

Annexure II
GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY
Cheeryal Village, Keesara Mandal, Medchal Dist. – 501301

Detailed Academic Schedule

To include the following:

1. Teaching Learning Process
 - a. Commencement of class work
 - b. Guest Lectures
 - c. Industrial Visits, if any
 - d. Technical Activities: Bhaswara, Robotics etc.
 - e. Value added courses, if any by each dept. and submission of ATR
 - f. Foreign languages classes, if any, by each dept.
 - g. Submission of weekly reports on TLP
 - h. Bridge Courses/Remedial classes (to be announced later)
 - i. Fortnightly report of mentors and submission of Action Taken Report (ATR)
 - j. Verification of Attendance Registers, Lab Manuals, Lab Records, Lab Continuous evaluation Sheets and Mentor Records (Twice a Semester by IQAC)
 - k. Class review meetings' reports and submission of ATR
 - l. Preliminary feedback on TLP and ATR
 - m. End semester feedback on TLP and ATR
 - n. Course end survey and ATR
 - o. Academic Audit at the Conclusion of Semester
2. Fortnightly Student Attendance
 - a. Display of student fortnightly attendance after obtaining their signature
3. Mid-semester examination marks
 - a. Display of Mid-semester exam marks after obtaining student's signature
4. Meetings
 - a. Course coordinators' meetings
 - b. Program coordinator meetings with course coordinators
 - c. Research group meetings in each department (Monthly)
 - i. Schedule of meetings with list of faculty to be associated within the group
 - ii. Activities of the group
 - Research seminar topics by faculty of the group

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- Mini/Major projects that may be given to students associating various faculty of the group
 - d. Program Assessment Committee meetings (First after three/four weeks of commencement of semester, another after the completion of the semester)
 - e. Department Advisory Committee meetings (First after three/four weeks of commencement of semester, another after the completion of the semester)
 - f. Departments' meetings (once every fortnight)
 - g. College Academic Committee meetings (once every week)
 - h. BoS meetings
 - i. Academic Council Meetings (Three to four in an academic year)
 - j. Governing Body Meetings (Two in a year)
 - k. Alumni Association Meeting (Once a year)
 - l. Parent(s) Meetings (Two in a semester)
5. Examinations
- a. Mid-semester exams including lab mid exams.
 - b. End semester exams under Autonomous
 - c. Supplementary exams under Autonomous.
 - d. JNTUH mid-semester exams
 - e. JNTUH end semester exams
 - f. JNTUH supplementary exams
6. Assignments due dates, at the end of each unit (one each for every three weeks)
7. Graduation day, if applicable
8. Open Day, if applicable
9. Faculty Development Programs (FDP) and Staff Development Programs (SDP)
- a. Need analysis meeting
 - b. Identification of speakers and schedule of the FDP/SDP
 - c. Preparation of Brochure
 - d. Conduct of FDP/SDP
 - e. Submission of report on the conducted FDP/SDP with outcomes and recommendations, if any

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10. Workshops on Career Guidance by Career Guidance Cell
 - a. Specifying the dates (At least two workshops in each semester to be conducted)
 - b. Submission of report on the same
11. Activities of NEN
 - a. Specifying the dates (One activity per month)
 - b. Outcome of each activity and ATR
 - c. Consolidated report at the end of Semester
12. Activities of various clubs
 - a. Schedule of activities (At least two activities per semester by each club)
 - b. Submission of report on the same
13. NSS Activities
 - a. Schedule of activities (At least two activities per semester)
 - b. Submission of report on the same
14. Proposed National Conference / International Conference
 - a. Theme of the Conference
 - b. Deciding on the names of Organizing Committee
 - c. Identification of Experts based on the theme and contacting publisher
 - d. Proposing tentative dates and communicating to experts
 - e. Finalizing the dates
 - f. Preparing brochure
 - g. Scrutiny of received papers and communicating to authors
 - h. Printing of proceedings
 - i. Conducting conference and ATR

Dean, Academic is requested to prepare the complete schedule in consultation with HoDs and other In-charges



Principal

Date: