VIT Vidyalankar Institute of Technology

Academic/Activity Calendar Even Semester (2017-18)

Sr. No.	Sr No. as per Master	Month 2017-18	Date 2017-18	Day	Logo	Activity	Compliance	Function	Activity Completed	Director	Principal	CEO	CAO	COO	HOD	Faculty/ Students	HR	Registrar	Accounts	Exam	Library	Security	Placement	Committee	Scholarship
1	1	Jan	1	Mon		Publish Vibes, Department Newsletters	√	Publication	√		√					√								√	
2		Jan	1	Mon		D1/D2 Meeting	√	Department/HOD	√																
3		Jan	2	Tue		Newsletter Publishishing(Volume IX Issue-2)	√	Publication	√																
4	24	Jan	2	Tue		Time Table	√	Departments/ HoD	√				√		√	√									
5		Jan	3	Wed		C2 Meeting		Meeting/Principal																	
6		Jan	3	Wed		IETE-Glimpse of Electromagnetics & Microwave using RF CAD tool					√					√			Corporate communicat						
7		Jan	4	Thu		Induction of Sem II		Departmnents/ Acad																	
8	18	Jan	4-10	Thu		Academic Preview	√	CAO/HOD	√																
9		Jan	4	Thu		C1 Meeting	√	Meeting/Principal	√																
10	9	Jan	5	Fri		Semester Start - Faculty Meet	√	P+CAO+COO	√		√		√		√	√									
11		Jan	5	Fri		Academic Administration Plan Upload / MMS Induction of Sem II / Sem IV project title submission Faculty Preview							√		√	√									
12		Jan	5	Fri		Exam Unfair means committee meeting & report	√	Exam	√				√		√	√	√			√					
13		Jan	5	Fri		Sem IV project title submission Faculty Preview																			
14		Jan	6	Sat		Degree Distribution Ceremony (Date as per VIT Calendar)		Special Event																	
15		Jan	7	Sun																					
16	10	Jan	8	Mon		Conduction of Induction Programme in each class by HOD + Academic Coordinator		Departments/ HoD			√		√	√	√	√									
17		Jan	8	Mon		Induction (FE/SE/TE/BE)	√		√		√		√	√	√	√									
18		Jan	8	Mon		Term Start FE/SE/TE	√	Acad	√			√	√		√	√	√								
19	25	Jan	8	Mon		Departments Cluster Meeting		Departments/HOD					√		√	√									
20		Jan	8	Mon		Reviews / MMS R & D Activity(Book Review/ Tech Review/ Paper Review)/ SEM I Re exam / SEM IV	√	HOD	√				√		√	√					√				
21		Jan	8	Mon		Back up timetable (by dept. clerk after timetable is ready)		Departments/ HoD																	
22		Jan	8	Mon		SE,TE,BE EXTC induction program Venue: Auditorium, Mblock Timings: TBD (BE) TBD (TE) TBD (SE)	√		√																
23		Jan	8	Mon		V-Emperors Leg 2	√		√																
24	10	Jan	9	Tue		Conduction of Induction Programme in each class by HOD + Academic Coordinator BIOM SE		Departments/ HoD			√		√	√	√	√									
25		Jan	9	Tue		Guest Lecture 1 by Alumni for each department		Faculty															Alumni		
26	10	Jan	10	Wed		Conduction of Induction Programme in each class by HOD + Academic Coordinator BIOM TE		Faculty			√		√	√	√	√									
27		Jan	10	Wed		Alumni Association Meeting																	Alumni		
28	4	Jan	10	Wed		C10 Meeting with Registrar Team		Meeting/Principal			√							√	√						
29		Jan	10	Wed		C2 Meeting		Meeting/Principal																	
30	11	Jan	10	Wed		All Committees and Functions to publish their Activity Calendar		Publication			√		√	√											

