

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Mechanical Engineering Department Academic Calendar			
Academic Year 2016 - 2017 - I Semester			
S.No	Event	Date	Person Responsible
1	Faculty Orientation Program	06/6/16 to 10/6/2016	HOD
2	Fine tuning of the Timetable	7/6/16	HOD
3	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	10/6/16	HOD
4	Budget Submission for the next semester	10/6/16	HOD
5	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	13/6/2016	
6	Ist spell of Instructions for covering I, II and half of III unit	13/6/16 to 6/8/16	
7	Industrial Visit for II year	1st week of July	
8	Unit-I to be completed for all years	2/7/16	
9	RAMZAN (ID-UL-FILTR)	6/7/2016	
10	Letters to the students having < 75%	7/7/2016	Office
11	Awareness on Career Choosing by Jamboora Technologies	8/7/16	HOD
12	Class Review Committee Meeting (IV Year)	15/7/16	class teachers
13	Class Review Committee Meeting (II Year)	16/7/16	class teachers
14	Class Review Committee Meeting (III Year)	17/7/16	class teachers
15	Sharing of oral feedback with faculty by HOD	19/7/16	HOD
16	Guest Lecture	4th week of July	
17	Department meeting and Review of % of syllabus covered and necessary action	23/7/2016	HOD
18	Unit-II to be completed by	23/7/2016	
19	1st Assignment test	28/7/16 to 5/8/16	Subject Teachers
20	Feedback collection and subsequent course of action by the Principal through HOD	27/7/2016 to 06/8/2016	class teachers
21	BONALU	1/8/2016	
22	Student feed back through online	4/8/2016	
23	Letters to the students having < 75% attendance	6/8/2016	Counsellors
24	2(1/2) Units to be completed by	6/8/16	
25	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	8/8/16 to 13/8/16	
26	INDEPENDENCE DAY	15/8/2016	
27	2nd Spell of Instructions (Units 3 to 5)	16/08/2016 to 04/10/2016	

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S.No	Event	Date	Person Responsible
28	Lab internal - I for II, III & IV Year	16/8/16 to 23/8/16	Lab Incharges
29	Industrial visit for III year	3rd week of Aug	
30	Submission of weak students list to HOD based on performance in Mid test	22/8/2016	class teachers
31	Sharing of oral feedback with faculty by HOD	22/8/2016	HOD
32	Guest Lecture	4th week of Aug	HOD
33	SRI KRISHNASHTAMI	25/8/2016	
34	Unit-III to be completed by	29/8/2016	
35	Freshers Day Celebrations	3/9/16	HOD & Principal
36	National Level Technical Fest	3/9/16	Principal & HODs
37	VINAYAKA CHAVITHI	5/9/2016	
38	Extra classes for weak students	2nd & 3rd week of Sep	
39	Letters to the students having < 75% attendance	7/9/2016	Office
40	BAKRID (ID-UL-ZUHA)	12/9/2016	
41	Unit-IV to be completed by	15/9/16	
42	Class Review Committee Meeting (IV Year)	16/9/16	class teachers
43	Class Review Committee Meeting (II Year)	17/9/2016	class teachers
44	Class Review Committee Meeting (III Year)	17/9/16	class teachers
45	Remedial classes	17/9/2016	HOD & class teachers
46	Department meeting and Review of % of syllabus covered and necessary action	24/9/2016	HOD
47	Industrial Visit (IV year)	4th week of Sep	K. Mangapathi Rao
48	Feedback collection and subsequent course of action by the Principal through HOD	28/9/2016	HOD
49	BATHUKAMMA	30/9/2016	
50	Last Date to complete the syllabus	1/10/16	
51	GANDHI JAYANTHI	2/10/2016	
52	DUSSEHRA HOLIDAYS	5/10/16 to 11/10/16	
53	SUPPLEMENTARY EXAMINATION	13/10/2016 to 26/10/2016	

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S.No	Event	Date	Person Responsible
54	MUHARRAM	12/10/16	
55	PPTs on advance topics,GDs & seminars sesions for bright students	2nd or 3rd week of Oct	
56	Remedial classes	24/10/16 to 03/11/16	HOD & class Teachers
57	Student feed back through online	25/10/2016	
58	2nd Assignment test 3rd unit half and any one from 4th or 5th unit	24/10/16 to 03/11/16	Class Teachers
59	Mini Project Exhibition	4th week of Oct	Project coordinators
60	II Mid Examinations for II, III & IV Year B.Tech - I Sem	04/11/16 to 10/11/16	
61	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	11/11/16 to 17/11/16	
62	Subject Allocation for next semester	12/11/16	HOD
63	End Semester Examinations for B.Tech II, III & IV Year - I Sem	18/11/16 to 1/12/16	
64	FDP/Workshops	19/11/16 to 1/12/16	HOD
65	Time table finalization for II semester	20/11/16	TT I/C
66	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	25/11/2016	HOD
67	Commencement of II, III & IV Year - II Sem Class Work 2016-17	2/12/2016	

Softcopy of attendance to exam section of every fort night from 13 July-2016	HOD
Attendance Registers to the HOD for verifivation by 30th of every month	Class Teachers
Attendance Registers to be sent to academic section by 2nd of every month	HOD
Undertaking forms to the exam section by 16th 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

