

20. Specimen Semester Event Calendar

A Complete Guide for students, staff and Parents

For the academic year 2019-20, 1st Semester

Commencing from 15th July 2019



Lords Institute of Engineering & Technology

Himayath Sagar, Hyderabad. www.lords.ac.in

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Event Calendar for the academic year 2019-20, 1st Semester

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Department of **EEE**

MISSION 100 DAYS / semester

Thrust Areas

1. Improving attendance of students; detaining defaulters below 75%
2. Improving writing skills of students, Mentor/Class Teacher to ensure everyday's class room notes and students self commentary/notes of approximately 20 pages. Mentor/Class Teacher should check every day and sign.
3. Improving learning & Development Process
4. Improving Campus Recruitments
5. Improving Remedial Measures
6. Improving communication systems among students, faculty and parents. Fortnightly display of attendance and periodical parent-teacher meeting.
7. Formation of Departmental Development Committee with the involvements of parents, Industry experts, Alumni, Intellectuals from academia, and taking their inputs, on a constant basis.
8. Improving constant checks and cross checks about the students performance by conducting more number of exams and giving assignments.
9. Improving industry-institute interaction
10. Improving students participation in National and International conferences
11. Improving social awareness activities under the banner of NSS of LIET
12. Improving professional component among all

Mission 100 Days; Periodical Review Meetings

S.No	Day	Target	Responsible Person	Time of Meeting	Meeting Venue
1	15 th July 2019	Semester Registration along with Parent(s), 1 st Day	HOD	2.30 – 4.30 + PM	Department Seminar Hall/meeting room
2	26 th July 2019	1 st Fortnightly Meeting – Review of progress, 15 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
3	6 th Aug 2019	2 nd Fortnightly Meeting – Review of progress, 30 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
4	21 st Aug 2019	3 rd Fortnightly Meeting – Review of progress, 45 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
5	3 rd Sep 2019	4 th Fortnightly Meeting – Review of progress, 60 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
6	17 th Sep 2019	5 th Fortnightly Meeting – Review of progress, 75 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
7	1 st Oct 2019	6 th Fortnightly Meeting – Review of progress 90 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
8	14 th Oct 2019	7 th Fortnightly Meeting – Review of progress 100 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room

N.B: Members from Industry, parents, and academia can attend and give inputs in the above mentioned meetings.

Events, Dates and Responsibilities

S.No	Event	Date / Target Date	Remarks / Responsibility	Name of Responsible Person
1	Commencement of Instruction Cum 1st Parent – Teacher Meeting. DAY ONE	II, III and IV years : 27/7/2019	Registration to be done with parents consent, stating <75% deemed to be detained. Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD Outcomes: Information, feedback and Registration	Mallikarjun
2	Various Committee Meetings to be organized by the Coordinator/Chair, once in a month and the report to be sent to Principal, VC and Dean – Acad	25 th of Every Month	Chief Responsible Person: Committee Chair Prime Responsible Person: HOD	Dr.P.Mahes Kumar
3	NSS awareness / Social skit	Every month 3 rd Friday Evening	NSS cell member	B.Venkateswarlu
4	Expert/Guest Lecture	One in a month. Core Branches: 2 nd Thursday Circuit Branches: 3 rd Thursday	Subject teacher in coordination with Professional society member	R.Venkata Krishna
5	Industrial Visit	One in a semester. To be organized by Departments before 1 st Mid.	Concerned faculty in coordination with IIC	R.Venkata Krishna
6	Mini Projects / publications	Fortnightly report to be submitted	Concerned faculty in coordination with R&D cell member	V.Karthik
7	Major Projects / publications	Fortnightly report to be submitted	Concerned faculty in coordination with R&D cell	Dr.P.Mahes Kumar

			member and project coordinator	
8	Industrial Consultancy	Fortnightly report to be submitted	Concerned faculty in coordination with IIC and R&D cell members	Dr.P.Mahes Kumar
9	Research Project Proposals	Fortnightly report to be submitted	R&D cell member	Dr.P.Mahes Kumar
10	Departmental Workshop / FDP. One full day	One in a Semester/Dept. Core Branches: 2 nd week of Aug Circuit Branches: 3 rd week of Aug	Professional society member in coordination with HOD	R.Venkata Krishna
11	Sports Week Cum Food Festival		Sports cell member in coordination with sports cell coordinator	S.Mallikarjuna
12	TECHNOLORDS – A Regional Technical conference		Department association and Professional society members Hosting department : ECE	Venkateshwarlu
13	Traditional Day /Cultural Festival / Kite Festival		Cultural cell member Hosting department : CSE	
14	CRT classes	To be decided by HODs / Every Saturday from 1.30 to 4.30 PM	Training and Placement & CRT Cell member Prime Responsible Person: HOD-CSE	Zia-Ul-Haq
15	Finishing School		Training and Placement & CRT Cell member Prime Responsible Person: HOD-EEE	Zia-Ul-Haq
16	Alumni Meet		Prime Responsible Person: HOD-CSE Alumni Association and Alumni coordination cell	VL Surya Prabha
17	Graduation Ceremony		Examination cell and HODS	Venkatakrishna

