

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE
Department of Mechanical Engineering - Academic Calendar
Academic Year 2018 - 2019 - I Semester

S.No	Event	Date	Person Responsible
1	Faculty Subject Options submission	2/5/2018	HOD
2	CRT for Final year students	01/6/2018 to 23/6/2018	T & P I/C
3	Subjects Finalization	10/6/2018	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	12/6/2018	HOD
5	RAMZAN	16/6/2018	
6	Faculty Development Program on MATLAB	26/6/18 to 28/6/2018	HOD
7	Program on Meditation & Yoga by Ramakrishna Matt	29/6/2018	Dr.Phani Kumar
8	Fine tuning of the Timetable	30/6/2018	HOD
9	Faculty Orientation Program	02/7/18 to 7/7/2018	HOD
10	Budget Submission for the next semester	5/7/2018	HOD
11	Departmental Staff Meeting	7/7/2018	HOD
12	All Faculty & Staff Meeting	7/7/2018	Principal
13	Commencement of I Sem Class Work for B.Tech II, III & IV Year - I Sem	9/7/2018	Class Coordinators
14	Ist spell of Instructions for covering I, II and half of III unit	9/7/18 to 3/9/18	Faculty
15	IV year Mini-project abstract submission	11/7/2018	Coordinators
16	Intiation of Innovative Projects	16/07/2018	Innovative Project I/C
17	First Year Orientation Program	16/07/2018	Ist year HOD
18	Industrial Visit	3rd Week of July	K.Mangapathi Rao
19	Work Shop(Entrepreneurship Awareness Camp)	4 th Week of July	HOD & Dr.S Deva Prasad
20	Unit-I to be completed for all years	30/07/2018	Faculty
21	Department meeting and Review of % of syllabus covered and necessary action	30/7/2018	HOD
22	Class Review Committee Meeting (IV, III, II Year)	30/7/17	class teachers
23	Sharing of oral feedback with faculty by HOD	31/7/18	HOD
24	Feedback collection and subsequent course of action by the Principal	31/7/2018	Principal
25	Industrial Visit (IV year MECH)	1 st week of Aug	K.Mangapathi Rao
26	BONNALU	8/6/2018	
27	Student workshops	2nd week of Aug	HOD
28	INDEPENDENCE DAY	15/08/2018	
29	Guest lecture	3rd week of Aug	
30	Unit-II to be completed by	21/08/2018	Faculty
31	BAKRID (ID-UL-ZUHA)	22/08/2018	

32	Class Review Committee Meeting (IV, III, II Year)	28/8/2018	class teachers
33	21/2 Units to be completed by	1/9/2018	Faculty
34	Guest lecture	1 st week of Sep	
35	SRI KRISHNASHTAMI	3/9/2018	
36	Ist Mid Examinations for B.Tech - II, III & IV Year - I Sem	4/9/18 to 6/9/18	Exam Section
37	2nd Spell of Instructions (Units 3 to 5)	7/09/18 to 10/11/2018	faculty
38	Lab internal - I for II, III & IV Year	7/9/18 to 15/9/18	Lab Incharges
39	VINAYAKA CHAVITHI	13/09/2018	
40	Sharing of oral feedback with faculty by HOD	14/9/2018	HOD
41	Submission of results & weak students list and subsequent course of action based on performance in Mid test	15/9/2018	HOD
42	Engineer's Day Celebration	15/09/2018	HOD
43	Freshers Day Celebrations		Principal
44	Unit-III to be completed by	17/9/2018	
45	MOHARAM	21/09/2018	
46	Major Project Abstract submission	1/10/2018	Project Coordinator
47	Class Review Committee Meeting (IV, III, II Year)	1/10/2018	class teachers
48	GANDHI JAYANTHI	2/10/2018	
49	Plan for Remedial classes	5/10/2018	HOD & class teachers
50	Unit-IV to be completed by	8/10/2018	Faculty
51	BATHUKAMMA STARTING DAY	9/10/2018	
52	Department meeting and Review of % of syllabus covered and necessary action	12/10/2018	HOD
53	Parents Teachers Meeting proposed by JNTUH	13/10/2018	
54	Technical Project Exhibition	13/10/2018	Innovative Project I/C
55	DUSSEHRA HOLIDAYS	15/10/18 to 20/10/18	
56	Last Date to complete the syllabus	2/11/2018	faculty
57	Subject allocation options to the faculty	1/11/2018	HOD
58	Subject Allocation for next semester	5/11/2018	HOD
59	Revision/Remedial classes and Prelims	5/11/18 to 6/11/18	HOD & class teachers
60	DEEPAVALI	7/11/2018	
61	II Mid Examinations for II, III & IV Year B.Tech - I Sem	12/11/18 to 14/11/18	Exam Section
62	Preparations & Practical's for II, III & IV Year B.Tech - I Sem	15/11/18 to 24/11/18	
63	EID MILADUN NABI	21/11/2018	
64	GURU NANAK BIRTHDAY / KARTHIKA PURNIMA	23/11/2018	
65	II Mid Examinations results submission and analysis	24/11/2018	Faculty
66	End Semester Examinations for B.Tech II, III & IV Year - I Sem and Supplementary exmas	26/11/18 to 8/12/18	Exam Section

67	Time table finalization for II semester	30/11/18	TT I/C
68	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	3/12/2018	HOD
69	FDP/Workshop/Conference/FOP	10/12/18 to 15/12/18	HOD
70	Departmental Staff Meeting	15/12/2018	HOD
71	Commencement of II, III & IV Year - II Sem Class Work 2018-19	17/12/2018	