31		Jan	10	Wed		MMS Admission Seminar: MBA as a career for VSIT																			
32		Jan	11	Thu		SENATE Meeting / MMS Admission Seminar for VIT																			
33	10	Jan	12	Fri		Conduction of Induction Programme in each class by HOD + Academic Coordinator BIOM BE	√	Departments/ HoD	√		√		√	√	√	√									
34	14	Jan	12	Fri		Submitting of SE & TE Results to the University for approval	√	Exam/ University	√				√												
35		Jan	12	Fri		Gaming(FP)		Committee/SA																	
36		Jan	13	Sat		IETE- RFID WORKSHOP																			
37		Jan	14	Sun		MMS Sem II:VAC 1: Service Sector Management																			
38		Jan	15	Mon		Visiibility Digital Campaign with Shiksha.com																			
39		Jan	15	Mon		Committee Activity		Committee																	
40		Jan	15	Mon		Online Value Added courses																			
41		Jan	15	Mon		NPTEL courses / Online courses																			
42		Jan	15	Mon		Look up Table																			
44		Jan	15	Mon		D1/D2 Paper Review/Book Review/Technical Talk (All Departments-individually)	√	Department/HOD	√																
45		Jan	16	Tue																					
46		Jan	17	Wed		C2 Meeting		Meeting/Principal																	
47		Jan	17	Wed																					
48		Jan	18	Thu		Mentoring Session 1																			
49		Jan	18	Thu		MMS Sem IV VAC1: Strategic Financial Management																			
50		Jan	19	Fri		Marketing Committee Activity / Activations with CET training / institutes Sem IV VAC1: Strategic Financial Management																			
51		Jan	19	Fri		WORKSHOP-TBD																			
52		Jan	19	Fri		IGNITE 2018		Library																	
53		Jan	19	Fri		Project Review																			
54		Jan	19	Fri		Stepping up towards Masters																			
55		Jan	19-20	Fri-Sat		TechFest 2018																			
56		Jan	20	Sat		Android App Development Competition-CSI																			
57		Jan	20	Sat		IETE- RFID WORKSHOP																			
58		Jan	21	Sun		MMS Sem II: VAC 2: Capital Markets																			
59		Jan	22	Mon		Monday Activity / Reviews																			
60		Jan	22	Mon		Reviews / MMS R& D Activity(Book Review/ Tech Review/ Paper Review)/ SEM IV Project Meeting		HOD																	
63		Jan	22	Mon		C7		Meeting/Principal																	
64		Jan	22-25	Mon-Thu		General awareness of career opportunities																			
65		Jan	23	Tue		E Summit																			
66		Jan	23	Tue		Quizophile Round 2																			
67		Jan	23	Tue		Entreprenurship Development Cell		En-Voyage																	
68		Jan	24	Wed		E Summit																			

69		Jan	24	Wed		C2 Meeting		Meeting/Principal																		
70		Jan	24	Wed		ReVERVEb	√		√																	
71		Jan	25	Thu		Technical Seminar																			ISTE	
72	3	Jan	25	Thu		Project Synopsis submission to University		Exam/ University			√	√			√					√						
73		Jan	25	Thu		Discipline and Counselling Round in FE Class																				
74		Jan	26	Fri		Republic Day		Holiday																		
75		Jan	27	Sat		SENATE Meeting		Meeting																		
76		Jan	27	Sat		MMS Student Council Activity: Sports Day																				
77		Jan	28	Sun		MMS Sem II: VAC 3: E-Commerce/M Commerce																				
78		Jan	29	Mon		Paper Review/Book Review/Technical Talk (All Departments-individually)																				
79		Jan	29	Mon		Departmental Week																				
80		Jan	29	Mon		Get Set IEEE																				
81		Jan	29	Mon		C10/C5		Meeting/Principal																		
82		Jan-Feb	29-02	Mon-Thu		Collection of parent's feedback (view) about career plan of their ward.																				
83	16	Jan	30	Tue		Get replies from just passed Alumni, their RO, parents		Placement																		
84	17	Jan	30	Tue		Induction Programme for New Joinees		HR																		
85		Jan	30	Tue		Guest Lecture for BE students (TNM)																				
86	19	Jan	30	Tue		Department to submit AICTE \Other proposal		Departments / LDC																		
87	7	Jan	30	Tue		Yearly Affiliation fee for UG & PG (Rs.30000 each)	√	Registrar/	√		√															
88	28	Jan	30	Tue		Student defaulter list –I		Departments/ HoD					√		√	√	√									
89	29	Jan	30	Tue		Faculty Feedback-I		HR				√		√	√	√	√	√								
90	30					Book Exhibition		Library																		
91	16	Jan	30	Tue		Get replies from just passed Alumni, their RO, parents		Placement																		
92	31	Jan	30	Tue		Prize distribution to subject toppers		Departments/ HoD					√		√		√			√				√		
93	41	Jan	30	Tue		Income Tax Proof		Accounts																		
94		Jan	30	Tue		Departmental Week																				
95		Jan	31	Wed		Departmental Week																				
96		Jan	31	Wed		Result Declaration		Exam/ University	Jan 31	√	√	√					√	√	√	√	√					
97		Jan	31	Wed		C2 Meeting		Meeting/Principal																		
98		Jan	31	Wed		Mr. Vaibhav Banjan (VAC - Taxation)																				
99		Feb	1	Thu		Departmental Week																				
100		Feb	1	Thu		MMS Publish First Defaulter List of SEM II & IV																				
101		Feb	1	Thu		C1 Meeting		Meeting/Principal																		
102		Feb	1	Thu		Seminar on Technical Paper Writing		ITSA																√		
103		Feb	1	Thu		Union Budget Discussion																				
104		Feb	2	Fri		Degree Distribution Ceremony		Special Event			√															
105	27	Feb	2	Fri		Friday Pathshala		Committee/SA						√		√										
106		Feb	2	Fri		Meeting with Academically weak students(test result discussion)		Meeting/HOD																		
107		Feb	2	Fri		Invited talk on " Digital Strategy and Process by Mr Swapnakant Samal, Head, Reliance Industries Ltd																				

