

**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
(AUTONOMOUS)**

VIJAYAWADA – 520 007

Ref: VRSEC/F.No.42/Circulars/Activity Calendar\2020

Dt: 05/11/2020

CIRCULAR

The following is the schedule of activities at college and department level for the Academic Year 2020-2021. All the HOD's are requested to scrupulously follow to have an effective and efficient dynamic working environment and also to involve and make everybody responsible to one or other activity to reach the goals of the department as well as Institution in today's competitive world.

I. Teaching – Learning			
S N O	Name of the activities	Tentative Date	
		ODD Semester (November to March)	EVEN Semester (March to August)
1.	Review of Teaching-Learning process-2/4, 3/4 & 4/4	3 rd sem-13-12-2020 to 17-12-2020	8 th sem-25-04-2021 to 30-04-2021
		5 th sem-13-12-2020 to 17-12-2020	6 th sem-19-04-2021 to 22-04-2021
		7 th sem-13-12-2020 to 17-12-2020	4 th sem-24-05-2021 to 28-05-2021
2.	Inviting Industry experts for Idea churning sessions – 3 rd semester	3 rd sem-01-10-2020 to 05-10-2020	4 th sem-25-04-2021 to 30-04-2021
		5 th sem-08-10-2020 to 13-10-2020	6 th sem-07-03-2021 to 05-03-2021
		7 th sem-13-11-2020 to 17-11-2020	8 th sem-21-02-2021 to 26-02-2021
3	Ensuring new experiments in every lab (odd & even semester)	3 rd sem - 26-10-2020 to 29-10-2020 5 th and 7 th sem-26-10-2020 to 29-10-2020	4 th sem-05-04-2021 to 10-04-2021 6 th sem and 8 th sem- 08-03-2021 to 12-03-2021
4	Allotment of projects UG & PG students	UG 5 th sem – 14-11-2020 to 18-11-2020 7 th sem-14-11-2020 to 18-11-2020	PG – 25-08-2020 to 28-08-2020
5	Collection of online feedback – 2/4, 3/4, 4/4	UG 3 rd 18-01-2021 to 22-01-2021 7 th sem 13-12-2020 & 18-10-2020 UG 5 th sem 25-12-2020 to 02-11-2020	UG 4 th – 20-05-2021 & 25-05-2021 UG 6 th sem – 30-04-2021 & 05-05-2021 8 th sem-19-04-2021 to 23-04-2021
6	Follow up action on faculty with <3.5 feedback	UG 3 rd 25-01-2021 to 30-01-2021 7 th sem 18-12-2020 & 25-10-2020 UG 5 th sem 03-01-2021 to	UG 4 th – 29-05-2021 to 04-06-2021 UG 6 th sem 10-05-2021 & 15-05-2021 8 th sem-29-04-2021 to 05-05-

		08-01-2021	2021
7	Review on correction & issue of answer scripts	<p>A-I: UG 3rd – 18-01-2021 to 22-01-2021 UG 5thsem – 28-12-2020 to 30-12-2020 UG 7th sem-14-12-2020 to 18-12-2020</p> <p>S-1: UG 3rd sem-08-02-2021 to 11-02-2021 UG 5thsem – 15-01-2021 to 20-01-2021 UG 7th sem- 09-01-2021 to 12-01-2021</p> <p>A-2: UG 3rd sem -25-02-2021 to 27-02-2021 UG 5thsem – 15-02-2021 to 18-02-2021 UG 7thsem – 08-02-2021 to 12-02-2021</p> <p>S-2: UG 3rd -18-03-2021 to 23-03-2021 UG 5thsem – 08-03-2021 to 11-03-2021 UG 7th sem-29-03-2021 to 03-04 -2021</p>	<p>A-1: UG 8thsem – 19-04-2021 to 25-04-2021 UG 6thsem 03-05-2021 to 07-05-2021 UG 4thsem 24-05-2021 to 28-05-2021</p> <p>S-1: UG 8thsem – 17-05-2021 to 21-05-2021 UG 6thsem – 24-05-2021 to 30-05-2021 UG 4thsem 21-06-2021 to 24-06-2021</p> <p>A-2: UG 8thsem – 14-06-2021 to 19-06-2021 UG 6thsem – 21-06-2021 to 16-06-2021 UG 4thsem – 19-07-2021 to 23-07-2021</p> <p>S-2: UG 8thsem 12-07-2021 to 19-07-2021 UG 6thsem 19-07-2021 to 24-07-2021 UG 4thsem 09-08-2021 to 12-08-2021</p>
8	Review on professional society activities	First week/every month	First week/every month
9	Collection of course end feedback (COS)	UG 3 rd sem -13-03-2021 UG 5 th sem – 01-03-2021 UG 7 th sem 22-02-2021	UG 8 th sem – 03-07-2021 UG 6 th sem 10-07-2021 UG 4 th sem 31-07-2021
10	Registration of MOOCs courses (to meet the department targets)	As per the schedule given by NPTEL/others	As per the schedule given by NPTEL/others
11	Review on usage of MOODLE/LMS in the department	30 th of every month	30 th of every month
12	Review on M.TechProgrammes – Projects (Teaching-Learning, PBL, Minor/Major Projects)	As per schedule	As per schedule
13	Review of project works-UG	As per the schedule	As per the schedule

