ACADEMIC/ACTIVITY CALENDAR- ODD SEMSTER-AY-2018-2019-JULY'18-DEC'18

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board	VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
1	9		Semester Start - Faculty Meet	√	P+CAO+COO	Jan,July	01-Jul-18	01-Jul-18	Once in semester																															
2	122		Release of Form 16		Principal/Accounts	July	02-Jul-18		July 1st week																															
3	110		Faculty to confirm readiness of labs.		Departments/ LDC	July	04-Jul-18		T-1W	1			√	√	√		√	√	√						√	√													
4	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	04-Jul-18		Once in a Year	M													√	√										√	√	√			
5	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	04-Jul-18		Once in a 15 days	M																													
6	18		Academic Preview		CAO/HOD	Jan/July	05-Jul-18	05-Jul-18	Once in a Semester																															
7	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	05-Jul-18		Every Month 1st Thursday	M			√				√	√	√	√						√	√	√	√	√	√	√	√	√	√		√	
8	18		Academic Preview		CAO/HOD	Jan/July	06-Jul-18	06-Jul-18	Once in a Semester																															
9	18		Academic Preview		CAO/HOD	Jan/July	07-Jul-18	07-Jul-18	Once in a Semester																															
10	106		Distribution of semester time-table		Departments	July	09-Jul-18	09-Jul-18	T-1W	2			√	√	√		√	√	√	√						√													
11	109		Term Start		Departments/ Acad	July	09-Jul-18	09-Jul-18	T	2			√	√	√		√	√	√	√						√													
12	237		CESA- Professional Profile optimization	√	Committee	July- Oct	09-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
13	10		Conduction of Induction Programme in each class by HOD + Academic Coordinator (ETRX/INFT/CMPN)	√	Departments/ HoD	Jan/July	10-Jul-18	10-Jul-18	T+1 week	2			√	√	√	√	√	√	√	√						√													3
14	34		Book review by faculty	√	HOD	Jan,Feb,Mar, July, Aug,	10-Jul-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
15	35		Tech review	√	HOD	Jan,Feb,Mar, July, Aug,	10-Jul-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
16	36		Paper review	√	HOD	Jan,Feb,Mar, July, Aug,	10-Jul-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
17	108		Staff Diary / Course Diary Distribution		Departments	July	10-Jul-18		TLP	2			√	√	√		√	√	√							√													
18	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	11-Jul-18		Once in a Year	M													√	√										√	√	√			
19	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	11-Jul-18		Once in a 15 days	M																													
20	126		Map Timings of Departmental Clerk, Lab Assistant, Office Staff & Library		HR	July	11-Jul-18		T+1W	2				√	√	√	√				√																		
21	244		IETE- STTP SIMULATION SOFTWARE(11TH JUNE TO 15TH JUNE)	√	Committee	July- Oct	11-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
22	10		Conduction of Induction Programme in each class by HOD + Academic Coordinator(EXTC/BIOM)	√	Departments/ HoD	Jan/July	12-Jul-18	12-Jul-18	T+1 week	2			√	√	√	√	√	√	√	√						√													3
23	247		LIBRARY COMMITTEE- Look Up Table	√	Committee	July- Oct	12-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
24	247		LIBRARY COMMITTEE- NPTEL online Courses	√	Committee	July- Oct	12-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
25	247		LIBRARY COMMITTEE- Online Value Added Courses	√	Committee	July- Oct	12-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
26	238		CSI-Data Analytics	√	Committee	July- Oct	13-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
27	242		FYPQA-SUMMER INTERNSHIP Rreport	√	Committee	July- Oct	13-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
28	244		IETE- ANTENNA WORKSHOP (14TH , 21, 28TH JULY AND 4TH AUGUST)	√	Committee	July- Oct	14-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
29	105		PG/UG Project guide allocations	√	Departments/ Project	July	15-Jul-18		Once in a Year					√	√		√	√	√	√						√		√	√	√	√	√	√	√	√	√		√	
30	130		Review of Faculty Desk for Basic Information Display		Departments	July	15-Jul-18		T+1	2				√	√	√	√	√	√	√						√		√			√	√	√	√	√	√			
31	133		Meeting with ME students (2nd year)		Departments/ HoD	July	15-Jul-18		Once in a Semester					√	√		√	√	√	√						√												√	
32	177		E1 Meeting with CR's		Meeting/CAO	Sept	16-Jul-18		T+4w, 8w (Twise in a	M			√				√					√		√			√							√				
33	191		D2 Meeting with faculty		Department/ HOD	Oct	16-Jul-18							√	√		√	√	√							√												
34	214		D1 Meeting with faculty		Department/ HOD	Jan/Feb/March/July/Aug	16-Jul-18		Once in a week/15days					√	√		√	√	√							√												
35	242		FYPQA- DEPARTMENT REVIEW 1(16TH JULY TO 27TH JULY 2018)	√	Committee	July- Oct	16-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
36	244		IETE- NEW COMMITTEE FORMATION(16TH JULY TO 20 TH JULY)	√	Committee	July- Oct	16-Jul-18						√	√	√	√	√	√	√	√			√			√	√												

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
37	243		HCC-Launch of Kalamanch	√	Committee	July- Oct	17-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
38	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	18-Jul-18		Once in a Year	M													√	√									√	√	√			
39	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/Dec	18-Jul-18		Once in a 15 days	M																													
40	1		Publish Newsletter		Publication	Jan, April,July,Oct	20-Jul-18		Once in a 3 months,				√			√	√			√						√												3
41	25		Departments Cluster Meeting		Department/ HODs	Jan/July	20-Jul-18	20-Jul-18	Once in a Semester																														2
42	238		CSI-New Team Formation	√	Committee	July- Oct	20-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
