	VIGNAN INSTITUTE OF TECHNOLOGY AND S		
	Mechanical Engineering Department Academic C	alendar	
	Academic Year 2017 - 2018 - I Semester		
S.No	Event	Date	Person Responsible
1	Budget Submission for the next semester	28/06/2017	HOD
		03/07/2017	
2	Faculty Orientation Program	to	HOD
		08/07/2017	
3	Fine tuning of the Timetable	3/7/17	HOD
4	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	5/7/17	HOD
5	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	12/7/2017	
	Guest lecture .	3rd week july	
		12/07/2017	
6	Ist spell of Instructions for covering I, II and half of III unit	to	1
-	, , and indicate the second of the difference of the difference of the second of the difference of the second of the difference of the second	04/092017	
		4th week of	
7	Industrial vist for IV year	July	
		4th week of	
8	Industrial vist for III year	July	
		1st week of	<u> </u>
9	Guest lecture	Aug	
10	Letters to the students having < 75%	5/8/2017	Office
11	Unit-I to be completed for all years	5/8/17	Office
11	Onit-1 to be completed for all years	3/8/17	
12	Class Review Committee Meeting (IV Year)	10/8/17	class teachers
13	Class Review Committee Meeting (III Year)	11/8/17	class teachers
14	Class Review Committee Meeting (II Year)	12/8/2017	class teachers
15	KRISHNASTAMMI	14/08/2017	
16	INDEPENDENCE DAY	15/08/2017	
17	Sharing of oral feedback with faculty by HOD	16/08/2017	HOD
18	Review of % of syllabus covered and necessary action	22/08/2017	HOD
19	Unit-II to be completed by	22/08/2017	
20	1st Assignment test	22/08/2017 to 31/08/2017	Subject Teachers
21	VINAYAKA CHATURTHI	25/08/2017	
	Feedback collection and subsequent course of action by the		
22	Principal through HOD	26/08/2017	class teachers
		4 th Week of	
23	Student feed back through online		
24	BAKRID FESTIVAL	Aug 2/9/2017	
25	Letters to the students having < 75% attendance	4/9/17	Counsellors

