWYEAR	Ist Jan 2020	
31	Mini Project Review-2 for final year students	02nd -14th Jan 2021	HOD & Coordinator
32	Wearable Devices - AICTE Training And Learning (ATAL) Academy Online FDP	4th-8th Jan 2021	Dr B Vijaylaxmi, ATAL workshop Coordinator
33	Unit Test - I I Year B.tech I Sem	6th - 9th Jan 2021	HOD & Evaluation
34	Bhogi	13th Jan2021	
35	Sankranthi	14th Jan 2021	
36	Department meeting and Review of % of syllabus covered and necessary ac	20th Jan 2021	HOD
37	Feedback collection and subsequent course of action by the Principal & HO	23th Jan 2021	Principal & HOD
38	Unit Test - II I Year B.tech I Sem	22nd-23rd Jan 2020	HOD & Evaluation
39	First Mid Term examinations I Year B.tech I Sem	25th -30th Jan 25 th 2020	Exam Section
40	Republic Day	26th Jan 2021	
41	Ist spell of Instructions for covering III,IV and V units for I B.Tech	01st Feb -27th March 2021	Faculty
42	Revision classes B.Tech II, III & IV Year - I sem	01st - 27th Feb2021	HOD & Faculty

S.No	Event	Date	Person Responsible
43	Practical classes and examinations	01st -27th Feb 2021	HOD & Dean Evaluation
44	Technical Seminars for IV year students	2nd -22nd Feb 2021	HOD & Technical seminar I/C
45	"MS Admission through GRE simplified" Shanthi, Senior Faculty, Jamboree	8th Feb2021	HOD & Almuni Coordinator
46	Second Mid Term examinations for B.tech B.Tech II, III & IV Year - I sem	15th - 20th Feb 2021	Dean Evaluation
47	Parent Teacher Meeting I Year B.tech I Sem	12th Feb 2021	HOD & Faculty
48	Unit Test - III I Year B.tech I Sem	16th - 17th Feb 2020	HOD & Dean Evaluation
49	Practical classes for B.Tech I, II, III & IV Year	22nd -27th Feb 2021	HOD & Coordinator
50	Mini Project Viva Voce final	25th -28th Feb 2021 2021	HOD & Coordinator
51	Unit Test - IV I Year B.tech I Sem	27th Feb - 1st Mar 2021	HOD & Dean Evaluation
52	Preparation Holidays and Practical Examinations for B.Tech II, III & IV Year	1st -6th Mar 2021	
53	End Semester Examinations for B.Tech I, II, III & IV Year	8th - 20th Mar 2021	Dean Evaluation

NOTE	Communication to Parents & the students having attendance less than 75% by 8th of every month	Class Counselors
	Deaprtment Meeting on every Fri/Sat	HOD
	Principal meeting with HOD's and Dean's on every Friday	Principal
	Minimum 2 seminars for students in a month	Alumni I/C

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Department of Electronics & Instrumentation Engg.
Academic Year 2020-21 - II Semester

