

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

**VIJAYAWADA – 520 007**

Ref: VRSEC/F.No.42/Circulars/Activity Calendar\2021

Dt: 20/09/2021

**CIRCULAR**

The following is the schedule of activities at college and department level for the Academic Year 2021-2022. 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.

<b>I. Teaching – Learning</b>			
<b>S N O</b>	<b>Name of the activities</b>	<b>Tentative Date</b>	
		<b>ODD Semester (September to March)</b>	<b>EVEN Semester (January to July)</b>
1.	Review of Teaching-Learning process-2/4, 3/4 & 4/4	3 <sup>rd</sup> sem-13-12-2021 to 17-12-2021	4 <sup>th</sup> sem-25-04-2022 to 30-04-2022
		5 <sup>th</sup> sem-25-10-2021 to 1-11-2021	6 <sup>th</sup> sem-30-02-2022 to 05-02-2022
		7 <sup>th</sup> sem-18-10-2021 to 22-10-2021	8 <sup>th</sup> sem-21-02-2022 to 26-02-2022
2.	Inviting Industry experts for Idea churning sessions – 3 <sup>rd</sup> semester	3 <sup>rd</sup> sem-01-10-2021 to 05-10-2021	4 <sup>th</sup> sem-25-04-2022 to 30-04-2022
		5 <sup>th</sup> sem-08-10-2021 to 13-10-2021	6 <sup>th</sup> sem-07-03-2022 to 05-03-2022
		7 <sup>th</sup> sem-13-11-2021 to 17-11-2021	8 <sup>th</sup> sem-21-02-2022 to 26-02-2022
3	Ensuring new experiments in every lab (odd & even semester)	3 <sup>rd</sup> sem - 02-11-2021 to 06-11-2021 5 <sup>th</sup> and 7 <sup>th</sup> sem-13-09-2021 to 17-09-2021	4 <sup>th</sup> sem-21-03-2022 to 25-03-2022 6 <sup>th</sup> sem and 8 <sup>th</sup> sem- 10-01-2022 to 13-01-2022
4	Allotment of projects UG & PG students	UG 5 <sup>th</sup> sem – 04-10-2021 to 08-10-2021 7 <sup>th</sup> sem-20-09-2021 to 25-09-2021	PG – 06-12-2021 to 09-12-2022
5	Collection of online feedback – 2/4, 3/4, 4/4	UG 3 <sup>rd</sup> 6-12-2021 to 10-12-2021 7 <sup>th</sup> sem 13-12-2021 & 18-10-2021 UG 5 <sup>th</sup> sem 25-10-2021 to 02-11-2021	UG 4 <sup>th</sup> – 09-05-2022 & 13-05-2022 UG 6 <sup>th</sup> sem – 08-03-2022 & 15-03-2022 8 <sup>th</sup> sem-22-02-2022 to 25-02-2022
6	Follow up action on faculty with <3.5 feedback	UG 3 <sup>rd</sup> 20-12-2021 to 24-12-2021 7 <sup>th</sup> sem 18-10-2021 & 25-10-2021 UG 5 <sup>th</sup> sem 02-11-2021 to	UG 4 <sup>th</sup> – 20-05-2022 to 25-05-2022 UG 6 <sup>th</sup> sem 21-03-2022 & 25-03-2022 8 <sup>th</sup> sem-07-03-2022 to 11-03-