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27	26	2(1/2) Units to be completed by	4/9/17	
27	20	2(1/2) Cities to be completed by		
28 2nd Spell of Instructions (Units 3 to 5)	27	Ist Mid Examinations for B.Tech - II. III & IV Year - I Sem		İ
28 2nd Spell of Instructions (Units 3 to 5) 11/9/2017 29 Lab internal - I for II, III & IV Year 12/09/2017 30 Submission of weak students list to HOD based on performance in Mid test 19/09/2017 31 Unit-III to be completed by 23/09/2017 32 Guest lecture 4th week of Sep 33 Sharing of oral feedback with faculty by HOD 26/09/2017 HOD 34 MAHATHMA GANDHI JAYANTHI 2/10/17 21/01/7 35 Extra classes for weak students 1st & 2nd Week Oct 4/10/2017 36 Letters to the students having < 75% attendance				
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32 Guest lecture 33 Sharing of oral feedback with faculty by HOD 34 MAHATHMA GANDHI JAYANTHI 210/17 35 Extra classes for weak students 36 Letters to the students having < 75% attendance 37 Unit-IV to be completed by 410/17 38 Class Review Committee Meeting (IV Year) 39 Class Review Committee Meeting (III Year) 40 Class Review Committee Meeting (II Year) 41 Mini Project Exhibition 42 DIWALI 43 Remedial classes 44 Review of % of syllabus covered and necessary action 45 Peedback collection and subsequent course of action by the Principal through HOD 46 Last Date to complete the syllabus 47 PPTs on advance topics,GDs & seminars sesions for bright students 48 Student feed back through online 49 Unid Examinations for II, III & IV Year B.Tech - I Sem 40 II Mid Examinations & Practical's for II, III & IV Year B.Tech - I Sem 41 II Mid Examinations & Practical's for II, III & IV Year B.Tech - I Sem 42 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 44 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 45 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 46 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 47 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 48 Preparations & Practical's for II, III & IV Year B.Tech - I Sem	30	_	19/09/2017	class teachers
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Extra classes for weak students	33	Sharing of oral feedback with faculty by HOD		HOD
Extra classes for weak students Week Oct	34	MAHATHMA GANDHI JAYANTHI	2/10/17	
Week Oct 4/10/2017 Office	25	Enter along Community and a second	1st & 2nd	
37 Unit-IV to be completed by 4/10/17 11/10/17 class teachers	33	Extra classes for weak students	Week Oct	
Class Review Committee Meeting (IV Year) 11/10/17 class teachers Class Review Committee Meeting (III Year) 12/10/17 class teachers 2nd week of feb Class Review Committee Meeting (II Year) 13/10/17 class teachers 41 Mini Project Exhibition 15/09/2017 Project coordinators 42 DIWALI 43 Remedial classes 3 rd & 4th Week of Oct 44 Review of % of syllabus covered and necessary action 45 Feedback collection and subsequent course of action by the Principal through HOD 46 Last Date to complete the syllabus 47 Students 48 Student feed back through online 29/10/17 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 50 II Mid Examinations for II, III & IV Year B.Tech - I Sem 12/10/17 class teachers 2nd week of feb 13/10/2017 Project coordinators 15/09/2017 HOD & class teachers 23/10/2017 HOD & class teachers 23/10/2017 HOD & class teachers 42 DIWALI 43 Remedial classes 23/10/2017 HOD 27/10/2017 HOD 27/10/2017 Class Teachers 44 Review of % of syllabus covered and necessary action 29/10/17 20/11/2017 to Oct 10/11/2017 To Class Teachers 10/11/2017 To Teachers 13/11/2017 To Teachers	36	Letters to the students having < 75% attendance	4/10/2017	Office
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Guest lecture 40 Class Review Committee Meeting (II Year) 41 Mini Project Exhibition 42 DIWALI 43 Remedial classes 44 Review of % of syllabus covered and necessary action 45 Feedback collection and subsequent course of action by the Principal through HOD 46 Last Date to complete the syllabus 47 PPTs on advance topics,GDs & seminars sesions for bright students 48 Student feed back through online 49 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 49 II Mid Examinations for II, III & IV Year B.Tech - I Sem 40 Class teachers 41 HOD & class teachers 42 HOD & class teachers 43 rd & 4th HOD & class teachers 44 Review of % of syllabus covered and necessary action 45 23/10/2017 HOD 46 Last Date to complete the syllabus 47 POT Son advance topics,GDs & seminars sesions for bright students 48 Student feed back through online 49 2nd Assignment test 3rd unit half and any one from 4th or 5th to 02/11/2017 50 II Mid Examinations for II, III & IV Year B.Tech - I Sem 50 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 52 Teachers	39	Class Review Committee Meeting (III Year)	12/10/17	class teachers
41 Mini Project Exhibition 15/09/2017 Project coordinators 42 DIWALI 43 Remedial classes 44 Review of % of syllabus covered and necessary action 45 Feedback collection and subsequent course of action by the Principal through HOD 46 Last Date to complete the syllabus 47 PPTs on advance topics,GDs & seminars sesions for bright students 48 Student feed back through online 49 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 20/2/11/2017 to 02/11/2017 50 II Mid Examinations for II, III & IV Year B.Tech - I Sem 51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 52 In Preparations & Practical's for II, III & IV Year B.Tech - I Sem 53 rd & 4th Weok of Oct 23/10/2017 HOD 27/10/2017 HOD 27/10/2017 Class Teachers Class Teachers 13/11/2017		Guest lecture		
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Remedial classes 44 Review of % of syllabus covered and necessary action 45 Feedback collection and subsequent course of action by the Principal through HOD 46 Last Date to complete the syllabus 47 PPTs on advance topics,GDs & seminars sesions for bright students 48 Student feed back through online 49 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 49 II Mid Examinations for II, III & IV Year B.Tech - I Sem 50 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 52 II Mid Examinations & Practical's for II, III & IV Year B.Tech - I Sem 51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem 52 II Mid Examinations for II, III & IV Year B.Tech - I Sem 53 rd & 4th Week of Oct 23/10/2017 HOD 27/10/2017 201 week of Oct 27/10/2017 27/10/2017 100/2017 100/2017 13/11/2017 13/11/2017	41	Mini Project Exhibition	15/09/2017	
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Feedback collection and subsequent course of action by the Principal through HOD Last Date to complete the syllabus PPTs on advance topics, GDs & seminars sesions for bright students Students 29/10/2017 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 2nd Assignment test 3rd unit half and any one from 4th or 5th to 02/11/2017 II Mid Examinations for II, III & IV Year B.Tech - I Sem Preparations & Practical's for II, III & IV Year B.Tech - I Sem 13/11/2017 Preparations & Practical's for II, III & IV Year B.Tech - I Sem Teachers	43	Remedial classes		
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46 Last Date to complete the syllabus 28/10/2017 47 PPTs on advance topics,GDs & seminars sesions for bright students 2nd week of Oct 48 Student feed back through online 29/10/17 49 2nd Assignment test 3rd unit half and any one from 4th or 5th unit 27/10/2017 to 02/11/2017 50 II Mid Examinations for II, III & IV Year B.Tech - I Sem 08/11/2017 to 10/11/2017 51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem to	45	Feedback collection and subsequent course of action by the		
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51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem to		,		
51 Preparations & Practical's for II, III & IV Year B.Tech - I Sem to		The second secon		
	51	Preparations & Practical's for II, III & IV Year B.Tech - I Sem		
			18/11/2017	

