

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Institute Academic Calendar
A.Y - 2019 - 2020 - I Semester

| S.No | Event | Date | Person Responsible |
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| 1 | CRT for Final year students | 27th May to 13th July 19 | T & P I/C |
| 2 | BOS Meetings | 10th -15th June 2019 | HOD |
| 3 | RAMZAN | 06th May 2019 | |
| 4 | ServiceNow Certification Training Program(CSE Depat.) | 17th June 2019 to 29th 2019 | Mr.S.Kranthi Reddy , T&P Coordinators |
| 5 | Faculty Subject Options submission | 17th -22nd June 2019 | HOD |
| 6 | Program on Meditation & Yoga by Ramakrishna Matt | 29th June 2019 | For EEE by Dr N Phani Kumar |
| 7 | Subjects Finalization | 29th June 2019 | HOD |
| 8 | Faculty Development Program on IoT using Raspberry Pi | 26th June 2019 to 02nd July 2019 | HOD-ECE, EEE, EIE |
| 9 | Faculty Development Program | 1st -6th July 2019 | HOD-ME, CE |
| 10 | TCS Ninja Training Program | 1st July 3rd August 2019 | T&P Coordinators |
| 11 | One week FDP on - "Blockchain Technology" | 1st July 2019 to 6th July 2019 | CSE -Coordinators- Mrs.Lavanya Kumari & Mr.K.Ramesh Kumar |
| 12 | Budget Submission for the next semester | 2nd July 2019 | HOD |
| 13 | 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 | 5th -12th July 2019 | HOD |
| 14 | Faculty Orientation Program | 08th - 13th July 2019 | HOD |
| 15 | Fine tuning of the Timetable | 10th -13th July 2019 | Time Table I/C |
| 16 | Telangana Engineers day Guest Lecture-I | 11th July 2019 | CE - Event Coordinator |
| 17 | All Faculty & Staff Meeting | 11th-15th July 2019 | Principal |
| 18 | LABVIEW Training Program for selected faculty by NI, Bangalore for ECE, EEE & EIE | 15th- 20th July 2019 | ECE HoD |
| 19 | Certification course on CISCO CCNA | 15th July - 6th Nov 2019 | Mr.R.Praveen Kumar, CSE |
| 20 | Commencement of I Sem Class Work for B.Tech II, III & IV Year | 15th July 2019 | |
| 21 | 1st spell of instructions for covering I, II and half of III unit | 15th July to 11th Sept 19 | Faculty |
| 22 | Guest lecture for II,III and IV years - EEE | 20th -31st July 2019 | Mr.T.Jayanth |
| 23 | Intiation of Innovative Projects | 20th -26th July 2019 | HODs & Coordinators |
| 24 | BONNALU | 30th July 2019 | |
| 25 | Unit-I to be completed for 2nd, 3rd & 4th years | 3rd August 2019 | Faculty |
| 26 | First Year Orientation Program | 8th August 2019 | 1st year HOD |
| 27 | Industrial Visit (II,III & IV year EEE) | 5th -10th August 2019 | HOD & D.Anil Kumar |
| 28 | Student workshops for EEE | 5th -10th August 2019 | HOD |
| 29 | Department meeting and Review of % of syllabus covered and necessary action | 6th August 2019 | HOD |
| 30 | Class Review Committee Meeting (IV, III, II Year) | 6th August 2019 | class teachers |
| 31 | Sharing of oral feedback with faculty by HOD | 6th August 2019 | HOD |
| 32 | Feedback collection and subsequent course of action by the Principal through HOD | 7th August 2019 | Principal & HOD |
| 33 | Guest Lecture for 3 rd year students | 17th August 2019 | CSE - Alumni Coordinators |
| 34 | Career Guidance by JC Rudrapati, Chairman & MD SPACE Engineering Academy for II & III year students | 08th August 2019 | HOD |
| 35 | Planning and preparation for International Conference | 9th August 2019 | Principal & HoD's |
| 36 | BAKRID (ID-UL-ZUHA) | 12th August 2019 | |
| 37 | Career Guidance by Eshwar B, MD- Ascendant Sun Projects, Hyderabad for IV year students | 13th August 2019 | ECE- HOD |
