Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), Medchal District.

Department of ECE

Detailed Academic Schedule: 2022-23 – 2nd B.Tech II Semester

S. No	Event	Remarks	Day	Week No.
1.	Finalization of Electives, Division of Project Batches, Allotment of Workload and Additional duties	At least 3 weeks before the commencement of a semester	16.2.23	3 Weeks before commencement of class work
2.	• Program Coordinator meeting with Course coordinators • Group Head Meeting with Faculty mentees • Course Coordinator's first meeting	• 2 weeks before commencement of a semester • Implementation of PBL, Innovations in teaching, attainments obtained during last year and methodologies to improve need to be discussed in the first course coordinator's meeting	23.2.23	2 Weeks before commencement of class work
3.	• Preparation of Course files and Lab workbooks • Department faculty meeting • Conduct of internal FDPs in all lab courses • Preparation of Time-tables	1 week before commencement of a semester	2.3.23	1 Week before commencement of class work
4.	**Commencement of Class work**	Starting date	9.3.23	Week 1
5.	Class Teacher meeting with other faculty taking the same section	Identify the irregular students and inform their parents through mentors	16.3.23	Week 2
6.	Verification of Mentor books by the department coordinators along with Report	Verification of data of previous semesters/ years	23.3.23	Week 3
7.	• CRC First Meeting and Submission of ATR • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities	At least one guest lecture per course, one workshop or PBL per course and one industrial visit for each section per semester	30.3.23	Week 4
8.	• Parent-Teachers Meeting - First • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities	Guest Lectures, Student Workshops, Industrial visits, Peer learning activities are to be arranged in 4,5 and 6 weeks spreading uniformly	16.4.23 (Sunday)	Week 5
9.	• Term-1 feedback on TLP and ATR	Online feedback on TLP by IQAC and ATR	20.4.23	Week 6

	● Guest Lectures, Student Workshops, Industrial visits, Peer learning activities			
10.	● Group Head Meeting with Faculty mentees ● Course coordinators' meeting ● Class Teacher meeting		27.4.23	Week 7
	● **Summer vacation/Internships**	**8/5/2023 to 4/06/2023**	**4 weeks**	
11.	● First Mid-term Examinations in Labs ● CRC Second Meeting and Submission of ATR	Lab exams in the respective lab slots	24.04.23 to 29.04.23	Week 8
12.	First Mid-term Examinations	3 days	05.06.2023 to 07.06.2023	Week 9
13.	Display of first Mid-semester Exam marks	Solutions of Mid paper to be discussed in class	14.6.23	Week 10
14.	● Remedial Classes for students who scored less than 50% marks in Mid-1 ● Verification of Mentor books by the department coordinators along with Report	Schedule of remedial classes is to be prepared by course coordinators with the help of class teachers	22.4.23 24.4.23	Week 11
15.	● Parent-Teachers Meeting - Second ● CRC Third Meeting and Submission of ATR		28.06.23	Week 12
16.	● Course coordinators' meeting ● Class Teacher meeting ● Group Head Meeting with Faculty mentees ● Taking options from students regarding electives for the next semester		6.7.23	Week 13
17.	● Course End Survey Feedback and Analysis ● Faculty options for teaching courses of next semester	During the week of second internal lab exams	10.07.23 to 20.07.23	Week 14 and 15
18.	● Second Mid-term Examinations in Labs ● Term- 2 feedback on TLP and ATR	One week before the end of the semester	28.07.23 to 5.08.23	Week 14 and 15
19.	● Second Mid-term Examinations ● Academic Audit at the Conclusion of Semester	End of Semester	12.08.23	Week 16

20.	• Display of Second Mid-semester Exam marks • Consolidation of Internal Marks • Consolidation of Attendance and display of detained and condoned students.		24.08.23	Week 17
21.	Preparation Holidays and Semester End Practical Examinations		18.08.23 to 27.08.23	Week 18 and 19
22.	End Semester Theory Examination		28.08.23 to 09.09.23	Week 18 and 19
23.	Presentations by Faculty Members	Regarding their contribution to the department	21.8.23 to 30.08.23	Week 19 and 20
24.	• Program Assessment Committee meeting • Submission of Mentor-Mentee Reports • Verification of Mentor books by the department coordinators	After the completion of the semester	25.8.23	Week 21