108		Feb	2	Fri		Project Theme and Faculty Area Finalization for AY 2018-19																			
109		Feb	2	Fri		MMS Review																			
110		Feb	3	Sat		Tech Workshop																			
111		Feb	3	Sat		Knowledge Session on Digital Marketing-CSI																			
112		Feb	3	Sat		CII Event																			
113		Feb	3	Sat		IEEE-VIT IRIS																			
114		Feb	3	Sat		PCB Fabrication Workshop																			
115		Feb	3	Sat		Mock Placement																			
116		Feb	3	Sat		Workshop on Blockchain Technology																			
		Feb	3	Sat		Aptitude Test–1 & 2																			
117		Feb	3	Sat		Enbedded Systems Seminar																			
118		Feb	3	Sat		IETE- RFID WORKSHOP																			
119		Feb	4	Sun		Mr. Merzad Daruwalla (VAC- Sales Management)																			
120		Feb	4	Sun		MMS Sem II: VAC 4: Tax Aspects of Business																			
121		Feb	5	Mon		Defaulter list 1 with letter distributions																			
122		Feb	5	Mon		MMS D1 Meeting / SEM IV Project Meeting																			
123		Feb	5	Mon		Meeting with Lab Assistant																			
124		Feb	6	Tue		Marketing Committee Activity Activations with CET training institutes																			
		Feb	6-9	Tue-Fri		Mock Technical Session																			
125		Feb	7	Wed		MMS Guest Lecture on Entreprenurship																			
126		Feb	7	Wed		C2 Meeting		Meeting/Principal																	
127		Feb	7	Wed		Flashmob																			
128		Feb	7	Wed		Arduino Workshop/Seminar																			
129		Feb	8	Thu		SENATE Meeting																			
130	27	Feb	9	Fri		Friday Pathshala		Committee/SA						√		√									
131		Feb	9	Fri		Guest Lecture 1 by Alumni for each department																	Alumni		
132	68	Feb	9	Fri		Project Orientation for Sem VI																			
134		Feb	9	Fri		Traditional Day																			
135		Feb	10	Sat		Alumni Association Meeting																			
136	33	Feb	10	Sat		Filling Student Examination Form		Exam																	
137		Feb	10	Sat		Sportsmania																			
		Feb	10	Sat		Mock GD Session																			
		Feb	10	Sat		**Mock HR Session**																			
138		Feb	11	Sun		Mr. Sugam Chaubal(VAC - Retail Management)																			
139		Feb	11	Sun		MMS Sem II: VAC 5: Post Budget Discussion session																			
140		Feb	12	Mon		IETE- RADIO DAY CELEBRATION/Monday Activity						√		√	√	√									
141		Feb	12	Mon		Photograph all Teaching staff /Non Teaching Staff (D2)		HR																	
142		Feb	12	Mon		MMS R& D Activity(Book Review/ Tech Review/ Paper Review)/ Sem IV project meeting / Activity with CET Training Classes																			
143		Feb	12	Mon		Technical Reviews																			