| 38 | Introduction to Machine Learning workshop for III & IV years | 13th August 2019 | HOD & Dr PA Harsh Vardhini |
| 39 | INDEPENDENCE DAY | 15th August 2019 | |
| 40 | First year Class work commences from | 19th August 2019 | BS&H-HOD |
| 41 | Start of Workshop on Robotics for III & IV years selected students | 19th August 2019 | ECE-HOD & Vikas Kumar Tiwari |
| 42 | Unit test -I | 26th - 28th August 2019 | Exam Section |
| 43 | Unit-II to be completed for 2nd, 3rd & 4th years | 28th August 2019 | Faculty |
| 44 | 3-day Workshop on Android App Development for 2 nd Year students | 28th - 30th August 2019 | CSE Dept. Events Orgz. Commt. |
| 45 | Department Club Day (VALIE) | 30th August 2019 | EIE- HOD & Mr. K Prem Sagar |
| 46 | Industrial Visit for II & III year | last week of August, 2019 | ECE- HOD & N Koteswaramma |
| 47 | Industrial Visit for II & III year | last week of August, 2019 | EIE- HOD & Mr. P Srinivas |
| 48 | VINAYAKA CHAVITHI | 2nd Sept. 2019 | |
| 49 | workshop on Machine learning III & IV year Students | 3rd Sept 2019 | ECE-HOD |
| 50 | Start of Workshop on Labview for III & IV years selected students of EIE | 5th Sept. 2019 | Mrs. P Prashanthi & Mr. P Srinivas |
| 51 | 1 Unit to be completed for 1st year | 5th Sept. 2019 | Faculty |
| 52 | Start of Workshop on Labview for III & IV years selected students of ECE | 6th Sept. 2019 | HOD, Dr PA Harshvardhini, V Prakasham & B Murali Chandra Babu |
| 53 | Guest Lecture - II | 6th Sept. 2019 | Civil Guest Lecture Coordinator |
| 54 | Unit test -II | 6th-8th Sept. 2019 | Exam Section |
| 55 | GRADUATION DAY | 7th Sept 2019 | Principal & Dean Alumni |
| 56 | Guest Lecture | 10th Sept. 2019 | Mech - Guest Lecture Coordinator |
| 57 | 21/2 Units to be completed for 2nd, 3rd & 4th years | 11th Sept. 2019 | Faculty |

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| 58 | 1st Mid Examinations for B.Tech - II, III & IV Year - I Sem | 12th - 14th Sept. 2019 | Exam Section |
| 59 | Engineer's Day Celebration | 14th Sept. 2019 | CE - Event Coordinator |
| 60 | Start of 2nd Spell of Instructions (Units 3 to 5) for 2nd, 3rd & 4th years | 16th Sept. 2019 | faculty |
| 61 | Start of Workshop on Arduino for II years selected students | 16th Sept. 2019 | HOD & Dr. B Vijaylaxmi |
| 62 | 1st Unit Exam for 1st year | 16th - 17th Sept. 2019 | 1st year class teachers |
| 63 | Workshop on Personality Development by TASK for II Years | 16th - 18th Sept. 2019 | EIE HOD |
| 64 | Lab internal - I for II, III & IV Year | 16th - 21st Sept. 2019 | Lab Incharges |
| 65 | Industrial Visit (IV year ECE) | III week of Sep, 2019 | HOD & Koteswaramma |
| 66 | 3-day Workshop on Web Technologies for 3 rd Year students | 19th - 21st Sept. 2019 | CSE- Dept. Events Orgz. Commt. |
| 67 | Sharing of oral feedback with faculty by HOD | 19th Sept. 2019 | HOD |
| 68 | Submission of results & weak students list and subsequent course of action based on performance in Mid test | 20th Sept. 2019 | HOD |
| 69 | TEDx | 21st Sept. 2019 | Dr Vijaylaxmi |
| 70 | Parents Teachers Meeting proposed by JNTUH | 23rd Sept. 2019 | class teachers |
| 71 | Guest lecture for II,III and IV years of EEE | 23rd -28th Sept. 2019 | Mr.T.Jayanth |
| 72 | Industrial Visit (II,III & IV year EEE) | 23rd -28th Sept. 2019 | HOD & D.Anil Kumar |
| 73 | 2nd Unit to be completed for 1st year and Unit-III to be completed for 2nd, 3rd & 4th years | 24th Sept. 2019 | Faculty |
