



Date: 10/01/2018

Electrical Engineering Department Academic Calendar for Even semester for the
session 2017-18

SN	Event	Date(s)	Remarks
1	Course Allocation and Faculty load calculation	27-12-2017	HOD EE
2	Finalization of Lab Manual	27-12-2017	HOD EE and lab Incharge
3	Department Time Table	10-01-2018	HOD EE/ Time Table incharge
4	Preparation of Course diary / Course File along with the course notes	12-01-2018	By concerned Faculty Members in consultation with HOD
5	Module Coordinator Meeting -1	Second week of Jan.	By HOD/Module Coordinators/NBA Core Committee
6	PAC Meeting 1	17-01-2018	HOD EE / PAC Members
7	Departmental Meeting 1	17-01-2018	HOD EE
8	Staff Council Meeting	18-01-2018	HOD EE Maths
9	Registration & Commencement of Classes	22-01-2018	HODs
10	Guest Lecture-1	First Week of February	HOD EE
11	DAC Meeting-1	17-02-2018	HOD EE/DAC Members
12	Project Presentation-1	19-02-2018	Project Coordinator
13	Student Mentor Meeting-1	23-02-2018	All Faculty
14	Departmental Meeting 2	23-02-2018	HOD EE
15	Exam Cell meeting-1	23-02-2018	Department Exam Cell/ Sessional Coordinators
16	Module Coordinator Meeting -2	Fourth week of Feb	HOD EE/Module Coordinators/ NBA Core Committee
17	News Letter editorial board meeting	24-02-2018	HOD EE/News letter coordinators
18	Guest Lecture - 2	Last week of February	HOD EE
19	Attendance record for students having less than 75% attendance	24-02-2018	HOD EE/Class Coordinators
20	Course coverage sent to Principal	24-02-2018	HOD EE
21	Information to Parents/Guardian regarding shortage of attendance	24-02-2018	By Department
22	CIA-I test (1/3 rd of syllabus)	26 th to 28 th of February 2018	HOD EE
23	Students/Parents/ARC meeting(Shortage of attendance)	27-02-2018	HOD EE
24	Student Feedback-1	28-02-2018 to 03-03-2018	By Department /SIM Coordinator
25	Departmental Meeting 3	03-03-2018	HOD EE
26	Guest Lecture-3	10-03-2018	HOD EE
27	CIA-I test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional copies to HODs.	10-03-2018	EE Faculty
28	Module Coordinator Meeting -3	Second week of March	By HOD EE/Module Coordinators/ NBA Core Committee
29	Industrial Visit-1	Second week of March	By Industrial Visit Coordinator
30	Techno-Cultural Fest 2018	14 th to 17 th of March,2018	
31	Project Presentation-2	23-03-2018	Project Coordinator
32	Student Mentor Meeting-2	27-03-2018	All Faculty

33	Guest Lecture-4	27-03-2018	HOD EE
34	Attendance record sent to Principal	29-03-2018	HOD EE/Class Coordinators
35	Course coverage sent to Principal	29-03-2018	HOD EE
36	Exam Cell meeting-2	29-03-2018	Department Exam cell/ Sessional Coordinators
37	CIA-II test (2 nd 1/3 rd of syllabus)	29-03-2018 to 31-03-2018	HOD EE
38	Departmental Meeting 4	31-03-2018	HOD EE
39	ARC meeting with Parents whose attendance is less than 75%	31-03-2018	ARC Chairman/HOD EE
40	Student Feedback and feedback on central facilities	02-04-2018 to 04-04-2018	By Department / SIM Coordinator
41	Guest Lecture-5	07-04-2018	HOD EE
42	CIA-II test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional; copies to HODs.	07-04-2018	EE Faculty
43	Departmental Meeting 5	07-04-2018	HOD EE
44	Industrial Visit-2	Second week of April	By Industrial Visit Coordinator
45	Project Presentation-3	27-04-2018	By Faculty members
46	Guest Lecture-6	27-04-2018	HOD EE
47	Attendance record sent to Principal and parents	28-04-2018	HOD EE
48	Students/Parents/HOD/Faculty/ARC (Shortage of attendance)	28-04-2018	HOD EE
49	Departmental Meeting 6	28-04-2018	HOD EE
50	Exam Cell meeting-3	28-04-2018	Department Exam cell/ Sessional Coordinators
51	CIA-III test for full syllabus	30-04-2018 to 05-05-2018	HOD EE
52	Course coverage sent to Principal	01-05-2018	HOD EE
53	Module Coordinator Meeting -4	03-05-2018	By HOD EE/Module Coordinators/ NBA Core Committee
54	Graduate Exit Survey	04-05-2018	By Department Coordinator
55	PAC Meeting 2	04-05-2018	HOD/PAC members
56	Departmental Meeting 7	04-05-2018	HOD EE
57	Project Presentation-3	04-05-2018	Project Coordinator
58	Students farewell(Final year)	05-05-2018	HOD EE
59	Student Feedback -3	07-05-2018 to 09-05-2018	By Department/ Dept. Mentor Coordinator/ SIM Coordinator
60	Student Mentor Meeting-3	09-05-2018	Department/ Dept. Mentor Coordinator
61	CIA-III test evaluation completed and answer - scripts shown to students result analyses and statistics sent to Principal	11-05-2018	EE faculty
62	Overall CIA Performance review, submission of Course Files	21-05-2018	HOD/EE Faculty