144		Feb	12	Mon		Paper Review/Book Review/Technical Talk (All Departments-individually)																			
145		Feb	12	Mon		Discipline and Counselling Round in SE Class																			
146		Feb	12	Mon		Suit and Saree Day																			
147		Feb	13	Tue		Mahashivratri		Holiday																	
148		Feb	13	Tue		Activity with CET Training Classes																			
149		Feb	14	Wed		Student Council Activity : VERVE 2018: MMS FEST																			
150		Feb	14	Wed		C2 Meeting		Meeting/Principal																√	
151	47	Feb	14-15	Wed-		Departments' Advisory Board Meeting		Department/HOD						√	√	√	√								
152	48	Feb	14-15	Wed		Form submission of Photocopy, Verification & Revaluation		Exam																	
153		Feb	15	Thu		Student Council Activity : VERVE 2018: MMS FEST																			
154		Feb	15	Thu		Debugging Competition																			
155		Feb	15	Thu		Adzilla																			
156		Feb	15	Thu		Improftu																			
157		Feb	15	Thu		Presscon																			
158		Feb	14-16	Wed-Fri		Main Stage Stellar*																			
159		Feb	15	Thu		Code Decode (Coding competition)																			
160	8	Feb	15-17	Thu-Fri		Festival Week VERVE		Special Event						√	√	√	√								
161		Feb	15	Thu		1.Talk on Research proposals-Speaker: Dr. Varsha Turkar 2.Motivational lecture for PhD aspirants-Speaker: Prof. Dr. Meenakshi Arya																			
162	39	Feb	15	Thu		Vector		Committee/PB																	
163		Feb	15	Thu		LAN Gaming in Verve		ITSA																√	
164		Feb	15	Thu		Life Of A Mumbaikar*																			
165		Feb	15	Thu		IETE - VERVE EVENT																			
166		Feb	15-16	Thu-Fri		VIT MUN 2018*																			
167		Feb	15-17	Thu-Sat		Student Council Activity : VERVE 2018: MMS FEST																			
168		Feb	16	Fri		Mock Stock																			
169		Feb	16	Fri		Encephalon																			
170		Feb	16	Fri		IETE - VERVE EVENT																			
171	27	Feb	16	Fri		Friday Pathshala		Committee/SA						√		√									
172		Feb	16	Fri		LAN Gaming in Verve		ITSA																√	
173		Feb	16	Fri		Crypto Hunt																			
174		Feb	16	Fri		Treasure hunt																			
175		Feb	16	Fri		VERVE EVENTS ETSA																			
176		Feb	16	Fri		Visit to "Centre of Excellence" V.J.T.I, Mumbai. Organized by Staff Development Committee																			
177		Feb	17	Sat		LAN Gaming in Verve		ITSA																√	
178		Feb	17	Sat		CII Event																			
179		Feb	17	Sat		IETE - VERVE EVENT																			
180		Feb	18	Sun		MMS Sem II: VAC 6: AI, Cloud Computing, Business Matrics and Analytics																			
181		Feb	19	Mon		Chhatrapati Shivaji Maharaj Jayanti		Holiday																	
182		Feb	20	Tue		MMS Admission: Experiential Activity																			
183		Feb	20	Tue																					
184		Feb	21	Wed		Lecture by Eminent Parent for students																		Parent Inter	
185		Feb	21	Wed		MMS Faculty Feedback of SEM II & IV / Mentoring meeting 2																			

186		Feb	21	Wed		Talk by Research scholars																			
187	46	Feb	21	Wed		International Mother Language Day (Cultural Council)		Special Event					√		√	√						√			
188		Feb	21	Wed		C2 Meeting		Meeting/Principal																	
189		Feb	22	Thu		SENATE Meeting / MMS Sem IV VAC 2: Entrepreneural Finance																			
190		Feb	22	Thu		Hard Copy Journal																			
191		Feb	22	Thu		IA 1																			
192		Feb	22	Thu		Entrepreneurship Cell		Idea Presentation																	
193		Feb	22	Thu		SENATE Meeting																			
194		Feb	23	Fri		MMS Sem IV VAC 2: Entrepreneural Finance																			
195	27	Feb	23	Fri		Friday Pathshala		Committee/SA						√		√									
196		Feb	23	Fri		Success Stories of Alumni																	Alumni		
197		Feb	24	Sat		IA 1																			
198		Feb	25	Sun		MMS Sem II: AC 7: Banks/Insurance and NBFCs																			
199		Feb	26	Mon		Monday Activity																			
200		Feb	26	Mon		MMS R& D Activity(Book Review/ Tech Review/ Paper Review)/ Sem IV project meeting																			
201		Feb	26	Mon		Book Review/Tech Review/Paper Review		HOD																	
202		Feb	26	Mon		IA 1																			
203		Feb	26	Mon		IETE- OSCILLATION INTRODUCTORY FUNCTION (TENTATIVE, TO BE DETERMINED)																			
204		Feb	27	Tue		Seminar Activity with other undergraduate colleges																			
205		Feb	27	Tue		Marathi Bhasha Diwas																			
206		Feb	27	Tue		Technical Quiz First round																			
207	51	Feb	28	Wed		Student defaulter list-II		Departments/ HoD																	
208	52	Feb	28	Wed		Faculty Feedback-II		HR																	
209		Feb	28	Wed		C2 Meeting		Meeting/Principal																	
210	53	Feb	28	Wed		Guest Lecture (Organized by dept)		Faculty																	
211		Feb	28	Wed		Guest Lecture 2 by Alumni for each department																	Alumni		
212		Feb	28	Wed		Candle Making Worshop														HCC					
213		Feb	28	Wed		Project Group Formation for AY 2018-19																			
214		Feb	28	Wed		Invited talk on Innovation by Mr Mrinal Banerjee, Director, ESSEL, Propack																			
215		Mar	1	Thu		MMS Sem IV VAC 2: Entrepreneural Finance																			
216		Mar	2	Fri		Holi		Holiday																	
217		Mar	3	Sat		VIT MP 2018																			
218		Mar	3	Sat		Final round																			
		Mar	3	Sat		Mock HR Session																			
		Mar	3	Sat		Mock GD Session																			
219		Mar	4	Sun		Ms. Mamatha Adhikari, (VAC – Process Management)																			
220		Mar	4	Sun		MMS Sem II: VAC 8: Process Management																			