| 74 | Guest Lecture – III | 25th Sept. 2019 | Civil Guest Lecture Coordinator |
| 75 | GANDHI JAYANTHI | 2nd Oct. 2019 | |
| 76 | Student Workshop | 3rd Oct 2019 | ME- In charge |
| 77 | Industrial visit | 3rd Oct 2019 | ME- Industrial Visit Coordinator |
| 78 | Unit Test - III | 3rd -5th Oct 2019 | Exam Section |
| 79 | Plan for Remedial classes | 3rd Oct 2019 | HOD & class teachers |
| 80 | 2 nd Unit Exam for 1st years | 4rd -5th Oct 2019 | 1st year class teachers |
| 81 | DUSSEHRA HOLIDAYS | 7th -12th Oct 2019 | |
| 82 | MOHARAM | 9th -10th Oct 2019 | |
| 83 | Freshers Day Celebrations | 14th Oct. 2019 | Principal |
| 84 | Mid 1 Exam | 17th - 19th Oct. 2019 | Exam section |
| 85 | Industrial visit- I | 19th Oct. 2019 | CE-Industrial Visit Coordinator |
| 86 | Guest Lecture | 20th Oct. 2019 | Mech - Guest Lecture Coordinator |
| 87 | 3rd Unit to be completed for 1st year and Unit-IV to be completed for 2nd, 3rd & 4th years | 23rd Oct. 2019 | Faculty |
| 88 | Unit Test - III | 23rd - 25th Oct. 2019 | Exam Section |
| 89 | DEEPAVALI | 27th Oct 19 | |
| 90 | BATHUKAMMA STARTING DAY | 28th Oct 19 | |
| 91 | 3 rd Unit Exam | 30th- 31st Oct 2019 | 1st year class teachers |
| 92 | Major Project Abstract submission | 31st Oct 2019 | Project Coordinator |
| 93 | Technical Project Exhibition | 02nd Nov 2019 | Innovative Project Coordinators |
| 94 | Last Date for Completion of all Labs (Physics, Chemistry, English, BEE & EW) | 02nd Nov 2019 | 1st year class teachers |
| 95 | Industrial Visit | 4th Nov 2019 | Mech - Coordinator |
| 96 | Last Date to complete the syllabus for 2nd, 3rd & 4th years | 6th Nov 2019 | faculty |
| 99 | Revision/Remedial classes and Prefinals | 7th -13th Nov 2019 | HOD & class teachers |
| 97 | 4th unit to be completed for 1st year | 8th Nov 2019 | faculty |
| 98 | 1st year Parent-Teachers Meeting | 8th Nov 2019 | 1st year faculty |
| 100 | EID MILADUN NABI | 10th Nov 2019 | |
| 101 | 4 th Unit Exam | 11th -14th Nov 2019 | 1st year class teachers |
| 102 | Subject allocation options to the faculty | 11th Nov 2019 | HOD |
| 103 | GURU NANAK BIRTHDAY / KARTHIKA PURNIMA | 11th Nov 2019 | |
| 104 | II Mid Examinations for II, III & IV Year B.Tech - I Sem | 14th -16th Nov 2019 | Exam Section |
| 105 | Completion of Unit – 5, Remedial Classes & Prefinal Exams for 1 st years | 14th Nov 19 to 7th Jan 2019 | 1st year class teachers |
| 108 | Preparations & Practical's for II, III & IV Year B.Tech - I Sem | 18th - 23rd Nov 2019 | |
| 109 | Subject Allocation for next semester | 20th Nov 2019 | HOD |
| 110 | II Mid Examinations results submission and analysis | 23rd Nov 2019 | Faculty |
| 111 | End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas | 25th Nov to 07h Dec 2019 | Exam Section |
| 112 | FDP on Machine Learning for ECE & EIE | 25th -30th Nov 2019 | ECE- HOD & EIE - HOD |
| 113 | Time table finalization for II semester | 30th Nov 2019 | TT I/C |
| 114 | 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 | 2nd 6th Dec 2019 | HOD |
| 115 | Budget Submission for the next semester | 2nd Dec 2019 | HOD |
| 116 | FDP/Workshop/Conference/FOP | 10th - 15th Dec 2019 | EEE- HOD |
| 106 | Mid exam - 2 for 1st years | 9th -11th Dec 2019 | Exam Section |
| 107 | External Lab Exams for 1st years | 12th-18th Dec 2019 | 1st year class teachers |
| 117 | End Exams for 1st years | 19th Dec 2019 to 4th Jan 2020 | Exam Section |
| 118 | Alumni day | 20th Dec 2019 | Dean - Alumni |