43	177		E1 Meeting with CR's		Meeting/CAO	Sept	23-Jul-18		T+4w, 8w (Twise in a Semester)	M			√				√					√		√			√							√					
44	242		FYPQA- INSTITUTE LEVEL REVIEW 1(23RD JULY TO 3RD AUGUST 2018)	√	Committee	July- Oct	23-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
45	244		IETE- HASTANTARAN	√	Committee	July- Oct	23-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
46	10		Conduction of Induction Programme in each class by HOD + Academic Coordinator(FE)	√	Departments/ HoD	Jan/July	25-Jul-18	25-Jul-18	T+1 week	2			√	√	√	√	√	√	√	√						√												3
47	114		Meeting with Defaulters/Parent		Meeting/HOD	July	25-Jul-18		Once in a Semester																														
48	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/Dec	25-Jul-18		Once in a Year	M													√	√									√	√	√			
49	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/Dec	25-Jul-18		Once in a 15 days	M																													
50	231		ACM- How to earn money online(Digital marketing)	√	Committee	July- Oct	25-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
51	250		PIC-Seminar by Archana Samarth to FE Parents- Bridging the gap between high school and college life	√	Committee	July- Oct	25-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
52	239		ECELL- COLLECTION OF BUISNESS IDEAS FROM INTERESTED STUDNETS	√	Committee	July- Oct	26-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
53	107		Career Counseling session for Semster V/VI Engg.		Committee/VASC	July	27-Jul-18		T +week 1	2			√			√											√												
54	236		CAREER GUIDANCE CELL-Career choice serve for SEM V students, all branches.	√	Committee	July- Oct	27-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
55	177		E1 Meeting with CR's		Meeting/CAO	Sept	30-Jul-18		T+4w, 8w (Twise in a Semester)	M			√				√					√		√			√							√					
56	191		D2 Meeting with faculty		Department/ HOD	Oct	30-Jul-18							√	√		√	√	√							√												
57	214		D1 Meeting with faculty		Department/ HOD	Jan/Feb/March/July/Aug	30-Jul-18		Once in a week/15days					√	√		√	√	√							√												
58	233		ANTI RAGGING COMITEE- DISCIPLINE AND COUNSELLING ROUND	√	Committee	July- Oct	30-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
59	11		All Committees and Functions to publish their Activity Calendar	√	Publication	Jan, July	31-Jul-18	31-Jul-18	1st Week	1			√	√	√	√																							1
60	13		Meeting with Lab assistants/Non Teaching Staff		VP/CAO/COO	Dec/June	31-Jul-18		Once in a Semester	1				√	√		√										√	√			√			√			√		
61	14		Submitting of SE & TE Results to the University for approval	√	Exam/ University	Jan/ July	31-Jul-18		E last date +15 days					√	√																								3
62	15		Meeting with Lab Incharges		Meeting/CAO	Jan, July	31-Jul-18		Once in a Semester																														

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63	17		Induction Programme for New Joinees	√	HR	Jan/ July	31-Jul-18		Jan/ July				√			√	√	√	√	√						√														
64	24		Time Table & Back up timetable (by dept. clerk after timetable is ready)		Departments/ HoD	Jan,July	31-Jul-18	31-Jul-18	Once in a Semester	Biyr				√	√		√	√	√							√					√							√		
65	97		Tata Scholarship : Submit letter to Tata Office	√	Scholarship	July	31-Jul-18		Once a year				√									√																	
66	120		Review and finalize Staff Dairy/ Course Diary / Department Report for printing		Publication	July	31-Jul-18		Once in a Year				√	√	√		√																						
67	121		Review and finalize Student Dairy for printing		Placement	July	31-Jul-18		July 1st week	Y						√											√													
68	154		Department to send Electives list to Exam cell		Department	Aug/ Feb	31-Jul-18		T+2 weeks	Biyr				√	√		√	√	√	√				√		√		√	√		√	√	√		√				
69	155		Scholar's Day	√	Special Event	Aug	31-Jul-18		R+2 week	1			√	√	√	√				√							√												
70	244		IETE- NEW MEMBERSHIP DRIVE (31ST JULY TO 13TH AUGUST)	√	Committee	July- Oct	31-Jul-18						√	√	√	√	√	√	√	√			√			√	√												
71	48		Form submission of Photocopy, Verification & Revaluation	√	Exam	Feb/Aug	01-Aug-18		R + 7	2				√	√		√			√					√														
72	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	01-Aug-18		Once in a Year	M													√	√										√	√	√			
73	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	01-Aug-18		Once in a 15 days	M																													
74	160		Lokmanya Tilak Death Anniversary (Cultural Council) (1st August)		Special Event	Aug	01-Aug-18	01-Aug-18	Once in a Year							√				√							√												
75	253		WOMEN DEVELOPMENT CELL COMMITTEE ACTIVITIES	√	Committee	July- Oct	01-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
76	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	02-Aug-18		Every Month 1st Thursday	M			√				√	√	√	√						√	√	√	√	√	√	√		√	√	√		√	
77	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	02-Aug-18		Once in a Year	M													√	√										√	√	√			
78	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	02-Aug-18		Once in a 15 days	M																													
79	237		CESA -Unity Workshop	√	Committee	July- Oct	02-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
80	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	03-Aug-18		Every Friday							√				√							√				√			√	√	√			3
81	254		R&D ACTIVITY- Talk on citation of your own publication Workshop. By -Dr. Sanjay Singh Thakur	√	Committee	July- Oct	03-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
82	254		R&D ACTIVITY-Lecture on special topic by a resource persons from CDAC- Mumbai By Padmaja Joshi	√	Committee	July- Oct	03-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