52	End Semester Examinations for B.Tech II, III & IV Year - I Sem	20/11/2017 to	
		12/12/2017	
53	Subject Allocation for next semester	28/11/2017	HOD
54	Time table finalization for II semester	4/12/17	TT I/C
55	Commencement of II, III & IV Year - II Sem Class Work 2016- 17	14/12/2017	

Softcopy of attendance to exam section of every fort night from 12 July-2017	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

HOD-ME

	. VIGNAN INSTITUTE OF TECHNOLOGY A	ND SCIENCE	
	Mechanical Engineering Department Acader		
	Academic Year 2017 - 2018 - II Sem	ester	
S.No	Event	Date	Person Responsible
1	Faculty Orientation Program for new staff	2/12/17	HOD
2	Fine tuning of the Timetable	5/12/17	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	5/12/17	HOD
4	Commencement of I Sem Class Work for B.Tech II, III & IV Year - II Sem	14/12/2017	
5	Ist spell of Instructions for covering I, II and half of III unit	14/12/2017 to	
		6/02/2018	
	Industrial visit for II Year	3rd week of Dec	
7	Guest lecture	4th week of Dec	
	Unit-I to be completed for all years	3/1/18	IIOD
9	Sharing of oral feedback with faculty by HOD	3/1/17	HOD
	Feedback collection and subsequent course of action by the Principal through HOD	4/1/17	class teachers
	Letters to the students having < 75% attendance	4/1/2018	Office
12	Class Review Committee Meeting (IV Year)	5/1/18	class teachers
13	Class Review Committee Meeting (III Year)	6/5/18	class teachers
14	Class Review Committee Meeting (II Year)	8/1/2018	class teachers
15	Bhogi	13/01/2018 -	
16	Unit-II to be completed by	23/01/2018	
	Republic Day	26/01/2018	
	Review of % of syllabus covered and necessary action	27/01/2018	HOD
	1şt Assignment test	27/01/2018 to 04/01/2018	Subject Teachers
20	Letters to the students having < 75% attendance	2/2/2018	Counsellors
	Student feed back through online	1 st week of Feb	Counstions
	2(1/2) Units to be completed by	3/2/18	
	Ist Mid Examinations for B.Tech - II, III & IV Year - II Sem	07/02/2018 to 09/02/2018	
24	2nd Spell of Instructions (Units 3 to 5)	8/2/2018	
	Zita Speli of histractions (Onits 5 to 5)	10/02/2018 to	
25	Lab internal - I for II, III & IV Year	15/02/18	Lab Incharges
26	Maha Shivratri	13/02/18	
26	Submission of weak students list to HOD based on performance in Mid	13/02/2016	
27	test	15/02/2018	class teachers
28	Submission of results & weak students list and subsequent course of action	16/02/2018	HOD
29	Unit-III to be completed by	20/02/2018	
30	Guest lecture	4 th week of Feb	
31	Letters to the students having < 75% attendance	2/3/2018	Office
32	Extra classes for weak students	1 st & 2 nd week of march	
33	Class Review Committee Meeting (II Year)	7/3/18	class teachers
	Class Review Committee Meeting (III Year)	8/3/2018	class teachers
	Class Review Committee Meeting (IV Year)	9/3/18	class teachers
	Unit-IV to be completed by	10/3/2018	
	Ugadi	18/03/2018	
	Review of % of syllabus covered and necessary action	26/03/2018	HOD
39	Sharing of oral feedback with faculty by HOD	27/2018	HOD
	PPTs on advance topics,GDs & seminars sesions for bright students	3rd & 4th week of	
40	Pris on advance topics, GDs & seminars sesions for origin students	March	

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41	Remedial classes	3rd & 4th week of	HOD & class
		March	teachers
42	2nd Assignment test	26/03/2018 to	Class Teachers
		03/04/2018	
43	Last Date to complete the syllabus	28/03/2018	
44	Feedback collection and subsequent course of action by the Principal	28/03/2018	HOD
-11	through HOD	26/03/2016	пов
45	Student feed back through online	29/03/2018	
46	Good Friday	30/03/2018	
47	II Mid Examinations for II, III & IV Year B.Tech - II Sem	04/04/2018 to	
4/		07/04/2018	
48	Babu Jagjivan Ram Birthday	5/4/18	
40	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	09/04/2018 to	
49		13/04/2018	
50	Dr Ambedkar Jayanti	14/04/2018	
51	Ram Navami	25/04/2018	
	End Semester Examinations for B.Tech II, III & IV Year - II Sem	16/04/2018 to	
52		07/05/2018	
53	Subject Allocation for next semester	7/5/18	HOD
54	Time table finalization for next semester	8/5/18	TT I/C
55	FDP/Workshops	3rd week of May	HOD
56	Summer vacation	08/05/2018 to	HOD
		07/07/2018	HOD
57	Faculty Orientation Program	4th week of June	HOD
58	Commencement of II, III & IV Year - I Sem Class Work 2018-19	8/7/2018	

Softcopy of attendance to exam section of every fort night from 14 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

HOD-ME