VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE				
	Mechanical Engineering Department Academic Calendar			
ļ	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		
	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	
	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		
	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		
	2nd Spell of Instructions (Units 3 to 5)	16/08/2016 to 04/10/2016		
		UT/10/2010		

	VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE				
	Mechanical Engineering Department Academic C				
	Academic Year 2016 - 2017 - I Semester				
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			
	Extra classes for weak students	2nd & 3rd week of Sep			
39	Letters to the students having < 75% attendance	7/9/2016	Office		
	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		
	Remedial classes	17/9/2016	HOD & class teachers		
	Department meeting and Review of % of syllabus covered and necessary action	24/9/2016	HOD		
	Industrial Visit (IV year)	4th week of Sep	K. Mangapathi Rao		
40	Feedback collection and subsequent course of action by the Principal through HOD	28/9/2016	HOD		
	BATHUKAMMA	30/9/2016			
	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			

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE				
	Mechanical Engineering Department Academic C	alendar		
	Academic Year 2016 - 2017 - I Semester			
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-	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
Attendance Registers to the HOD for verifivation by 30th of every month	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	
Soft & hard copy of Monthly report submission by 5th of every month	
	& HOD
Counselling report submission to Principal by 5th of every month	Counsellors

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	VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
	Mechanical Engineering Department Acad	demic Calendar		
	Academic Year 2016 - 2017 - II S	emester		
S.N o	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	Subject	
		24/01/2017	Teachers	
	Student feed back through online	20/01/2017		
	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	28/01/2017 to		
	Sem	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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Mechanical Engineering Department Academic Calendar Academic Year 2016 - 2017 - II Semester	· VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE				
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S.N Event Date Person Responsible 30 Industrial Visit for II year 4th week of Feb 32 Submission of weak students list to HOD based on performance in Mid test 32 Submission of results & weak students list and subsequent course of action 23/02/2017 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 (II Year) 11/3/2017 class teachers 39 Class Review Committee Meeting (II Year) 13/03/2017 class teachers 39 Class Review Committee Meeting (IV Year) 3rd week of March March 41 Unit-IV to be completed by 20/03/2017 Department meeting and Review of % of syllabus 22/03/2017 HOD 22/03/2017 HOD 30/03/2017 HOD 42 Department meeting and Review of % of syllabus 22/03/2017 HOD 45 Feedback collection and subsequent course of action by the Principal through HOD PPTS on advance topics, GDs & seminars sesions for bright students Sri Rama Navami & Babu Jagjivan Ram Sri/A17 HOD & class teachers 48 Remedial classes 10/4/17 Class Teachers 13/04/2017 Clas					
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Sem 21/04/2017					
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= IFICUATATIONS & Fracticals for II, III & IV Tear B. Tech = 1 22/04/2017 to 1		Preparations & Practical's for II, III & IV Year B.Tech -	22/04/2017 to		
55 II Sem 28/04/2017	77 1	-			
End Semester Evaminations for R Tech II III & IV Vear 20/04/2017 to	56				
56 II Sem 12/05/2017					
57 Subject Allocation for next semester 10/5/17 HOD				HOD	
58 Time table finalization for next semester 18/05/2017 TT I/C					

	VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE		
	Mechanical Engineering Department Academic Calendar		
	Academic Year 2016 - 2017 - II Se	mester	
S.N o	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	

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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

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