221		Mar	5	Mon		MMS D1 Meeting / SEM IV Project Meeting																			
222		Mar	5	Mon		Defaulter list 1 with letter distributions																			
223	54	Mar	5-9	Mon-Fri		Book Donation		Library					√		√	√	√				√				
224		Mar	6	Tue		MMS Publish Second Defaulter List of SEM II & IV																			
225		Mar	6	Tue		Gadget guru																			
		Mar	6-9	Tue-Fri		Improvement Mock Technical Session																			
226		Mar	7	Wed		C2 Meeting		Meeting/Principal																√	
227		Mar	8	Thu		The activity for this semester would be Celebration of International Womens Day																			
228		Mar	8	Thu		SENATE Meeting																			
229	57	Mar	8	Thu		International Women's Day		Special Event																	
230		Mar	8	Thu		Session on challenges, preparation and scholarships for higher education abroad																			
231		Mar	9	Fri		Public Speaking Workshop (FP)																			
232	27	Mar	9	Fri		Friday Pathshala		Committee/SA						√		√									
233		Mar	9	Fri		Project Review 4 (Selection for TantraVihar2018)																			
234		Mar	9	Fri		Seminar(By Dhiraj Mishra)																			
235		Mar	10	Sat		CII Event																			
236		Mar	10	Sat		Impulse 2018: seminar on "Enterprenurship opportunities in Bimedical engeereing and fun games.																			
		Mar	10	Sat		Improvement Mock GD Session																			
237		Mar	11	Sun		MMS Sem II: VAC 9: Cost and Management Accounting																			
238		Mar	12	Mon		MMS R & D Activity(Book Review/ Tech Review/ Paper Review)																			
239		Mar	12	Mon		Monday Activity																			
240		Mar	12	Mon		Paper Review/Book Review/Technical Talk (All Departments-individually)																			
241		Mar	13	Tue		Expert talk on ' Technical Paper writing and Research'																			
242		Mar	14	Wed		C2 Meeting		Meeting/Principal																	
243		Mar	15	Thu		MMS Admission: Experiential Activity																			
244		Mar	15	Thu		Warli Painting															HCC				
245		Mar	15	Thu		Income Tax Proof		Accounts																	
246	39	Mar	15	Thu		Vector		Publication																	
247		Mar	15	Thu		Guest Lecture																			
249		Mar	16	Fri		MMS Sem IV project Submission																			
250	27	Mar	16	Fri		Friday Pathshala		Committee/SA						√		√									
251		Mar	16	Fri		Departmentwise Toppers certificate distribution ceremony (Prof. Beena Ballal)											Parent Interaction Committ								
252		Mar	17	Sat		MMS Sem IV VAC3: Financial Consulting																			
253		Mar	17	Sat		Arduino workshop																			
		Mar	17	Sat		Improvement Mock HR Session																			
254		Mar	17	Sat		Protocol 2.0																			
255		Mar	18	Sun		Gudi Padwa		Holiday																	