Frequency of Activities

S. No	Activities	Frequency
(i)	**Weekly Activities**	
1.	Submission of weekly reports on TLP	Every Monday
2.	College academic committee meetings	Every Wednesday
3.	Update of the department website	Every Saturday
4.	Head with Group Heads - Meeting	Every Saturday
(ii)	**Fortnightly Activities**	
1.	Fortnightly attendance of students and display of students' list having shortage of attendance	Fortnightly
2.	Fortnightly report of mentors and submission of Action Taken Report (ATR)	1st and 16th of every month
(iii)	**Monthly Activities**	
1.	Department meetings	Monthly
2.	Student attendance registers to be verified by Dean Academics	Monthly
3.	Student attendance registers to be verified and signed by Group Heads and HoD	Monthly
4.	Group Head meeting with mentee faculty	Monthly–Minimum 3 meetings in a semester
5.	Research group meetings in each department	Monthly (Last Saturday in the month)
6.	Activities of NEN • Outcome of each activity and ATR • Consolidated report at the end of Semester	Monthly (One activity per month)
(iv)	**Twice a Semester**	

1.	Verification of Attendance Registers, Lab Manuals, Lab Records, Lab Continuous Evaluation Sheets and Mentor Records	Twice a Semester (IQAC)
2.	Submission of Assignment questions and Tutorials conducted as per the format.	Atleast one before Mid- 1 and another before Mid - 2
3.	Workshops on Career Guidance by Career Guidance Cell and submission of report on the same.	Twice a Semester (Career Guidance Cell)
4.	Activities of various Professional Bodies (IEEE/ IETE/ ISTE), Centers of Excellence and Srujanastra club Two activities per semester by each body/club and submission of report on the same.	Minimum of Two activities in a Semester
5.	NSS Activities - Two activities per semester and submission of report on the same.	Twice a Semester (NSS team)
(v)	**Once in a Semester**	
1.	Faculty Development Programs (FDP) ● Need analysis meeting ● Identification of speakers and schedule of the FDP/SDP ● Preparation of Brochure ● Conduct of FDP/SDP ● Submission of report on the conducted FDP/SDP with outcomes and recommendations, if any	One external FDP from each Group to be conducted in the semester/ year break
2.	Submission of Impact of student mentoring, Impact of Remedial classes, Impact of Group Head, Impact of internships, Impact of CRC and Impact of counseling of HoD on TLP	
3.	Submission of CO wise attainments in each course	
4.	PAC meeting	
5.	Submission of Attendance Registers and Answer Scripts, Day-to-Day evaluation sheets (labs)	
6.	Value added course – Plan, Implementation and Impact	
7.	Verification of department files by the in-charges	
8.	Preparation of Dept. Newsletter, Technical Magazine and Dept. Report	by the concerned in-charges
(vi)	**Once in an Year**	
1.	Proposal for a National Conference / International Conference	One proposal from the department - to be conducted during summer vacation or at the beginning of an academic year.
2.	Submission of Faculty Appraisal forms	At the end of academic year