83	177		E1 Meeting with CR's		Meeting/CAO	Sept	06-Aug-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
84	246		ITSA- CALCULATOR WORKSHOP	√	Committee	July- Oct	06-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
85	123		Pre-admission process for FE,DSE on Mumbai Digital University	√	Registrar	July/Aug	07-Aug-18		July/Aug																														
86	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	08-Aug-18		Once in a Year	M													√	√										√	√	√			
87	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	08-Aug-18		Once in a 15 days	M																													
88	236		CAREER GUIDANCE CELL-Workshop on preparation of GRE, TOFEL and CAT examination (T.E. and B.E.	√	Committee	July- Oct	08-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
89	238		CSI-Membership Drive	√	Committee	July- Oct	08-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
90	194		National Postal Day (Hobby Committee) (9th Oct)		Special Event	Oct	09-Aug-18		Once in a Year							√				√							√												
91	242		FYPQA- REPORT OF REVIEW 1	√	Committee	July- Oct	09-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
92	243		HCC- MANDALA ART	√	Committee	July- Oct	09-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
93	2		Result Declaration	√	Exam/ University	Jan/ Aug	10-Aug-18		R (T)	1			√	√	√	√	√	√	√	√						√	√	√							√		√		4
94	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	10-Aug-18		Every Friday							√				√							√				√			√	√	√			3
95	28		Student defaulter list –I	√	Departments/ HoD	Jan/July	10-Aug-18		T+4 week	1				√	√		√	√	√	√						√				√							√		
96	38		Meeting with Academically weak students(test result discussion)	√	Meeting/HOD	Feb/Aug	10-Aug-18		Once in a Semester																														
97	245		IEEE- HANDOVER CEREMONY	√	Committee	July- Oct	10-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
98	234		BMESI- Activity 1	√	Committee	July- Oct	11-Aug-18						√	√	√	√	√	√	√	√			√			√	√												

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99	161		International Youth Day (Hobby Committee) (12 August)		Special Event	Aug	12-Aug-18		Once in a Year							√			√							√													
100	191		D2 Meeting with faculty		Department/ HOD	Oct	13-Aug-18							√	√		√	√	√						√														
101	214		D1 Meeting with faculty		Department/ HOD	Jan/Feb/March/July/Aug	13-Aug-18		Once in a week/15days					√	√		√	√	√						√														
102	231		ACM- WORKSHOP ON CLOUD COMPUTING	√	Committee	July- Oct	13-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
103	111		IA Term Test	√	Exam	July	14-Aug-18		T + from 3rd week every					√	√		√	√	√						√	√					√								
104	135		Department to give action plan for result improvement (For SE, TE)	√	Departments/ Acad	Aug	15-Aug-18		R+5D	2				√	√		√	√	√					√		√	√					√						
105	162		Independence Day (VDT)		Special Event	Aug	15-Aug-18	Aug 15	Once in a Year											√							√												
106	111		IA Term Test	√	Exam	July	16-Aug-18		T + from 3rd week every					√	√		√	√	√						√	√					√								
107	213		USSC: Submission of Interview Report to UoM		Statuatory Bodies/ USSC	After 1 yr of 3 Page	16-Aug-18	16-Aug-18	Within 15days of Interview	1			√								√	√																
108	237		CESA-Quizophile 2	√	Committee	July- Oct	16-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
109	238		CSI-Quizophile-1	√	Committee	July- Oct	16-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
110	163		Parsi New Year		Holiday	Aug	17-Aug-18	Aug 17	Once in a Year																														
111	111		IA Term Test	√	Exam	July	18-Aug-18		T + from 3rd week every					√	√		√	√	√						√	√					√								
112	125		Exam Fees Collection	√	Accounts	July, Aug,Jan,Feb	18-Aug-18		Twice in a Year				√	√	√		√	√	√	√			√		√	√	√	√	√					√	√	√				
113	146		Send GATE Stipend application to AICTE		Statuatory Bodies/ AICTE	August	18-Aug-18		Aug week 3	Y													√																
114	239		ECELL- VALIDATION OF BUISNESS IDEAS WITH HELP OF EXTERNAL VENTURE CAPATILIST	√	Committee	July- Oct	18-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
115	39		Publish Vector	√	Publication	Jan, April,July,Oc	20-Aug-18		Once in a 3 months.				√			√	√			√							√												3
116	62		Book/ Magazine/ ejournal Display	√	Library	Feb/Aug	20-Aug-18		Once a semester					√	√		√	√	√	√					√	√									√				
117	177		E1 Meeting with CR's		Meeting/CAO	Sept	20-Aug-18		T+4w, 8w (Twise in a	M			√				√					√		√		√									√				
118	247		LIBRARY COMMITTEE- Hard Copy Journal Display	√	Committee	July- Oct	20-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
119	147		Upload Admission Details to PNS website within 2 weeks of cutoff	√	Statutory Bodies/Enroll	Aug/Sept	21-Aug-18		Cutoff-2week	1			√									√																
120	199		Bakri Id		Holiday	Aug	22-Aug-18	22-Aug-18	Once in a Year																														
121	238		CSI-4 Years through College	√	Committee	July- Oct	23-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
122	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	24-Aug-18		Every Friday							√				√							√					√			√	√	√		3
123	34		Book review by faculty	√	HOD	Jan,Feb,Mar, July, Aug,	24-Aug-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√						
124	35		Tech review	√	HOD	Jan,Feb,Mar, July, Aug,	24-Aug-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√						
125	36		Paper review	√	HOD	Jan,Feb,Mar, July, Aug,	24-Aug-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√						
