

20. Specimen Semester Event Calendar

A Complete Guide for students, staff and Parents

For the academic year 2019-20, 2nd Semester

Commencing from 16th December 2020



Lords Institute of Engineering & Technology

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

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Event Calendar for the academic year 2019-20, 2nd 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	16 th Dec 2019	Semester Registration along with Parent(s), 1 st Day	HOD	2.30 – 4.30 + PM	Department Seminar Hall/meeting room
2	26 th Dec 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 Jan 2020	2 nd Fortnightly Meeting – Review of progress, 30 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
4	21 st Jan2020	3 rd Fortnightly Meeting – Review of progress, 45 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
5	3 rd Feb 2020	4 th Fortnightly Meeting – Review of progress, 60 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
6	17 th Feb 2020	5 th Fortnightly Meeting – Review of progress, 75 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
7	2 st Mar2020	6 th Fortnightly Meeting – Review of progress 90 th Day	HOD	2.30 – 4.30 + PM	Principal/Chairman Sirs Board Room
8	12 th Mar 2020	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 : 20/12/2020	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	Abdul Kareem
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	B.Harika

7	Major Projects / publications	Fortnightly report to be submitted	Concerned faculty in coordination with R&D cell member and project coordinator	B.Harika
8	Industrial Consultancy	Fortnightly report to be submitted	Concerned faculty in coordination with IIC and R&D cell members	S.Mallikarjuna
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 A Jan Circuit Branches: 3 rd week of Jan	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	B.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	B.Harika
15	Finishing School		Training and Placement & CRT Cell member Prime Responsible Person: HOD-EEE	B.Harika
16	Alumni Meet		Prime Responsible Person: HOD-CSE Alumni Association and Alumni	T.Santhosh Kumar

			coordination cell	
17	Graduation Ceremony		Examination cell and HODS	Venkatakrishna
18	College Annual Day		Cultural cell coordinator	
19	Display of 1 st Departmental Exam Time Table	16 st Dec2020	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 Dec 2020 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 31th Dec 2020 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 1st Jan 2020 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	Training and Placement & CRT Cell member	B.Harika
21	Submission of Marks to HODs/Mentors/EB	16 th Jan 2020	Training and Placement & CRT Cell member	B.Harika
22	2nd Parent – Teacher Meeting	20 th Jan 2020	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 Jan to 20 th 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
24	Remedial Exam for <70 % accomplisners	21st Jan 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	10 th Jan 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	G.Swetha
26	2nd Departmental Examination	27th Jan 2020	Chief Responsible Person:	G.Swetha

	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.	1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 28th Jan 2020 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 29th Jan 2020 5 th Exam: 9.30-11.00 6 th Exam: 11.20-13.00	Dept. exam cell Coordinator Prime Responsible Person: HOD	
27	Submission of Marks to HODs/Mentors/EB	1 st Feb 2020	Training and Placement & CRT Cell member	B.Harika
28	3rd Parent – Teacher Meeting	3 rd Feb 2020	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 Feb 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
30	Remedial Exam for <70 % accomplisners	5 th Feb 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
31	Display of 1 st Mid Exam Time Table	2 st Mar 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
32	First Mid Examinations	10th Feb to 12th 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G.Swetha
33	Submission of 1 st Mid marks to Exam Cell	19 th Feb 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person:	G.Swetha

			HOD	
34	4th Parent Teacher Meeting	14 th Mar 2020	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	16 th Feb to 23 nd Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
	Remedial Exam for <70 % accomplisners	24 rd Feb to 26 th Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: Remedial i/c / HOD	
36	Display of 3 rd Departmental Exam Time Table	28 th Feb 2020	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 Mar 2020 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 4th Mar 2020 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 5th Mar 2020 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	19 th Mar 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	Venkata krishna
39	5th Parent Teacher Meeting	27 th Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Abdul Kareem
40	Remedial Classes for <70% accomplisners, during 2.30 to 4.30 PM,	23 rd Mar to 28 th 2020	Chief Responsible Person: Mentor / Class Teacher	Abdul Kareem

	for one week in specific subjects		Prime Responsible Person: HOD	
41	Remedial Exam for <70 % accomplishers	30 th Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Abdul Kareem
42	Display of 4 th Departmental Exam Time Table	1 st Apr 2020	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 Feb 2020 1 st Exam: 9.30-11.00 2 nd Exam: 11.20-13.00 13th Feb 2020 3 rd Exam: 9.30-11.00 4 th Exam: 11.20-13.00 14th Feb 2020 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 Feb2020	Chief Responsible Person: Dept. Coordinator Prime Responsible Person: HOD	B. Harika
45	6th Parent – Teacher Meeting	22 st Feb 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
46	Remedial Classes for <70% accomplishers, during 2.30 to 4.30 PM, for one week in specific subjects	24 rd Feb to 6 th Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
47	Remedial Exam for <70 % accomplishers	14 th Mar 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	
48	Display of 2 nd Mid Examination Time	7 th Apr 2020	Chief Responsible Person:	B. Harika

	Table		Dept. exam cell Coordinator Prime Responsible Person: HOD	
49	2 nd Mid Examinations	8 th Apr to 11 th 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	G. Swetha
50	Last Day of Instruction	13 th Apr 2020		
51	Submission of 2 nd Mid Exams to Exam Cell	18 rd Apr 2020	Chief Responsible Person: Dept. Coordinator Prime Responsible Person: HOD	G. Swetha
	7th Parent – Teacher Meeting	20 th Apr 2020	Chief Responsible Person: Mentor / Class Teacher Prime Responsible Person: HOD	Abdul Kareem
52	Preparation Holidays and Lab exams	13 th to 18 rd Apr 2020		
53	End and Supply Exams of 1 st , 2 nd , 3 rd and 4 th Years	24 th Apr to 2 th May 2020	Chief Responsible Person: Dept. exam cell Coordinator Prime Responsible Person: HOD	
54	Industrial tour	During Every month		R.Venkata Krishna
56	Semester Break	4 th May 2020		

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.