NOTE	Every week Mon evening attendance report to Principal	HOD
	Softcopy of attendance to exam section on Aug 2nd, Aug 17th, Sep 2nd, Sep	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 11:00 AM to 11.30 AM	HOD
	Dean's meeting on every Wed 1.00 PM	Dean Admin
	CEO meeting with Dean's on every Thu 12.00 PM	Dean Admin
	HOD's and Dean Meeting on every Thu 1.00 PM	Dean Admin
	Principal meeting with HOD's and Dean's on every Fri 1.00 PM	Principal

VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE - DESHMUKHI
Department of Computer Science and Engineering
Academic Calendar for the Year 2018 – 19 II Semester

Date: 1-11-2018

S.No	Event	Date	Person Responsible
1	Alumni Meet	10/11/2018	Alumni Coordinators
2	Subject Options Submission	17/11/2018	Faculty
3	Subjects Allocation	01/12/2018	HOD & DAC
4	Major Project Guide Allocation	01/12/2018	Final year Coordinators
5	Faculty Orientation Program	5/12/2018 to 10/12/18	Mr.Pardeep- FOP Incharge
6	Time table fine tuning	15/12/2018	Time table Incharge
7	Verifying the Requirements(Stationary, Attendance registers,chalks, dusters, roll list, syllabus copy etc....) for the next sem classwork	20/12/2018	HOD
8	Department Staff Meeting	21/12/2018	HOD
9	Faculty & Staff-Principal sir meet	22/12/2018	HOD
10	Commencement of classwork	24/12/2018	Class Coordinators ,Faculty
11	1st spell of instructions to cover 1 to 2 1/2 Units	24/12/2018 to 16/2/2019	Faculty
12	Certification course on CISCO Cyber Security & Programming essentials in C	24/12/2018 to 20/4/2019	Mr.Pardeep Kumar
13	Major Project abstract submission	29/12/2018	Project coordinators
14	Final year Major Projects abstract Review	7/1/2019 to 12/1/2019	Project Coordinators, Review Panels
15	Class Review Committee Meeting -1	31/12/2018 to 5/1/2019	Class Coordinators
16	Student Oral Feedback by HOD	03/01/2019	HOD
17	1st Unit to be completed by	18/01/2019	Faculty
18	Guest Lecture for 2 nd Year students -- VACE Activities	19/01/2019	Alumni Coordinators
19	Unit Test – 1	25/1/2019 to 28/1/2019	Unit test Incharges
20	Student Online Feedback	19/01/2019	Class Coordinators
21	Major Project Review- 1 (Literature review, Analysis)	4/2/2019 to 9/2/2019	Project coordinators
22	2nd Unit to be completed by	06/02/2019	Faculty
23	Java Coding Contest – VACE Activities	08/02/2019	Dept. Events Orgz. Committee
24	2 1/2 Unit to be completed by	16/02/2019	Faculty
25	Revision for Mid-I	11/2/2019 to 16/2/2019	Faculty
26	1st mid Exams	18/2/2019 to 20/2/2019	Exam cell
27	2nd Spell of Instructions	21/2/2019 to 20/4/2019	Faculty
28	Student Online Feedback	02/03/2019	Class Coordinators

29	Guest Lecture for 3 rd Year students – VACE Activities	23/02/2019	Alumni Coordinators
30	Submission of 1st Mid Exam marks to Exam cell	27/02/2019	Faculty
31	Submission of Mid-1 Analysis & weak students list	02/03/2019	Faculty
32	Lab internal Exam-1	25/2/2019 to 2/3/2019	Faculty
33	Completion of Unit-3 by	28/02/2019	Faculty
34	Class Review Committee Meeting -2	23/02/2019	Class Coordinators
35	Unit Test – 2	11/2/2019 to 13/2/2019	Unit test Incharges
36	Guest Lecture – VACE Activities	20/03/2019	Alumni Coordinators
37	Completion of Unit-4 by	20/03/2019	Faculty
38	Major Project Review- 2 (Design)	22/3/2019 to 28/3/2019	Project coordinators
39	Remedial classes planning by	30/03/2019	Time table Incharge
40	Parent Teacher Meet	09/03/2019	HOD
41	Completion of Unit-5 by	11/04/2019	Faculty
42	Unit Test – 3	8/3/2019 to 11/3/2019	Unit test Incharges
43	Lab internal Exam-2	15/4/2019 to 19/4/2019	Faculty
44	Major project Review-3 (final Execution)	8/4/2019 to 13/4/2019	Project coordinators
45	Unit Test – 4	3/4/2019 to 5/4/2019	Unit test Incharges
46	Industrial Visit for students	10/04/2019	T&P Coordinator
47	Remedial classes schedule	12/4/2019 to 20/4/2019	Time table Incharge
48	Subject Allocation - options by Faculty	18/05/2019	HOD
49	Second Mid Exams	22/4/2019 to 24/4/2019	Exam cell
50	Farewell for Final year students	19/04/2019	3 rd Year Class coordinators
51	Mid-2 Marks submission	02/05/2019	Faculty
52	Subject Allocation for next Sem	31/05/2019	HOD
53	Preparation Holidays & Practical Exams	25/4/2019 to 4/5/2019	
54	End Semester & Supplementary Exams	6/5/2019 to 18/5/2019	Exam cell
55	Summer Vacation	20/5/2019 to 13/7/2019	
56	Time table Preperation	06/07/2019	Time table Incharge
57	Verifying the Requirements(Stationary, Attendance registers,chalks, dusters, roll list, syllabus copy etc....) for the next sem classwork	10/07/2019	HOD

Head of the Department