256		Mar	19	Mon		MMS D1 Meeting / SEM IV Project Meeting																				
257		Mar	19	Mon		D1/D2 Meeting																				
258		Mar	19	Mon		Discipline and Counselling Round in FE Class																				
259		Mar	20	Tue		Experiential activity for VSIT & VIT																				
260		Mar	20	Tue		Talk on 'How to contribute in Wikipedia'																				
261		Mar	21	Wed		Mentoring Session 3																				
262		Mar	21	Wed		C2 Meeting		Meeting/Principal																	√	
263		Mar	21	Wed		Workshop on LOR/SOP for higher studies abroad																				
264		Mar	22	Thu		SENATE Meeting																				
265	58	Mar	22	Thu		World Day for Water (Hobby Committee)		Special Event																		
266		Mar	22	Thu		Free Online Resources																				
267		Mar	23	Fri		MMS FP																				
268		Mar	23	Fri		MMS Student Council Activity: Friday Paathshalla																				
269	27	Mar	23	Fri		Friday Pathshala		Committee/SA						√		√										
270		Mar	23	Fri		Seminar on "LATEX Software" ETSA Event-																			√	
271		Mar	23	Fri		Final Guide allocation for Project groups of AY2018-19																				
272		Mar	24	Sat		MMS Sem IV project Viva□Sem IV VAC3: Financial Consulting																				
273		Mar	24	Sat		Technical Jigsaw Puzzle		ITSA																	√	
		Mar	24	Sat		AMCAT Test 2																				
274		Mar	24	Sat		Cryptocurrency Seminar																				
275		Mar	25	Sun		Shri Ram Navami		Holiday																		
276		Mar	26	Mon		R & D Activity(Book Review/ Tech Review/ Paper Review)																				
277		Mar	26	Mon		Monday Activity																				
278		Mar	26	Mon		Book Review/Tech Review/Paper Review		HOD																		
279		Mar	27	Tue		Internship fair																				
280		Mar	28	Wed		C2 Meeting		Meeting/Principal																	√	
281		Mar	28	Wed		Pav Bhaji Day										√	√									
282		Mar	28	Wed		Guest Lecture 2 by Alumni for each department		Faculty																Alumni		
283		Mar	28	Wed		Paper presentations of students whose paper presented in conference																				
284		Mar	29	Thu		Mahavir Jayanti		Holiday																		
285		Mar	30	Fri		Good Friday		Holiday																		
286		Mar	31	Sat		CII Event / JAMI ends																				
287	59	Mar	31	Sat		Alumni Directory		Publication						√	√	√						√				
288		Apr	1	Sun		Newsletter (Volume IX Issue 3)		Publication			√															
289	68	Apr	2-6	Mon		Project Orientation (Engineering: Sem VI,MMS:Sem II)		Project					√	√	√	√	√					√	√	√		
290		Apr	2	Mon		MMS D1 meeting / Publish Newsletter Issue III		Department/HOD																		
291		Apr	2	Mon		D1/D2 Meeting		Department/HOD																		
292		Apr	2	Mon		IA 2		Exam																		
293		Apr	2	Mon		Publish Vibes, Department Newsletters	√	Publication			√					√									√	
294		Apr	3	Tue		MMS Publish Third Defaulter List of SEM II & IV		Departments/ HoD																		
295	79	Apr	4	Wed		TantraVihar- Inter Collegiate		Special Event																		

296		Apr	4	Wed		C2 Meeting		Meeting/Principal																	
297		Apr	4	Wed		IA 2		Exam																	
298		Apr	5	Thu		Defaulter list 1 with letter distributions		Departments/ HoD																	
299	80	Apr	5	Thu		TantraVihar- Intra Collegiate		Special Event																	
300	1	Apr	5	Thu		Publish Vibes, Department Newsletters		Publication																	
301		Apr	5	Thu		C1 Meeting		Exam																	
302		Apr	6	Fri		TantraVihar- InterCollegiate		Special Event																	
303		Apr	6	Fri		MMS Faculty Feedback of SEM II & IV																			
304	61	Apr	6	Fri		Applied Engineering & Technologies (AET)		Publication																	
305		Apr	6	Fri		IA 2		Exam																	
306		Apr	7	Sat		Aptitude Test–3 & 4		Exam																	
307		Apr	8	Sun				Exam																	
308		Apr	9	Mon		Monday Activity																			
309		Apr	9	Mon		MMS R & D Activity(Book Review/ Tech Review/ Paper Review)/ SIP Breifing for SEM II Students																			
310		Apr	9	Mon		Paper Review/Book Review/Technical Talk (All Departments-individually)																			
311		Apr	10	Tue		Yogasana(FP)		Committee/SA																	
312		Apr	10	Tue		MMS SEM IV Final Exams		Exam																	
313		Apr	10	Tue		Prelim		Exam																	
314		Apr	11	Wed		Seminar on CAP guidance for MMS aspirants																			
315		Apr	11	Wed		C2 Meeting		Meeting/Principal																	
316		Apr	12	Thu		SENATE Meeting																			
317		Apr	13	Fri		Mailing Departmental Newsletter																		Alumni	
318		Apr	13	Fri		Visit to CSRE-IIT B																			
319		Apr	13	Fri		Last Instructional Day		Exam																	
320		Apr	13	Fri		Prelim		Exam																	
321		Apr	14	Sat		Dr. Babasaheb Ambedkar Jayanti		Holiday																	
322		Apr	15	Sun		Lead generation Digital campaign with Shiksha.com																			
323	39	Apr	15	Sun		Vector		Publication																	
324		Apr	16	Mon		MMS D1 Meeting		Publication																	
325		Apr	16	Mon																					