126	247		LIBRARY COMMITTEE- "How to contribute to Wikipedia- Dr. Saurabh Mehta"	√	Committee	July- Oct	24-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
127	235		BMSA- ACTIVITY 1	√	Committee	July- Oct	25-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
128	249		MMS PROFESSIONAL BODY- Events with CII	√	Committee	July- Oct	25-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
129	177		E1 Meeting with CR's		Meeting/CAO	Sept	27-Aug-18		T+4w, 8w (Twise in a	M			√				√					√		√			√									√				
130	191		D2 Meeting with faculty		Department/ HOD	Oct	27-Aug-18							√	√		√	√	√						√														
131	214		D1 Meeting with faculty		Department/ HOD	Jan/Feb/March/July/Aug	27-Aug-18		Once in a week/15days					√	√		√	√	√						√														
132	31		Prize distribution to subject toppers	√	Departments/ HoD	Feb/Mar,Aug/Sept	28-Aug-18		R+3D					√	√		√			√				√			√	√	√		√	√	√		√				
133	34		Book review by faculty	√	HOD	Jan,Feb,Mar, July, Aug,	28-Aug-18		Every Monday alternately	M				√	√		√	√	√					√	√							√	√						
134	35		Tech review	√	HOD	Jan,Feb,Mar, July, Aug,	28-Aug-18		Every Monday alternately	M				√	√		√	√	√					√	√							√	√						

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board	VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
135	36		Paper review	√	HOD	Jan,Feb,Mar, July, Aug,	28-Aug-18		Every Monday alternately	M				√	√		√	√	√						√	√						√	√								
136	250		PIC-Departmentwise Topper certificate distribution ceremony	√	Committee	July- Oct	28-Aug-18						√	√	√	√	√	√	√	√			√			√	√														
137	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	29-Aug-18		Once in a Year	M													√	√											√	√	√			
138	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	29-Aug-18		Once in a 15 days	M																														
139	145		Payment of Affiliation fees to University	√	Applications & Approvals	Aug	29-Aug-18		31 Aug	Y			√									√	√									√						√	
140	148		Merit List Approval Schedule Submission joint in DTE in 15 days of Cutoff	√	Statutory Bodies/Enroll	Aug/Sept	30-Aug-18		Before 15 Dec	1			√									√																	
141	29		Faculty Feedback-I	√	HR	Feb/ August	31-Aug-18		T +4 week	2			√			√	√	√	√	√	√					√									√				
142	30		Book Exhibition	√	Library	Feb/ August	31-Aug-18		T +4 week	1			√	√	√		√	√	√						√	√													
143	33		Filling Regular Student Examination Form	√	Exam	Feb/Mar/Aug,Sept	31-Aug-18							√	√		√			√				√								√							
144	47		Departments' Advisory Board Meeting	√	Department/ HOD	Feb/Aug	31-Aug-18		Once in a Semester																															
145	54		Book donation week	√	Library	March/Aug	31-Aug-18		Once in a Year					√	√		√	√	√	√					√	√									√	√	√			
146	127		Income Tax Employee Declaration		Accounts	July,Aug	31-Aug-18		Once in aYear				√										√																
147	131		Book display for new semester	√	Library	Feb/Aug	31-Aug-18		T+1	2				√	√		√	√	√	√						√													
148	134		Collection of Admission Fees		Accounts	Aug	31-Aug-18		Once in a Semester																														
149	136		Preparation of list of candidates eligible for Examination	√	Exam	Aug	31-Aug-18		R+2	2			√	√	√								√																
150	137		Preparation of list of candidates eligible for Admission	√	Exam	Aug	31-Aug-18			2			√	√	√								√																
151	138		Filling and submitting Sem KT Examination forms to University.	√	Exam/ University	Aug	31-Aug-18		R +15	2				√	√		√							√															
152	139		Book Bank Distribution (Toppers and Samaj Kalyan)	√	Library	Aug	31-Aug-18		R+2D	1				√	√		√								√														
153	140		University Affiliation, Continuation & Extension	√	Registrar	Aug	31-Aug-18		Every year (31st Aug)	1			√									√																
154	150		Admission respective to CAP FE,SE,MMS,ME	√	Registrar/	Aug/ Sept	31-Aug-18		31-08 Every year																														
155	151		University Affiliation Report Submission (UG & PG)	√	Applications &	Aug	31-Aug-18		31 Aug	1			√									√																
156	152		University share for UG	√	Applications & Approvals	Aug	31-Aug-18		30th Aug				√									√									√								
157	153		Submission of website report	√	Committee/	Aug	31-Aug-18			Bim						√	√										√											
158	157		Mentee Review meeting		HR	Aug	31-Aug-18		J+2 Week	1																												
159	158		Mentor process Closure and Feedback meeting		HR	Aug	31-Aug-18		J+4 Week	1							√	√	√		√				√	√					√						√	
160	159		Meeting of Mentor,Mentee, COO,Principal		HR/ Mentoring	Aug	31-Aug-18			1																													
161	166		IA KT Time table (Week 5)			Feb/Aug	31-Aug-18		Once a semester																														
162	208		Submission of forms to Samaj Kalyan		Scholarship	Dec	31-Aug-18			Y			√	√	√		√						√																
163	233		ANTI RAGGING COMITEE- DISCIPLINE AND COUNSELLING ROUND	√	Committee	July- Oct	31-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
164	246		ITSA- INDUSTRIAL VISIT	√	Committee	July- Oct	31-Aug-18						√	√	√	√	√	√	√	√			√			√	√												
165	128		E5 Meeting with OHU		Meeting/CAO	July	01-Sep-18		Once in a Year	M			√				√			√				√															
166	251		STAFF DEVELOPMENT COMMITTEE ACTIVITIES	√	Committee	July- Oct	01-Sep-14						√	√	√	√	√	√	√	√			√			√	√												
167	234		BMESI- Activity 2	√	Committee	July- Oct	01-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
168	252		STUDNET COUNCIL- Millenials(FP)	√	Committee	July- Oct	01-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
169	177		E1 Meeting with CR's		Meeting/CAO	Sept	03-Sep-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
170	231		ACM- Ethical Hacking and Cryptography Techniques	√	Committee	July- Oct	03-Sep-18						√	√	√	√	√	√	√	√			√			√	√												