S.No	Event	Date	Person Responsible
1	Subject Options Submission	15th-18th March 2021	Faculty
2	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	15th March 2021	HOD
3	Faculty Orientation Program	15th-20th March 2021	FOP Incharge
4	Subjects Allocation	20th March 2021	HOD & DAC
5	Time table fine tuning	20th March 2021	Time table Incharge
6	Department Staff Meeting	20th - 22nd March 2021	HOD
7	Commencement of classwork II, III & IV Year- II Sem	22nd March 2021	Class Coordinators, Faculty
8	1st spell of instructions to cover I to III units for B.Tech II, III & IV Year- II Sem	22nd March 2021 to 13th May 2021	Faculty
9	1st spell of instructions for B.Tech IV Year- II Sem(3 subjects Only)	22nd March to 1st May 2021	Faculty
10	CRT for Third year students	25th March to 17th April 2021	T & P I/C
11	Holi	29th March 2021	
12	Second Mid Term examinations for I Year B.tech I Sem	29th Mar-6th April 2021	Dean Evaluation
13	GOOD FRIDAY	2nd April 2021	
14	Major Project Abstract submission	1st April 2021	Project Coordinators
15	Intiation of Innovative Projects	1/4/2021	Innovative Project Coordinators
16	BABU JAGJIVAN RAM'S BIRTHDAY	5th April 2021	
17	UGADI	13th April 2021	
18	DR.B.R. AMBEDKAR'S BIRTHDAY	14th April 2021	
19	End Semester Examinations for I B.Tech	15th - 29th April 2021	Dean Evaluation
20	Commencement of classwork for B.Tech I Year- II Sem	15th April 2021	Class Coordinators Faculty
21	1st spell of instructions for B.Tech I Year- II Sem	15th April -16th June 2021	Faculty
22	Parents Teachers Meeting Online	15th April 2021 to 15th May 2021	Class Teachers, Counselors and HOD
23	Unit Test – 1 for B.Tech II, III & IV Year- II Sem	15th -17th April 2021	Dean Evaluation & Unit test Incharges
24	Major Project Review 1	19th - 24th April 2021	Project Coordinators
25	SRI RAMA NAVAMI	21st April 2021	
26	1st mid Exams for B.Tech IV Year- II Sem	28th -30th April 2021	Dean Evaluation
27	2nd Spell of Instructions for B.Tech IV Year- II Sem	03rd May -12th June 2021	Faculty
28	Unit Test – 2 B.Tech II, III & IV Year- II Sem	6th- 8th May 2021	Dean Evaluation & Unit test Incharges
29	Feedback collection (Online) and subsequent action by the Principle and HOD	6th- 8th May 2021	Principal/HOD
30	Department Meeting and Review of % of syllabus covered and Necessary Action	10th-12 May 2021	HOD
31	Major Project Review 2	10th- 22nd May 2021	Project Coordinators
32	EID UL FITR (RAMZAN)	14th May 2021	
33	FOLLOWING DAY OF RAMZAN	15th May 2021	
34	1st mid Exams for B.Tech II, III & IV Year- II Sem	31st May to June 5th 2021	Dean Evaluation
35	Seminar/workshop/webinar	27th- 29th May 2021	HOD/Coordinator

S.No	Event	Date	Person Responsible
36	2nd Spell of Instructions for B.Tech II, III & IV Year- II Sem	7th June -31st July 2021	Dean Evaluation
37	Major Project Final Review & Thesis Book submission	7th - 12th June 2021	Project Coordinators
38	2nd mid Exams for B.Tech IV Year- II Sem	10th -12th June 2021	Dean Evaluation
39	1st mid Exams for B.Tech I Year- II Sem	10th -16th June 2021	Dean Evaluation
40	2nd Spell of Instructions for B.Tech I Year- II Sem	17th June -11th August 2021	Dean Evaluation
41	Workshop on Machine Learning using Python	21st - 26th June 2021	HOD, FDP Coordinator
42	Seminar/workshop/webinar	23rd- 28th June 2021	HOD/Coordinator
43	Unit Test – 3 for B.Tech II, III & IV Year - II Sem	28th - 30th June 2021	Dean Evaluation & Unit test Incharges
44	End Semester Examinations for B.Tech IV Year- II Sem	14th -19th June 2021	Dean Evaluation
45	BAKRID	21st July 2021	
46	Unit Test – 4 for B.Tech I, II, III & IV Year - II Sem	22st -24th July 2021	Dean Evaluation & Unit test Incharges
47	Seminar/workshop/webinar	29th-31th July 2021	HOD/Coordinator
48	Remedial classes schedule	26th -31st July 2021	Time table Incharge
49	Innovative Project Exhibition	31st July 2021	Innovative Project Coordinator
50	Second Mid Exams for B.Tech II, III & IV Year - II Sem	2nd-7th August 2021	Dean Evaluation
51	Lab internal Exams	9th -14th August 2021	Dean Evaluation
52	2nd mid Exams for B.Tech I Year- II Sem	12th -18th August 2021	Dean Evaluation
53	INDEPENDENCE DAY	15th August 2021	
54	End Semester & Supplementary Exams for B.Tech II, III & IV Year - II Sem	16th - 28th August 2021	Dean Evaluation
55	DDC MEETING	16th August 2021	HOD & Senior Faculty
56	Verifying the requirements of the department for the next semester	16th August 2021	HOD
57	Preparation Holidays and Pratical Examinations	20th-26th August 2021	
58	End Semester Examinations for B.Tech I Year- II Sem	27th August -9th Sept 2021	Dean Evaluation
59	Seminar/workshop/webinar	27th-31th August 2021	HOD/Coordinator

NOTE	Communication to Parents & the students having attendance less than 75% by 8th of every month	Class Counselors
	Deaprtment Meeting on every Fri/Sat	HOD
	Principal meeting with HOD's and Dean's on every Friday	Principal
	Minimum 2 seminars for students in a month	Alumni I/C