| 119 | International Conference | 3rd - 4th Jan 2020 | All HOD's |

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| Softcopy of attendance to exam section on Aug 2nd, Aug 17th, Sep 2nd, Sep 17th, Oct 2nd, Oct 17th, Nov | 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 |
| 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 |
| Principal meeting with Dean's on every Thu 12.30 PM | Principal |
| Principal meeting with HOD's on every Fri 2.00 PM | Principal |

NOTE

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Institute Academic Calendar
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 |
| 4 | Verifying the requirements of the department for the next semester | 9th -12th Dec 2019 | HOD |
| 5 | Fine tuning of the Timetable | 11th -12th Dec 2019 | HOD |
| 6 | Departmental Staff Meeting | 13th Dec 2019 | HOD |
| 7 | Commencement of I Sem Class Work for B.Tech II, III & IV Year | 16-Dec-19 | |
| 8 | 1st spell of Instructions for covering I, II and half of III unit | 16 Dec 19 to 08th Feb 2020 | Faculty |
| 9 | Guest Lecture on Opportunities in USA for Mechanical Engineering Students(Mech. Dept.) | 19th Dec 2020 | Mr. Anup Jana /Ms. P.Madhavi |
| 10 | Filled form – Project Batch Details/Project Title to be submitted to Project co-ordinator(Mech. Dept.) | 22nd Dec 2020 | Dr. S. Deva Prasad, Dr. B.Singaravel ,Mr. N. Venkateswarlu |
| 11 | Industrial Visit (Mech. Dept.) | 3rd week of Dec | Mr. K.Mangapathi Rao |
| 12 | Planning and preparation for International Conference | 23rd Dec 2019 | Principal & HoD's |
| 13 | Intiation of Innovative Projects | 23rd Dec 2019 | HOD & Coordinators |
| 14 | DDC MEETING | 24th Dec 2019 | HOD & Senior Faculty |
| 15 | CHRISTMAS | 25th Dec 2019 | |
| 16 | BOXING DAY | 26th Dec 2019 | |
| 17 | NATIONAL CONFERENCE NCIEC 2K19(ECE Depart.) | 27th -28th Dec 2019 | Principal & HoD's |
| 18 | SAE Tier -I Events (Mech. Depart.) | 27 th -30 th Dec 2020 | Mr.Sarat Chandra Mohanty |
| 19 | Major project Review -1 for Final years | 31st Dec2019 to 6th Jan 2020 | Project Coordinators |
| 20 | NEW YEAR DAY | 01st Jan 2020 | |
| 21 | Certification program on 3D Modelling (UNI GRAPHICS) | 2-Jan-2020 | Mrs.M.Bhargavi |
| 22 | Career Guidance by V. Wooha, IRA ACADEMY | 4/1/2020 | Alumni Coordinators |
| 23 | Department meeting,Review of syllabus covered & necessary action | 5/1/2020 | HOD |
| 24 | Class Review Committee Meeting (IV, III, II Year) | 6/1/2020 | class teachers |
| 25 | Machine Learning Certification Course starting date | 6/1/2020 | HOD |
| 26 | Arduino certification Course | 7/1/2020 | HOD & Coordinators |
| 27 | Sharing of oral feedback with faculty by HOD | 07-01-2020 | HOD |
| 28 | Unit-I to be completed for all years | 8/1/2020 | Faculty |
| 29 | Labview certification Course | 8/1/2020 | HOD, Dr PA Harshvardhini, V Prakasham & B.Murali |
| 30 | Unit test -I | 9/1/2020 to 11/1/2020 | Exam Section |
| 31 | PONGAL | 13/1/2020 to 16/1/2020 | |
| 32 | Start of Workshop on Robotics for III years selected students | 17/1/2020 | HOD & Vikas Kumar |
| 33 | GRADUATION DAY | 25/1/2020 | Principal & Dean Alumni |
| 34 | REPUBLIC DAY | 26/1/2020 | |
| 35 | Industrial Visit for II & III year | last week of Jan, 2020 | HOD & Koteswaramma |
| 36 | Unit-II to be completed by | 30-01-2020 | Faculty |
| 37 | SIH - HACKATHON | 27/1/2020 & 28/1/2020 | CSE Faculty & Coordinators |
| 38 | Unit test -II | 31/1/2020 to 3/2/2020 | Exam Section |
| 39 | Unit test -I for I B.Tech II-sem | 5th & 6th Feb 2020 | |