Detailed Academic Schedule: 2022-23 –B.Tech II Semester for 3rd and 4th Year

S. No	Event	Remarks	Day	Week No.
1.	Finalization of Electives, Division of Project Batches, Allotment of Workload and Additional duties	At least 3 weeks before the commencement of a semester	12.12.22	3 Weeks before commencement of class work
2.	• Program Coordinator meeting with Course coordinators • Group Head Meeting with Faculty mentees • Course Coordinator's first meeting	• 2 weeks before commencement of a semester • Implementation of PBL, Innovations in teaching, attainments obtained during last year and methodologies to improve need to be discussed in the first course coordinator's meeting	19.12.22	2 Weeks before commencement of class work
3.	• Preparation of Course files and Lab workbooks • Department faculty meeting • Conduct of internal FDPs in all lab courses • Preparation of Time-tables	1 week before commencement of a semester	26.12.22	1 Week before commencement of class work
4.	**Commencement of Class work**	Starting date	2.1.23	Week 1
5.	Class Teacher meeting with other faculty taking the same section	Identify the irregular students and inform their parents through mentors	7.1.23	Week 2
6.	Verification of Mentor books by the department coordinators along with Report	Verification of data of previous semesters/ years	20.1.23	Week 3
7.	• CRC First Meeting and Submission of ATR • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities	At least one guest lecture per course, one workshop or PBL per course and one industrial visit for each section per semester	23.1.23	Week 4
8.	• Parent-Teachers Meeting - First • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities	Guest Lectures, Student Workshops, Industrial visits, Peer learning activities are to be arranged in 4,5 and 6 weeks spreading uniformly	29.1.23 (Sunday)	Week 5

9.	● Term-1 feedback on TLP and ATR ● Guest Lectures, Student Workshops, Industrial visits, Peer learning activities	Online feedback on TLP by IQAC and ATR	6.2.23	Week 6
10.	● Group Head Meeting with Faculty mentees ● Course coordinators' meeting ● Class Teacher meeting		13.2.23	Week 7
11.	● First Mid-term Examinations in Labs ● CRC Second Meeting and Submission of ATR	Lab exams in the respective lab slots	20.2.23 to 25.2.23	Week 8
12.	First Mid-term Examinations	3 days	2.3.23 to 4.3.23	Week 9
13.	Display of first Mid-semester Exam marks	Solutions of Mid paper to be discussed in class	11.3.23	Week 10
14.	● Remedial Classes for students who scored less than 50% marks in Mid-1 ● Verification of Mentor books by the department coordinators along with Report	Schedule of remedial classes is to be prepared by course coordinators with the help of class teachers	13.3.23 15.3.23	Week 11
15.	● Parent-Teachers Meeting - Second ● CRC Third Meeting and Submission of ATR		19.3.23	Week 12
16.	● Course coordinators' meeting ● Class Teacher meeting ● Group Head Meeting with Faculty mentees ● Taking options from students regarding electives for the next semester		20.3.23	Week 13
17.	● Course End Survey Feedback and Analysis	During the week of second internal lab exams	27.03.23 to 8.04.23	Week 14 and 15

	● Faculty options for teaching courses of next semester			
18.	● Second Mid-term Examinations in Labs ● Term- 2 feedback on TLP and ATR	One week before the end of the semester	27.4.23 to 1.5.23	Week 14 and 15
19.	● Second Mid-term Examinations ● Academic Audit at the Conclusion of Semester	End of Semester	04.5.23 to 6.05.23	Week 16
20.	● Display of Second Mid-semester Exam marks ● Consolidation of Internal Marks ● Consolidation of Attendance and display of detained and condoned students.		17.04.23	Week 17
21.	Preparation Holidays and Semester End Practical Examinations		7.5.23 to 28.5.23	Week 17 and 18
22.	End Semester Theory Examination		29.5.23 to 7.6.23	Week 18 and 19
23.	Presentations by Faculty Members	Regarding their contribution to the department	26.4.23	Week 18 and 19
24.	● Program Assessment Committee meeting ● Submission of Mentor-Mentee Reports ● Verification of Mentor books by the department coordinators	After the completion of the semester	27.5.23	Week 19

Frequency of Activities

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	• Submission of report on the conducted FDP/SDP with outcomes and recommendations, if any	
2.	Submission of Impact of student mentoring, Impact of Remedial classes, Impact of Group Head, Impact of internships, Impact of CRC and Impact of counseling of HoD on TLP	
3.	Submission of CO wise attainments in each course	
4.	PAC meeting	
5.	Submission of Attendance Registers and Answer Scripts, Day-to-Day evaluation sheets (labs)	
6.	Value added course – Plan, Implementation and Impact	
7.	Verification of department files by the in-charges	
8.	Preparation of Dept. Newsletter, Technical Magazine and Dept. Report	by the concerned in-charges
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2.	Submission of Faculty Appraisal forms	At the end of academic year

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