

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Mechanical Engineering Department Academic Calendar			
Academic Year 2017 - 2018 - I Semester			
S.No	Event	Date	Person Responsible
1	Budget Submission for the next semester	28/06/2017	HOD
2	Faculty Orientation Program	03/07/2017 to 08/07/2017	HOD
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	
6	1st spell of Instructions for covering I, II and half of III unit	12/07/2017 to 04/092017	
7	Industrial vist for IV year	4th week of July	
8	Industrial vist for III year	4th week of July	
9	Guest lecture	1st week of Aug	
10	Letters to the students having < 75%	5/8/2017	Office
11	Unit-I to be completed for all years	5/8/17	
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	
22	Feedback collection and subsequent course of action by the Principal through HOD	26/08/2017	class teachers
23	Student feed back through online	4 th Week of Aug	
24	BAKRID FESTIVAL	2/9/2017	
25	Letters to the students having < 75% attendance	4/9/17	Counsellors

26	2(1/2) Units to be completed by	4/9/17	
27	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	06/09/2017 to 08/09/2017	
28	2nd Spell of Instructions (Units 3 to 5)	11/9/2017	
29	Lab internal - I for II, III & IV Year	12/09/2017 to 16/09/2017	Lab Incharges
30	Submission of weak students list to HOD based on performance in Mid test	19/09/2017	class teachers
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	
35	Extra classes for weak students	1st & 2nd Week Oct	
36	Letters to the students having < 75% attendance	4/10/2017	Office
37	Unit-IV to be completed by	4/10/17	
38	Class Review Committee Meeting (IV Year)	11/10/17	class teachers
39	Class Review Committee Meeting (III Year)	12/10/17	class teachers
	Guest lecture	2nd week of feb	
40	Class Review Committee Meeting (II Year)	13/10/17	class teachers
41	Mini Project Exhibition	15/09/2017	Project coordinators
42	DIWALI	19/10/2017	
43	Remedial classes	3 rd & 4th Week of Oct	HOD & class teachers
44	Review of % of syllabus covered and necessary action	23/10/2017	HOD
45	Feedback collection and subsequent course of action by the Principal through HOD	27/10/2017	HOD
46	Last Date to complete the syllabus	28/10/2017	
47	PPTs on advance topics, GDs & seminars sessions 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	Class Teachers
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	13/11/2017 to 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

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VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE			
Mechanical Engineering Department Academic Calendar			
Academic Year 2017 - 2018 - II Semester			
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	
6	Industrial visit for II Year	3rd week of Dec	
7	Guest lecture	4th week of Dec	
8	Unit-I to be completed for all years	3/1/18	
9	Sharing of oral feedback with faculty by HOD	3/1/17	HOD
10	Feedback collection and subsequent course of action by the Principal through HOD	4/1/17	class teachers
11	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	
17	Republic Day	26/01/2018	
18	Review of % of syllabus covered and necessary action	27/01/2018	HOD
19	1st Assignment test	27/01/2018 to 04/01/2018	Subject Teachers
20	Letters to the students having < 75% attendance	2/2/2018	Counsellors
21	Student feed back through online	1 st week of Feb	
22	2(1/2) Units to be completed by	3/2/18	
23	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	
25	Lab internal - I for II, III & IV Year	10/02/2018 to 15/02/18	Lab Incharges
26	Maha Shivratri	13/02/2018	
27	Submission of weak students list to HOD based on performance in Mid 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
34	Class Review Committee Meeting (III Year)	8/3/2018	class teachers
35	Class Review Committee Meeting (IV Year)	9/3/18	class teachers
36	Unit-IV to be completed by	10/3/2018	
37	Ugadi	18/03/2018	
38	Review of % of syllabus covered and necessary action	26/03/2018	HOD
39	Sharing of oral feedback with faculty by HOD	27/2018	HOD
40	PPTs on advance topics,GDs & seminars sesions for bright students	3rd & 4th week of March	

41	Remedial classes	3rd & 4th week of March	HOD & class teachers
42	2nd Assignment test	26/03/2018 to 03/04/2018	Class Teachers
43	Last Date to complete the syllabus	28/03/2018	
44	Feedback collection and subsequent course of action by the Principal through HOD	28/03/2018	HOD
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 07/04/2018	
48	Babu Jagjivan Ram Birthday	5/4/18	
49	Preparations & Practical's for II, III & IV Year B.Tech - II Sem	09/04/2018 to 13/04/2018	
50	Dr Ambedkar Jayanti	14/04/2018	
51	Ram Navami	25/04/2018	
52	End Semester Examinations for B.Tech II, III & IV Year - II Sem	16/04/2018 to 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 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	

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