326		Apr	17	Tue		Prelim		Exam																		
327		Apr	18	Wed		MMS Admission: Digital campaign to raise awareness about VIT MMS/ SEM II Final Exam																				
328		Apr	18	Wed																						
329		Apr	18	Wed		C2 Meeting		Meeting/Principal																		
330		Apr	19	Thu																						
331		Apr	20	Fri		Google Adwords campaign- MMS admission																				
332		Apr	20	Fri		IQAC		Satutory Body																		
333		Apr	20	Fri		Prelim																				
334		Apr	21	Sat		Term End FE/SE/TE		Departments/																		
335		Apr	22	Sun																						
336		Apr	23	Mon		Oral / Practical TE/BE		Exam																		
337		Apr	23	Mon		AM 11 AM IV Prelim Upto																				
338		Apr	23	Mon		Food Arrangements In Viva Exams														√						
339		Apr	23	Mon		R& D Activity(Book Review/ Tech Review/ Paper Review)																				
340		Apr	24	Tue		Oral / Practical FE/SE																				
341		Apr	24	Tue		Viva		Exam																		
342		Apr	25	Wed		C2 Meeting		Meeting/Principal																		
343		Apr	26	Thu		SENATE Meeting		Meeting																		
344		Apr	27	Fri																						
345		Apr	28	Sat		Graduation Day (date as per VIT Calendar)		Special Event																		
346	66	Apr	28	Sat		Mock Fire & Evacuation Drill		Security																		
347		Apr	29	Sun																						
348	86	Apr	30	Mon		Buddha Purnima		Holiday																		
349	85	May	1	Tue		Maharashtra Day		Holiday																		
350		May	1	Tue		Facebook campaign- MMS admission																				
351						release Of V Ideas																				
352		May	2	Wed		C2 Meeting		Meeting/Principal																		
353		May	2	Wed		Review of all diaries for printing 18-19																				
354		May	3	Thu		C1 Meeting		Meeting/Principal																		
355		May	4	Fri																						
356		May	5	Sat		V refer Updates		Publication																		
357		May	5	Sat		Food Arrangements In Graduation Day				√	√	√	√	√	√	√	√									
358		May	6	Sun																						
359		May	7	Mon		D1/D2 Meeting		Department/HOD																		
360	77	May	8	Tue		Conduction of University Exam		Exam																		
361		May	9	Wed		C2 Meeting		Meeting/Principal																		
362		May	10	Thu		SENATE Meeting																				
363		May	11	Fri		Seminar on CAP guidance for MMS aspirants																				
364		May	12	Sat		SIP Review																				
365		May	13	Sun																						
366		May	14	Mon																						
367		May	15	Tue		Lead generation Digital campaign with Shiksha.com																				
368		May	16	Wed		C2 Meeting		Meeting/Principal																		
369		May	17	Thu																						

370		May	18	Fri																						
371		May	19	Sat		SIP Review																				
372		May	20	Sun		Google Adwords campaign- MMS admission																				
373		May	21	Mon		FC process for MMS Starts (Subject to DTE's date)																				
374	18	May	21-24	Mon		Academic Review																				
375		May	21	Mon		D1/D2 Meeting		Department/HOD																		
376		May	22	Tue																						
377		May	23	Wed		C2 Meeting		Meeting/Principal																		
378		May	24	Thu		SENATE Meeting																				
379		May	25	Fri																						