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board	VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
171	242		FYPQA- DEPARTMENT REVIEW 2 (3RD SEPTEMBER- 12TH SEPTEMBER)	√	Committee	July- Oct	03-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
172	169		Enrollment of UG,PG for admission to University based on Regularity & Eligibility-MS/OMS	√	Statutory Bodies/ MU	Sept	04-Sep-18		30-09 Every Year	1			√									√																	
173	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	05-Sep-18		Once in a Year	M													√	√											√	√	√			
174	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	05-Sep-18		Once in a 15 days	M																														
175	236		CAREER GUIDANCE CELL-Workshop on Letter of Recommendation(LOR)/Statement OF	√	Committee	July- Oct	05-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
176	252		STUDNET COUNCIL- V Emperor's Leg 1	√	Committee	July- Oct	05-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
177	254		R& D ACTIVITY- Education Tech Use of ICT in education- Dr. Mehta and Prof. Vibha Wali	√	Committee	July- Oct	05-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
178	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	06-Sep-18		Every Month 1st Thursday	M			√				√	√	√	√						√	√	√	√	√	√	√			√	√	√		√	
179	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	06-Sep-18		Once in a Year	M													√	√											√	√	√			
180	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	06-Sep-18		Once in a 15 days	M																														
181	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	07-Sep-18		Every Friday							√				√							√					√			√	√	√			3
182	238		CSI-Inside Smart Phone	√	Committee	July- Oct	07-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
183	240		EESA- TECHNICAL SEMINAR	√	Committee	July- Oct	07-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
184	241		ETSA- WORKSOP ON ANTENNA DESIG USING HFSS CAD TOOLS	√	Committee	July- Oct	07-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
185	237		CESA-Chatbox Workshop	√	Committee	July- Oct	08-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
186	252		STUDNET COUNCIL- Teacher's Day	√	Committee	July- Oct	08-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
187	232		ALUMINA COMMITTEE-Alumni App Registration(9TH JULY TO 13TH JULY)	√	Committee	July- Oct	09-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
188	171		Graduation Students : Formated CV and Linkedin Profile	√	Placement	Sept	10-Sep-18		Once a year	1/yr																														
189	177		E1 Meeting with CR's		Meeting/CAO	Sept	10-Sep-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
190	191		D2 Meeting with faculty		Department/HOD	Oct	10-Sep-18							√	√		√	√	√							√													
191	214		D1 Meeting with faculty		Department/HOD	Jan/Feb/March/July/Aug	10-Sep-18		Once in a week/15days					√	√		√	√	√							√													
192	247		LIBRARY COMMITTEE- How to Contribute to Wiki	√	Committee	July- Oct	10-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
193	34		Book review by faculty	√	HOD	Jan,Feb,Mar, July, Aug,	11-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
194	35		Tech review	√	HOD	Jan,Feb,Mar, July, Aug,	11-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
195	36		Paper review	√	HOD	Jan,Feb,Mar, July, Aug,	11-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√					√	√							
196	252		STUDNET COUNCIL-Intra Debates(Elims) (11 th september-22 September)	√	Committee	July- Oct	11-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
197	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	12-Sep-18		Once in a Year	M													√	√											√	√	√			
198	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	12-Sep-18		Once in a 15 days	M																														
199	141		Exam Cell Result Analysis Meeting	√	Exam	Aug	12-Sep-18			2			√	√	√		√	√	√					√		√		√	√						√	√	√			
200	248		MMS STUDENT ASSOCIATION- Guest Lecture	√	Committee	July- Oct	12-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
201	164		Ganesh Chaturthi		Holiday	Aug	13-Sep-18	Sept 13	Once in a Year																														
202	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	14-Sep-18		Every Friday							√				√							√					√			√	√	√			3
203	235		BMSA- ACTIVITY 2	√	Committee	July- Oct	15-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
204	252		STUDNET COUNCIL- Node JS Workshop (16th September- 17th September)	√	Committee	July- Oct	16-Sep-18						√	√	√	√	√	√	√	√			√			√	√													
205	177		E1 Meeting with CR's		Meeting/CAO	Sept	17-Sep-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
206	239		ECELL- PRESENTATION OF 1ST PREVIEW OF BUISNESS IDEA TO PANEL OF EXPERTS	√	Committee	July- Oct	17-Sep-18						√	√	√	√	√	√	√	√			√			√	√													

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207	237		CESA- Gadget Guru	√	Committee	July- Oct	18-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
208	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	19-Sep-18		Once in a Year	M													√	√										√	√	√			
209	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	19-Sep-18		Once in a 15 days	M																													
210	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	21-Sep-18		Every Friday							√				√							√				√			√	√	√			3
211	39		Publish Vector	√	Publication	Jan, April,July,Oc	21-Sep-18		Once in a 3 months,				√			√	√			√							√												3
212	52		Faculty Feedback-II	√	HR	Mar,September	21-Sep-18		T+ 8 week	2						√	√			√	√																	