| 40 | Class Review Committee Meeting (IV, III, II Year) | 5/2/2020 | class teachers |
| 41 | Guest Lecture by Akhil Ghatiki, THOUGHTWORKS TECHNOLOGIES | 6/2/2020 | Alumni Coordinators |
| 42 | 2 1/2 Units to be completed by | 8-02-2020 | Faculty |
| 43 | 1st Mid Examinations for B.Tech - II, III & IV Year - I Sem | 10-02-2020 to 12-02-2020 | Exam Section |
| 44 | Start of 2nd Spell of Instructions (Units 3 to 5) | 13-02-2020 | faculty |
| 45 | Major Project Review-2 for final year students | 13-02-2020 to 15-02-2020 | Vikas Kumar Tiwari & Project Coordinators |
| 46 | Tarang-2020 | 15/02/2020 | Principal sir& Coordinators |
| 47 | Sharing of oral feedback with faculty by HOD | 18/2/2020 | HOD |
| 48 | Unit-III to be completed by | 20-02-2020 | Faculty |

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| 49 | Submission of results & weak students list and subsequent course of action based on performance in Mid-test | 20/2/2020 | HOD |
| 50 | MAHASIVARATHRI | 21/02/2020 | |
| 51 | Unit Test - III | 22/02/2020 to 25/02/2020 | Exam Section |
| 52 | Unit test -II for I B.Tech II-sem | 26th & 27th Feb 2020 | |
| 53 | Class Review Committee Meeting (IV, III, II Year) | 2/3/2020 | class teachers |
| 54 | First Term Mid Exams I B.Tech II-sem | 16th & 17th March 2020 | |
| 55 | HOLI | 9/3/2020 | |
| 56 | Unit-IV to be completed by | 14-03-2020 | Faculty |
| 57 | Parents Teachers Meeting proposed by JNTUH | 14-03-2020 | |
| 58 | Unit Test - IV | 16/03/2020 to 18/03/2020 | Exam Section |
| 59 | Department meeting, Review of % of syllabus covered & necessary action | 16/03/2020 | HOD |
| 60 | Guest Lecture by Mallipeddi Deepa, ORACLE | 20/3/2020 | Alumni Coordinators |
| 61 | INNOVATIVE PROJECT EXHIBITION | 21/03/2020 | Innovative Project Coordinators |
| 62 | UGADI | 25/3/2020 | |
| 63 | Plan for Remedial classes | 26/03/2020 | HOD & class teachers |
| 64 | Parent Techaer meeting for I year B.tech -II sem | 29th March | |
| 65 | Last Date to complete the syllabus | 31-03-2020 | faculty |
| 66 | Revision/Remedial classes and Prefinals | 01-04-2020 to 07-04-2020 | HOD & class teachers |
| 67 | SREE RAMA NAVAMI | 2/4/2020 | |
| 68 | ACHIEVERS DAY | 7/4/2020 | T & P Coordinators |
| 69 | II Mid Examinations for II, III & IV Year B.Tech - I Sem | 08-04-2020 to 11-04-2020 | Exam Section |
| 70 | GOOD FRIDAY | 10/4/2020 | |
| 71 | FAREWELL DAY | 13/04/2020 | Dept Club Incharge |
| 72 | Preparations & Practical's for II, III & IV Year B.Tech - I Sem | 13/04/2020 to 18/04/2020 | |
| 73 | Dr B R AMBEDKAR'S BIRTHDAY | 14/4/2020 | |
| 74 | II Mid Examinations results submission and analysis | 18/04/2020 | Faculty |
| 75 | End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas | 20-04-2020 to 02-05-2020 | Exam Section |
| 76 | FDP on AI | 04/05/2020 to 09/05/2020 | HOD |
| 77 | Subject preference for next semester | 4/5/2020 | HOD |
| 78 | II Mid Examinations for I Year B.Tech - II Sem | 2nd -5th May 2020 | |
| 79 | External Lab Exams | 6th-13th May 2020 | |
| 80 | End Semester Examinations for I B.Tech II Sem | 14th -28th May 2020 | |
| 81 | Time table finalization for I semester-2020-21 | 25/06/2020 | TT I/C |
| 82 | Verifying the requirements of the department for the next semester | 25/06/2020 | HOD |
| 83 | INTERNATIONAL CONFERENCE | 29/6/2020 to 30/06/2020 | All HOD's |

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| 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 |