14	Parents meet (2 nd & 3 rd year)	2/4 & 3/4– 15-02-2021 to 20-02-2021	2/4 & 3/4– 21-06-2021 to 25-06-2021
15	Feedback from Alumni & Employer	08-07-2020 to 15-07-2020	09-12-2020 to 16-12-2020
16	Programme exit feed back	---	15-07-2021 to 15-08-2021

II Regulatory Requirements:

S No	Name of the Activities	Responsibility	Tentative Date
17	Updating Labs in view of NAAC visit – display of boards/ Registers /Records /manuals	Department Lab In charges	To be completed by 20-08-2021
18	Review on Department Newsletters & Annual Report	Department Co.ordinators	30 th October 2020 – 30 th April 2021
19	Updation of NBA/ISO/NIRF/AICTE/NAAC/files	Department I/C's	30 th every month
20	Updation of data in department website	Department I/C's	Activity next day/same day
21	Scheduling external audit & follow up action on the Report of the external audit team	Department I/C's	Before 1 th May 2021 & 1-06-2021
22	Preparation of NBA-SAR & Pre qualifier by CE, IT & EIE departments	Department I/C's	-

III Continuing Education, Innovation & Internships Employment :

S N O	Name of the activities	Tentative Date	
		ODD Semester (November to March)	EVEN Semester (March to August)
23	Identifying student groups – Innovation day	18-01-2021 to 22-01-2021	17-05-2021 to 21-05-2021
24	Plans for improving internships/placements – Review	Once in every fifteen days	Once in every fifteen days
25	Review on Alumni interaction	21-08-2020 to 30-08-2020 18-09-2020 to 25-09-2020 25-11-2020 to 30-11-2020	21-01-2021 to 27-01-2021 31-03-2021 to 5-04-2021
26	Review on Research publications (PG students & faculty & funding from outside)	Every month first week	Every month first week
27	Participation of students in NIT's/IIT's/AICTE/premier Institutions	Every month first week	Every month first week
28	Review on EPICS course – 3 rd	20-12-2020 to 25-12-	03-05-2021 to 09-05-2021

	year (5 th &6 th semester)	2020 29-01-2021 to 04-02-2021 23-02-2021 to 26-02-2021	04-06-2021 to 10-06-2021 12-07-2021 to 16-07-2021
29	Review on value added courses for improving employability (2/4, 3/4& 4/4)	08-01-2021 to 12-01-2021	06-05-2021 to 11-05-2021
30	Review on domain knowledge classes (6 th & 7 th semester)	July-September (every week)	November – January (every week)
31	Participation of Faculty in conferences & FDP's outside the college. (India/Abroad)	Every month July to November	Every month December to April
32	Organization of skilling programmes (Faculty & students – FDP's/W/s's/Seminars & Guest lectures)	Every month – First week	Every month – First week
33	Global certifications in every department (2 nd , 3 rd & 4 th years)	As per the department requirement 11-11-2020	As per the department requirement 07-02-2021
S N O	Name of the activities	Tentative Date	
		ODD Semester (November to March)	EVEN Semester (March to August)
34	Conduct of Remedial classes & Implementation of concept of Quality Circles	A-1: UG 3 rd sem -18-01-2021 to 23-01-2021 7 th sem– 14-12-2020 to 20-12-2020 UG 5 th sem – 28-12-2020 to 31-12-2020 S-1: UG 3 rd sem- 08-02-2021 to 12-02-2021 7 th sem 18-01-2021 to 22-01-2021 UG 5 th sem – 18-01-2021 to 22-01-2021 A-2: UG 3 rd sem-01-03-2021 to 06-03-2021 7 th sem 08-02-2021 to 12-02-2021 UG 5 th sem – 15-02-2021 to 19-02-2021	A-1: UG 8 th sem –19-04-2021 to 23-04-2021 UG 6 th sem – 03-05-2021 to 07-05-2021 UG – 4 th sem – 24-05-2021 to 29-05-2021 S-1 : UG 8 th sem – 17-05-2021 to 21-05-2021 UG 6 th sem – 24-05-2021 to 29-05-2021 UG 4 th sem – 21-06-2021 to 25-06-2021 A-2: UG 8 th sem – 14-06-2021 to 18-06-2021 UG 6 th sem – 21-06-2021 to 26-06-2021 UG4 th sem-19-07-2021 to 25-07-2021
35	Meetings of PAC	01-02-2021 to 10-02-	25-06-2021 to 30-06-2021 and

		2021 and 25-05-2021 to 29-05-2021	11-10-2021 to 15-10-2021
36	BOS meetings (PG & UG, 7 th & 8 th semester)	December 2020	June 2021
37	DAB meetings		October 2021
College Level :			
S N O	Name of the activities	Tentative Date	
		ODD Semester (November to March)	EVEN Semester (March to August)
38	Academic Council Meeting	November 2020	July 2021
39	Governing Body Meeting	December 2020	May 2021

PC: Programme Co-ordinator; FC: Faculty Co-ordinator; CC –Course Co-ordinator; RC: Research Co-ordinator

Copy to:

1. ALL HOD'S
2. Dean (SA), Dean (R&D)
3. First year I/C (TL-Dr BRR) & (Discipline, Services-Dr AR)
4. Head T&P
5. Librarian
6. I/C CCTV'S & Website Through HOD/CSE


PRINCIPAL