213	242		FYPQA- REPORT OF REVIEW 2	√	Committee	July- Oct	21-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
214	252		STUDNET COUNCIL-Intra Debates(Finals)	√	Committee	July- Oct	21-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
215	252		STUDNET COUNCIL-Self Defence	√	Committee	July- Oct	21-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
216	238		CSI-CyberFrat	√	Committee	July- Oct	22-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
217	177		E1 Meeting with CR's		Meeting/CAO	Sept	24-Sep-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
218	191		D2 Meeting with faculty		Department/HOD	Oct	24-Sep-18							√	√		√	√	√							√												
219	214		D1 Meeting with faculty		Department/HOD	Jan/Feb/March/July/Aug	24-Sep-18		Once in a week/15days					√	√		√	√	√							√												
220	34		Book review by faculty	√	HOD	Jan,Feb,Mar, July, Aug,	25-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√				√	√							
221	35		Tech review	√	HOD	Jan,Feb,Mar, July, Aug,	25-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√				√	√							
222	36		Paper review	√	HOD	Jan,Feb,Mar, July, Aug,	25-Sep-18		Every Monday alternately	M				√	√		√	√	√						√	√				√	√							
223	240		EESA- Workshop on Report Writing	√	Committee	July- Oct	25-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
224	252		STUDNET COUNCIL-Fresher's Week (24 Th September-28Th September)	√	Committee	July- Oct	25-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
225	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	26-Sep-18		Once in a Year	M													√	√										√	√	√			
226	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	26-Sep-18		Once in a 15 days	M																													
227	237		CESA- Linux Server Seminar	√	Committee	July- Oct	27-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
228	245		IEEE- Technical Seminar	√	Committee	July- Oct	27-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
229	27		Friday Pathshala	√	Committee/SA	Feb,March, Aug, Sept	28-Sep-18		Every Friday							√				√							√				√			√	√	√			3
230	32		Exam form filling After declaration of result	√	Exam	Feb, August	28-Sep-18		R + 1	1				√	√		√	√	√	√				√		√			√									
231	51		Student defaulter list-II	√	Departments/HoD	Mar,September	28-Sep-18		T+8 week	1				√	√		√	√	√	√						√				√	√	√		√				
232	173		University share for PG: ME , MMS		Applications &	Sept	28-Sep-18		September week 4	Y			√										√														√	
233	174		Filling Regular Student Examination Form (College Exam)		Exam	March-April/Sept-Oct	28-Sep-18							√	√		√			√				√							√							
234	238		CSI-Python	√	Committee	July- Oct	29-Sep-18						√	√	√	√	√	√	√	√			√			√	√												
235	81		GATE stipend utilization report from ME students, send to AICTE (Monthly)	√	Statutory Bodies/ AICTE	Sept	30-Sep-18	__	once a year	Y			√	√	√		√				√																	
236	168		Submit Merit List (approved from Jt. DTE) to HO DTE, PNS, University	√	Statutory Bodies/Enroll	Oct	01-Oct-18		September every year				√									√																
237	177		E1 Meeting with CR's		Meeting/CAO	Sept	01-Oct-18		T+4w, 8w (Twise in a	M			√				√					√		√			√								√				
238	248		MMS STUDENT ASSOCIATION-Industrial Visit	√	Committee	July- Oct	01-Oct-18						√	√	√	√	√	√	√	√			√			√	√												
239	197		Mahatma Gandhi Jayanti		Holiday	Oct	02-Oct-18	02-Oct-18	Once in a Year																														
240	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	03-Oct-18		Once in a Year	M													√	√										√	√	√			
241	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	03-Oct-18		Once in a 15 days	M																													
242	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	04-Oct-18		Every Month 1st Thursday	M			√				√	√	√	√						√	√	√	√	√	√	√		√	√	√		√	

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board	VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
243	252		STUDNET COUNCIL-Dandiya Night	√	Committee	July- Oct	04-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
244	238		CSI-Auto Automation	√	Committee	July- Oct	05-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
245	252		STUDNET COUNCIL-Video Ediitng Seminar	√	Committee	July- Oct	06-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
246	177		E1 Meeting with CR's		Meeting/CAO	Sept	08-Oct-18		T+4w, 8w (Twise in a	M			√				√					√		√			√							√					
247	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	10-Oct-18		Once in a Year	M													√	√										√	√	√			
248	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	10-Oct-18		Once in a 15 days	M																													
249	246		ITSA- GADGET GURU	√	Committee	July- Oct	10-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
250	186		Lab Incharge & Lab Staff to submit report of Stock, Utilization Report		Departments/ LDC	Oct	12-Oct-18		TE	2				√	√		√	√	√							√	√					√				√		√	
251	187		Term End		Departmnents/ Acad	Oct	12-Oct-18		TE	2				√	√		√	√	√	√						√													
252	241		ETSA- WORKSHOP ON CREATING VIDEO TUTORIALS AND PRESENTATION USING CAMTASIA	√	Committee	July- Oct	12-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
253	252		STUDNET COUNCIL-MMS FP	√	Committee	July- Oct	13-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
254	177		E1 Meeting with CR's		Meeting/CAO	Sept	15-Oct-18		T+4w, 8w (Twise in a	M			√				√					√		√			√							√					
255	252		STUDNET COUNCIL-Ignite	√	Committee	July- Oct	16-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
256	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	17-Oct-18		Once in a Year	M													√	√										√	√	√			