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Mechanical Engineering Department Academic Calendar			
Academic Year 2016 - 2017 - II Semester			
S.No	Event	Date	Person Responsible
1	Faculty Orientation Program for new staff	25/11/2016 to 29/11/2016	HOD
2	Fine tuning of the Timetable	29/11/2016	HOD
3	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	29/11/2016	HOD
4	Budget Submission for the next semester	30/11/2016	HOD
5	Commencement of I Sem Class Work for B.Tech II, III & IV Year - II Sem	2/12/2016	
6	Ist spell of Instructions for covering I, II and half of III unit	02/12/2016 to 27/01/2017	
7	WORKSHOP	3rd week of Dec	
8	Unit-I to be completed for all years	24/12/2016	
9	Sharing of oral feedback with faculty by HOD	27/12/2017	HOD
10	Feedback collection and subsequent course of action by the Principal through HOD	30/12/2017	class teachers
11	Letters to the students having < 75% attendance	2/1/2017	Office
12	Guest Lecture	1st week of Jan	
13	Class Review Committee Meeting (IV Year)	7/1/17	class teachers
14	Class Review Committee Meeting (II Year)	8/1/2017	class teachers
15	Class Review Committee Meeting (III Year)	8/1/17	class teachers
16	Unit-II to be completed by	9/1/17	
17	Department meeting and Review of % of syllabus covered and necessary action	10/1/2017	HOD
18	Bhogi	13/01/2017	
19	WORKSHOP	3rd week of Jan	
20	Letters to the students having < 75% attendance	17/01/2017	Counsellors
21	1st Assignment test	19/01/2017 to 24/01/2017	Subject Teachers
22	Student feed back through online	20/01/2017	
23	2(1/2) Units to be completed by	25/01/2017	
24	Republic Day	26/01/2017	
25	Ist Mid Examinations for B.Tech - II, III & IV Year - II Sem	28/01/2017 to 04/02/2017	
26	SUPPLEMENTARY EXAMINATION	05/02/2017 to 18/02/2017	
27	Guest Lecture	2nd week of Feb	
28	2nd Spell of Instructions (Units 3 to 5)	19/02/2017 to 14/04/2017	
29	Lab internal - I for II, III & IV Year	21/02/2017	Lab Incharges

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S.No	Event	Date	Person Responsible
30	Industrial Visit for II year	4th week of Feb	
31	Submission of weak students list to HOD based on performance in Mid test	22/02/2017	class teachers
32	Submission of results & weak students list and subsequent course of action	23/02/2017	HOD
33	Maha Shivratri	24/02/2017	
34	Unit-III to be completed by	28/02/2017	
35	Letters to the students having < 75% attendance	2/3/2017	Office
36	Extra classes for weak students	2nd & 3rd week of March	
37	Class Review Committee Meeting (II Year)	10/3/17	class teachers
38	Class Review Committee Meeting (III Year)	11/3/2017	class teachers
39	Class Review Committee Meeting (IV Year)	13/03/2017	class teachers
40	WORKSHOP	3rd week of March	
41	Unit-IV to be completed by	20/03/2017	
42	Department meeting and Review of % of syllabus covered and necessary action	22/03/2017	HOD
43	Ugadi	29/03/2017	
44	Sharing of oral feedback with faculty by HOD	30/03/2017	HOD
45	Feedback collection and subsequent course of action by the Principal through HOD	3/4/17	HOD
46	PPTs on advance topics,GDs & seminars sesions for bright students	1st & 2nd week of April	
47	Sri Rama Navami & Babu Jagjivan Ram Birthday	5/4/17	
48	Remedial classes	10/4/17	HOD & class teachers
49	Last Date to complete the syllabus	12/4/17	
50	2nd Assignment test	10/04/2017 to 15/04/2017	Class Teachers
51	Student feed back through online	13/04/2017	
52	Project Exhibition	2nd week of april	Project coordinators
53	Dr Ambedkar Jayanti & Good Friday	14/04/2017	
54	II Mid Examinations for II, III & IV Year B.Tech - II Sem	15/04/2017 to 21/04/2017	
55	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	22/04/2017 to 28/04/2017	
56	End Semester Examinations for B.Tech II, III & IV Year - II Sem	29/04/2017 to 12/05/2017	
57	Subject Allocation for next semester	10/5/17	HOD
58	Time table finalization for next semester	18/05/2017	TT I/C

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S.No	Event	Date	Person Responsible
59	FDP/Workshops	1st week of June	HOD
60	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	9/6/17	HOD
61	Faculty Orientation Program	06/06/2017 to 10/06/2017	HOD
62	Commencement of II, III & IV Year - I Sem Class Work 2017-18	13/06/2017	
63	Guest Lecture	4th week of july	

Softcopy of attendance to exam section of every fort night from 02 Dec-2017 (Presumptive)	HOD
Attendance Registers to the HOD for verifivation by 30th of every month	Class Teachers
Attendance Registers to be sent to academic section by 2nd of every month	HOD
Undertaking forms to the exam section by 16th 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