380		May	26	Sat		SIP Review																				
381		May	27	Sun																						
382		May	28	Mon		Industrial Visit to RRCAT, Indoor. Organized by Staff Development Committee																				
383		May	29	Tue																						
384	98	May	30	Wed		Tata Scholarship : Submit letter to Tata Office		Scholarship																		
385		May	30	Wed		C2 Meeting		Meeting/Principal																		
386		May	31	Thu		Facilitation center for CAP																				
387		June	1	Fri		MMS Facilitation center for CAP																				
388		June	2	Sat		FC Process of MMS Ends (Subject to DTE's date)																				
389		June	3	Sun		SIP Review																				
390	67	June	4	Mon		Mahila Takrar Nivaran Samiti		MU																		
391		June	4	Mon		D1/D2 Meeting		Department/HOD																		
392		June	4	Mon		Mahila Takrar Nivaran Samiti		Statutory Bodies/																		
393		June	4	Mon		Finance Committee Meeting		Statutory Body				√						√	√							
394		June	4	Tue		SC/ST/Anti Ragging Committee/Grvience Cell Committee																				
395		June	5	Tue		Purchase Committee Meeting		Statutory Bodies/				√	√													
396		June	6	Wed		Building Committee Meeting		Statutory Body				√		√				√		√						
397		June	6	Wed		C2 Meeting		Meeting/Principal																		
398		June	7	Thu		C1 Meeting		Meeting/Principal																		
399		June	8	Fri		SENATE Meeting																				
400		June	9	Sat																						
401		June	10	Sun		SIP Review																				
402		June	11	Mon																						
403		June	12	Tue		Print advertisement for MMS admission																				
404		June	13	Wed		C2 Meeting		Meeting/Principal																		
405		June	14	Thu																						
406		June	15	Fri		Faculty finalisation for Sem III and Sem I																				
407		June	16	Sat		Ramzan Id		Holiday																		
408		June	17	Sun		SIP Review																				
409		June	18	Mon		D1/D2 Meeting		Department/HOD																		
410		June	19	Tue																						
411		June	20	Wed		Print advertisement for MMS admission																				
412		June	20	Wed		C2 Meeting		Meeting/Principal																		
413	103	June	21	Thu		International Yoga Day																				
414		June	22	Fri																						
415	90	June	23	Sat		Governing Body Meeting		Statutory Bodies/				√	√	√				√								
416		June	23	Sat																						

417		June	24	Sun		SIP Review																				
418		June	25	Mon																						
419		June	26	Tue																						
420		June	27	Wed		C2 Meeting		Meeting/Principal																		
421		June	28	Thu																						
422		June	29	Fri		SENATE Meeting																				
423	91	June	30	Sat		SSS/FRA Report submission		Statuatory Bodies																		
424	92	June	30	Sat		Exam Unfair means committee meeting & report		Exam																		
425	61	June	30	Sat		Applied Engineering & Technologies (AET)		Publication				√	√	√	√						√					
426	93	June	30	Sat		Annual Report (VIT)		Publication	June																	
427	94	June	30	Sat		Annual Report (By Dept.)		Publication																		
428	95	June	30	Sat		V Express (Literary)		Publication	June																	
429		June	30	Sat		Printing For T.C. Request Forms & Caste Validity Letters			June																	
430	97	June	30	Sat		College Brochure		Publication																		
431						Result verfication		Exam/ Results																		
432		June	30	Sat		Printing of tantravihar																				
433		July	1	Sun																						
434		July	2	Mon																						
435		July	3	Tue																						
436		July	4	Wed																						
437		July	5	Thu																						
438		July	6	Fri																						
439		July	7	Sat																						
440		July	8	Sun																						
441		July	9	Mon																						
442		July	10	Tue																						
443		July	11	Wed																						
444		July	12	Thu																						
445		July	13	Fri																						
446		July	14	Sat																						
447	96	July	15	Sun		Library Stock Check		Library																		
448		July	16	Mon																						
449		July	17	Tue																						
450		July	18	Wed																						
451		July	19	Thu																						
452		July	20	Fri																						
453		July	21	Sat																						
454		July	22	Sun																						
455		July	23	Mon																						
456		July	24	Tue																						
457		July	25	Wed																						

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																													

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
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						√	√	√	√	√	√	√	√			√			√	√												

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
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				√	√		√	√	√						√	√					√	√							

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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						√	√	√	√	√	√	√	√			√			√	√												

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171	242		FYPQA- DEPARTMENT REVIEW 2 (3RD SEPTEMBER- 12 TH 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						√	√	√	√	√	√	√	√			√			√	√												

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
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																														

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
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			√			√																							