18	College Annual Day		Cultural cell coordinator	
19	Display of 1 st Departmental Exam Time Table	13 st July 2019	Chief Responsible Person: Exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
20	1st Departmental Examination Day 1 to Day 21 including Holidays: 1 st unit coverage. Day 22 nd to 24 th Morning 1.5 Hours exam, two exams per day to be conducted, in unit 1, and Evaluated, then take remedial measures for weak students.	30th July 2019 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 31th July 2019 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 1st August 2019 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	Training and Placement & CRT Cell member	Zia Ul Haq
21	Submission of Marks to HODs/Mentors/EB	16 th August 2019	Training and Placement & CRT Cell member	Zia Ul Huq
22	2nd Parent – Teacher Meeting	20 th August 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
23	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM, for one week in specific subjects	13 th August to 20 th 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
24	Remedial Exam for <70 % accomplisners	21 st August to 23 rd during 2.30- 4.30 pm	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
25	Display of 2 nd Departmental Exam Time Table	12 th August 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	G.Swetha
26	2nd Departmental Examination Day 45 th to 47 th Morning 1.5 Hours exam, two exams per day to be	27th August 2019 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person:	G.Swetha

	conducted, in unit 2, and Evaluated, then take remedial measures for weak students.	28th August 2019 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 29th August 2019 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	HOD	
27	Submission of Marks to HODs/Mentors/EB	1 st Sep 2019	Training and Placement & CRT Cell member	Zia ul Huq
28	3rd Parent – Teacher Meeting	3 rd Sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
29	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM, for one week in specific subjects	1 st to 5 th Sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
30	Remedial Exam for <70 % accomplisners	5 th Sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
31	Display of 1 st Mid Exam Time Table	1 st Sep 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
32	First Mid Examinations	4th Sep to 6th Sep 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
33	Submission of 1 st Mid marks to EB	15 th Sep 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
34	4th Parent Teacher Meeting	13 th Oct 2019	Chief Responsible Person:	

			Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
35	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM, for one week in specific subjects	15 th Sep to 22 nd Sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
	Remedial Exam for <70 % accomplisners	24 rd Sep to 26 th Sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
36	Display of 3 rd Departmental Exam Time Table	29 th Sep 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
37	3rd Departmental Examination Post 1 st Mid: Day 1 to Day 21 including Holidays: 3 rd unit coverage. Day 22 nd to 24 th Morning 1.5 Hours exam, two exams per day to be conducted, in unit 3, and Evaluated, then take remedial measures for weak students.	3rd Oct 2019 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 4th Oct 2019 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 5th Oct 2019 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	Venkatakrishna
38	Submission and display of marks to HOD/EB	13 th Oct 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	Venkata krishna
39	5th Parent Teacher Meeting	27 th Oct 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Satheesh Kumar
40	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM, for one week in specific subjects	22 nd Oct to 28 th Oct 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Satheesh Kumar

41	Remedial Exam for <70 % accomplisners	30 th Oct 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Satheesh Kumar
42	Display of 4 th Departmental Exam Time Table	1 st Nov 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha/ Venkatakrishna
43	4th Departmental Examination Post 1 st Mid: Day 45 th to 47 th Morning 1.5 Hours exam, two exams per day to be conducted, in unit 2, and Evaluated, then take remedial measures for weak students.	12th sep 2019 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 13th sep 2019 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 14th sep 2019 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha/ Venkatakrishna
44	Submission of Marks to HODs/Mentors/EB	20 th sep2019	Chief Responsible Person: Dept. Coordinator Prime Responsible Person: HOD	Zia-Ul-Haq
45	6th Parent – Teacher Meeting	21 st sep 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
46	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM, for one week in specific subjects	23 rd sep to 6 th oct 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
47	Remedial Exam for <70 % accomplisners	14 th oct 2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
48	Display of 2 nd Mid Examination Time Table	7 th Nov 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person:	Zia Ul Haq

			HOD	
49	2 nd Mid Examinations	14 th to 16 th Nov 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
50	Last Day of Instruction	13 th Nov 2019		
51	Submission of 2 nd Mid Exams to EB	23 rd Nov 2019	Chief Responsible Person: Dept. Coordinator Prime Responsible Person: HOD	G.Swetha
	7th Parent – Teacher Meeting	18 th Nov2019	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Satheesh Kumar
52	Preparation Holidays and Lab exams	18 th to 23 rd Nov 2019		
53	End and Supply Exams of 1 st , 2 nd , 3 rd and 4 th Years	25 th Nov to 7 th Dec 2019	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	
54	Industrial tour	During Semester Break		R.Venkata Krishna
56	Semester Break	10 th Dec to 15 th Dec 2019		

Notifying Points:

1. Out of 7 parent teacher meetings, at-least four meetings are to be attended by either parents.
2. During stipulated Parent-Teacher meetings, the college remains function till evening 7 PM, in order to accommodate parents comfort. The HOD should take care of assigning the responsibility to pertinent staff. One staff can be made to stay during off timings, ie. Till 7 PM on particular days.