257	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	17-Oct-18		Once in a 15 days	M																													
258	198		Dussehra		Holiday	Oct	18-Oct-18	18-Oct-18	Once in a Year																														
259	1		Publish Newsletter		Publication	Jan, April,July,Oc	19-Oct-18		Once in a 3 months.				√			√	√			√						√	√												3
260	195		World Statistic Day(Mgt Dept.) (Oct 20)		Special Event	Oct	20-Oct-18		Once in a Year					√	√	√	√			√							√												
261	196		World Day for Audio-Visual Heritage (Electronics Dept.) (27th Oct)		Special Event	Oct	20-Oct-18		Once in a Year					√	√	√	√			√							√												
262	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	24-Oct-18		Once in a Year	M													√	√										√	√	√			
263	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	24-Oct-18		Once in a 15 days	M																													
264	242		FYPQA- CONSOLIDATED REPORT OF INTERNSHIP, REVIEW1, REVIEW 2, WEEKLY REPORTING	√	Committee	July- Oct	26-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
265	249		MMS PROFESSIONAL BODY- Events with CII	√	Committee	July- Oct	27-Oct-18						√	√	√	√	√	√	√	√			√			√	√													
266	90		SSS/FRA Report submission	√	Statuatory Bodies	June/Oct	31-Oct-18		T+ 2 week	1			√									√	√																
267	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	31-Oct-18		Once in a Year	M													√	√										√	√	√			
268	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	31-Oct-18		Once in a 15 days	M																													
269	190		Lab Incharges to Submit Equipment utilization to Department		Department/ LDC	Oct/ April	31-Oct-18		TE+1					√	√		√	√	√							√	√												
270	192		Preparation of Budget for Exam		Exam	Oct	31-Oct-18		TE-1 week	2			√	√	√					√			√	√							√			√	√	√			
271	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	01-Nov-18		Every Month 1st Thursday	M			√				√	√	√	√						√	√	√	√	√	√	√	√	√	√			√	
272	175		Library Timings to be Extended for Exam preparation		Library	Sept/Oct	01-Nov-18		TE-4 week	2				√	√					√			√		√													
273	248		MMS STUDENT ASSOCIATION- Literary Event for staff	√	Committee	July- Oct	05-Nov-18						√	√	√	√	√	√	√	√			√			√	√													
274	200		Diwali Amavsaya Laxmi Pujan		Holiday	Oct	07-Nov-18	07-Nov-18	Once in a Year																														
275	201		Diwali-Balipratipada		Holiday	Oct	08-Nov-18	08-Nov-18	Once in a Year																														
276	193		Department to finalize vacation plan		Departments/ HoD	Oct	09-Nov-18		TE-2 week	2				√	√		√	√	√		√					√	√				√	√	√		√				
277	76		Conduction of University Exam	√	Exam	May/November	12-Nov-18		E				√	√	√		√	√	√					√		√	√				√			√	√	√			
278	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	14-Nov-18		Once in a Year	M													√	√										√	√	√			

Serial No.	Reference from master	Logo	Activity	Sub-Committee	Function	Tentative Month	Schedule Date	Conducted Date	Tentative	Frequency	Responsibility	Director	Principal	CEO	CAO	COO	HOD	Faculty	Non Teaching	Students	HR	Registrar	Accounts	Exam	Library	Security	Committee	vit. edu. In	VIT Facebook	Circular	e-mail	Staff Login	Notice Board	VLive	Notice Board	LCD	DSN/ Vshow	External	Quality Index
279	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	14-Nov-18		Once in a 15 days	M																														
280	66		Mahila Takrar Nivaran Samiti/ICC	√	Statutory Bodies/ MU	June/ Nov	16-Nov-18		Once a semester	2			√			√																								
281	83		Vrefer Updates	√	Publication	May, Nov	16-Nov-18		Once in a Semester	1/yr																														
282	75		CAP	√	Exam/ University	May/June,Nov/Dec	19-Nov-18		E start + 1 week																														
283	20		Eid-E-Milad		Holiday	Nov	21-Nov-18	21-Nov-18	Once in a Year																														
284	206		Gurunanak Jayanti		Holiday	Nov	23-Nov-18	23-Nov-18	Once in a Year																														
285	71		Academic Review			May/Nov	26-Nov-18		Twice in a Year																														
286	89		Governing Body meeting	√	Statutory Bodies/ MU	June/ Nov	26-Nov-18		T + 2 week	1			√	√	√	√					√										√	√		√	√	√			
287	167		Governing Body Meeting	√	Statutory Bodies/ MU	June/Nov	26-Nov-18		3rd Sat. of June,Nov	2			√	√	√	√	√				√																		
288	227		IQAC Meeting		Satutory Body	June/Nov	26-Nov-18		Once a semester				√	√	√	√	√																						
289	258		Prelims(Higher semester)		Principal/HOD	Oct-Nov/April-	26-Nov-18			2			√	√	√	√	√	√		√																		
290	228		Anti -Ragging Committee		Satutory Body	June/Nov	27-Nov-18		Once a semester									√	√	√						√												
291	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	28-Nov-18		Once in a Year	M													√	√											√	√	√		
292	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	28-Nov-18		Once in a 15 days	M																													
293	229		SC/ST		Satutory Body	June/Nov	28-Nov-18		Once a semester				√	√	√	√	√																						
294	19		Department to submit AICTE \Other proposal		Departments / LDC	Nov	30-Nov-18		Once in a Year					√	√		√																						3
295	99		LMC/CDC meeting	√	Statutory Bodies/ MU	July,Nov	30-Nov-18		T + 2 week	2			√	√	√	√						√									√	√		√	√	√			
296	172		Subject Finalization & Time table for next Term		Departments/ HoD	June/Nov	30-Nov-18		TE-4 week	2				√	√		√	√	√					√	√	√	√	√						√	√	√			
297	203		Submission of Proposal for Equipment Purchase		Departments/ LDC	Nov	30-Nov-18		30th Nov / 30 Aprl	2				√	√		√	√	√							√	√											
298	230		Greviance Readdresal Committee		Satutory Body	June/Nov	30-Nov-18		Once a semester				√	√	√	√	√																						
299	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/Dec	05-Dec-18		Once in a Year	M													√	√											√	√	√		
300	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/Dec	05-Dec-18		Once in a 15 days	M																													
301	116		C1 Meeting with VCD+MT along with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/Dec	06-Dec-18		Every Month 1st Thursday	M			√				√	√	√	√					√	√	√	√	√	√	√	√	√	√	√	√		√	
302	72		Finance Committee Meeting		Statutory Body	June/Dec	12-Dec-18		Before 15 Dec / Before 15 May	1/2			√									√	√															
303	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	12-Dec-18		Once in a Year	M													√	√											√	√	√		
304	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	12-Dec-18		Once in a 15 days	M																													
305	73		Purchase Committee Meeting		Statutory Bodies/ MU	June/Dec	13-Dec-18		Before 15 Dec / Before 15	1/2			√	√	√		√										√			√	√							
306	74		Building Committee Meeting		Statutory Bodies/ MU	June/Dec	14-Dec-18		Before 15 Dec / Before 15	1/2			√			√						√			√													
307	207		Start Purchase process		Departments/ LDC	Dec	16-Dec-18		16th Dec/ 18th May	2							√	√	√						√	√			√	√						√		
308	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	19-Dec-18		Once in a Year	M													√	√											√	√	√		
309	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	19-Dec-18		Once in a 15 days	M																													
310	210		Christmas	√	Holiday	Dec	25-Dec-18	25-Dec-18	Once in a Year																														

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311	117		C3 Meeting with HOD & FE Incharge		Meeting/CAO	July/Aug/Sept/Oct/Nov/	26-Dec-18		Once in a Year	M														√	√										√	√	√				
312	118		C2 Meeting with CXO		Meeting/Principal	July/Aug/Sept/Oct/Nov/	26-Dec-18		Once in a 15 days	M																															
313	91		Exam Unfair means committee meeting & report		Exam	June/Dec	28-Dec-18		Exam last day + 2 day	1				√	√		√	√	√	√				√		√				√	√			√		√				
314	92		Annual Report (VIT)		Publication	June /Dec	28-Dec-18		End of June /Dec	1			√			√	√																							
315	93		Annual Report (By Dept.)		Publication	June /Dec	28-Dec-18		End of June /Dec	1			√			√	√																							
316	101		Result verfication	√	Exam/ Results	June/ Dec	28-Dec-18			2			√	√	√		√							√							√			√	√	√				
317	21		Alumini Meet	√	Placement	Dec	29-Dec-18		Once a year	1/yr						√	√	√	√						√	√			√	√								√	3
318	212		USSC: 7 Page approval		Statuatory Bodies/ USSC	After 1 yr of 3 Page	29-Dec-18	29-Dec-18	December	1			√								√	√																	
319	232		ALUMINA COMITEE- Elite Winter Alumni Meet 2018	√	Committee	July- Oct	29-Dec-18						√	√	√	√	√	√	√	√			√			√	√												
320	259		Prelims(FE)		Principal/HOD	Oct-Nov/April-	12, 14, 16 Nov			2			√	√	√	√	√	√		√																			
321	257		Crash Courses (Higher semester)		Principal/HOD	April/Oct	19th Nov-23rd Nov		TE-2	2			√	√	√	√	√	√		√																			
322	255		Vaccation/Progression batches		Principal/HOD	July /Jan	25th June-6th July		T-1	2			√	√	√	√	√	√		√																			
323	256		Crash Courses (Higher semester)		Principal/HOD	April/Oct	5th Nov-9th Nov		TE-2	2			√	√	√	√	√	√		√																			
324	176		Issue of Assessment letter to faculty		HR	Sept	after review		T+10 week	2						√					√																	
325	42		Committee Activities	√	Committee	Feb,March,July,Aug,Sep,	As per Semester	As per Semester	Feb,March								√			√							√	√							√	√	√		
326	53		Guest Lecture (Organized by dept)	√	Departments/ Faculty	Mar	As per Semester	As per Semester	As per schedule by					√	√		√	√	√	√					√	√				√		√	√	√	√				
327	112		STTP	√	Departments/ HoD	July	ETRX-2JULY - 7JULY	ETRX-2JULY - 7JULY	July 1st week / Jan 1st Week	1			√				√	√	√		√					√	√				√	√						
328	115		Meeting with Toppers		Meeting/CAO	July/Aug	NA		Once in a Semester																													
329	132		Seating arrangements Review		Departments/ FM	July	NA		T-1 week	2			√	√	√	√	√	√	√	√						√												
330	170		USSC: Publish SSC Ad	√	Statuatory Bodies/ USSC	September	NA		September	1			√								√	√																
331	189		Recovery of Money from Aurangabad		Applications & Approvals	NA	NA		NA	Y			√									√	√														
332	211		USSC: 3 Page approval		Statuatoy Bodies/ USSC	After 6m of interview	NA		November	1			√									√									√	√	√		√			
333	188		Final Outstanding Fees for Passing out students		Accounts	Oct,April	12-Oct-18		Twice in a Year					√	√			√	√	√			√			√				√	√	√	√	√			
334	260		NIRF		Principal/HOD	Oct	31-Oct-18																															
335	3		Project Synopsis submission to University	√	Exam/ University	Dec			December week 2	1			√	√	√		√							√							√							2
336	129		Display Meeting hours (All Functions)			July			T-1W	2				√	√	√	√	√	√							√												
337	142		Meeting with Academic coordinators(to track on low attendance, result progress	√	Meeting/CAO	Aug			Once in a Semester																													
338	143		Meeting with Parents (defaulters)	√	Meeting/CAO	Aug			Once in a Semester				√			√	√	√	√	√						√	√											
339	144		E3 Meeting with Low Scorers		Meeting/CAO	Aug			Once in a Semester				√				√	√	√		√	√	√	√	√	√	√				√			√	√	√			
340	149		Library	√	Statuatory Bodies/ USSC	August			August	1			√								√	√																
341	202		Graduating students: Formated CV and Linkedin profile		Placement	Oct				1/yr						√		√	√						√	√				√	√							
342	204		Mahila Development Committee/ICC		Statutory Bodies/ MU	Nov				2			√			√																						