		10-11-2021	2022
7	Review on correction & issue of answer scripts	<p>A-I:</p> <p>UG 3<sup>rd</sup> – 14-12-2021 to 17-12-2021</p> <p>UG 5<sup>th</sup>sem – 02-11-2021 to 06-11-2021</p> <p>UG 7<sup>th</sup> sem-18-10-2021 to 22-10-2022</p> <p>S-1:</p> <p>UG 3<sup>rd</sup> sem-17-01-2021 to 21-01-2022</p> <p>UG 5<sup>th</sup>sem – 29-11-2021 to 03-12-2021</p> <p>UG 7<sup>th</sup> sem- 15-11-2021 to 19-11-2021</p> <p>A-2:</p> <p>UG 3<sup>rd</sup> sem -01-02-2022 to 05-02-2022</p> <p>UG 5<sup>th</sup>sem – 20-12-2021 to 24-12-2021</p> <p>UG 7<sup>th</sup>sem – 06-12-2021 to 10-12-2021</p> <p>S-2:</p> <p>UG 3<sup>rd</sup> -01-03-2022 to 03-03-2022</p> <p>UG 5<sup>th</sup>sem – 04-01-2022 to 06-01-2022</p> <p>UG 7<sup>th</sup> sem-20-12-2021 to 22-12 -2021</p>	<p>A-1:</p> <p>UG 8<sup>th</sup>sem – 21-03-2022 to 25-03-2022</p> <p>UG 6<sup>th</sup>sem 14-03-2022 to 18-03-2022</p> <p>UG 4<sup>th</sup>sem 09-05-2022 to 13-05-2022</p> <p>S-1:</p> <p>UG 8<sup>th</sup>sem – 21-03-2022 to 25-03-2022</p> <p>UG 6<sup>th</sup>sem – 11-04-2022 to 15-04-2022</p> <p>UG 4<sup>th</sup>sem 06-06-2022 to 10-06-2022</p> <p>A-2:</p> <p>UG 8<sup>th</sup>sem – 11-04-2022 to 15-04-2022</p> <p>UG 6<sup>th</sup>sem – 09-05-2022 to 13-05-2022</p> <p>UG 4<sup>th</sup>sem – 27-06-2022 to 30-06-2022</p> <p>S-2:</p> <p>UG 8<sup>th</sup>sem 16-05-2022 to 20-05-2022</p> <p>UG 6<sup>th</sup>sem 06-06-2022 to 10-06-2022</p> <p>UG 4<sup>th</sup>sem 18-07-2022 to 22-07-2022</p>
8	Review on professional society activities	First week/every month	First week/every month
9	Collection of course end feedback (COS)	<p>UG 3<sup>rd</sup> sem -20-12-2021</p> <p>UG 5<sup>th</sup>sem – 03-01-2022</p> <p>UG 7<sup>th</sup>sem 19-12-2022</p>	<p>UG 8<sup>th</sup>sem – 07-05-2022</p> <p>UG 6<sup>th</sup>sem 28-05-2022</p> <p>UG 4<sup>th</sup>sem 09-07-2022</p>
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 <sup>th</sup> of every month	30 <sup>th</sup> of every month
12	Review on M.Tech Programmes – 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 <sup>nd</sup> & 3 <sup>rd</sup> year)	2/4 – 20-12-2021 to 24-12-2022 3/4 – 05-12-2021 to 12-12-2021	2/4 – 05-05-2022 to 10-05-2022 3/4 – 16-03-2022 to 21-03-2022
15	Feedback from Alumni & Employer	08-07-2021 to 15-07-2021	09-12-2021 to 16-12-2021
16	Programme exit feed back	--	15-06-2022 to 15-07-2022

## 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 <sup>th</sup> October 2021 – 30 <sup>th</sup> April 2022
19	Updation of NBA/ISO/NIRF/AICTE/NAAC/files	Department I/C's	30 <sup>th</sup> 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 <sup>st</sup> May 2022 & 1-06-2022
22	Preparation of NBA-SAR & Pre qualifier by CE, IT & EIE departments	Department I/C's	25-03-2022 (Pre Qualifier) 05-06-2022 (SAR)

## III Continuing Education, Innovation & Internships Employment :

S N O	Name of the activities	Tentative Date	
		ODD Semester (September to March)	EVEN Semester (January to July)
23	Identifying student groups – Innovation day	1-11-2021 to 07-11-2021	08-02-2021 to 14-02-2021
24	Plans for improving internships/placements – Review	Once in every fifteen days	Once in every fifteen days
25	Review on Alumni interaction	21-08-2021 to 30-08-2021 18-09-2021 to 25-09-2021 25-11-2021 to 30-11-2021	21-01-2022 to 27-01-2022 31-03-2022 to 5-04-2022
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	Every month first week	Every month first week

	Institutions		
28	Review on EPICS course – 3 <sup>rd</sup> year (5 <sup>th</sup> &6 <sup>th</sup> semester)	27-10-2021 to 05-11-2021 29-11-2021 to 04-12-2021 23-12-2021 to 26-12-2021	03-03-2022 to 09-03-2022 04-04-2022 to 10-04-2022 19-05-2022 to 26-05-2022
29	Review on value added courses for improving employability (2/4, 3/4& 4/4)	08-02-2022 to 12-02-2022	06-06-2021 to 11-06-2021
30	Review on domain knowledge classes (6 <sup>th</sup> & 7 <sup>th</sup> 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 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> years)	As per the department requirement 11-11-2021	As per the department requirement 07-02-2022
S N O	Name of the activities	Tentative Date	
		ODD Semester (September to March)	EVEN Semester (January to July)
34	Conduct of Remedial classes & Implementation of concept of Quality Circles	A-1: UG 3 <sup>rd</sup> sem -13-12-2021 to 16-12-2021 7 <sup>th</sup> sem– 18-10-2021 to 22-10-2021 UG 5 <sup>th</sup> sem – 01-11-2021 to 05-11-2021 S-1: UG 3 <sup>rd</sup> sem- 17-01-2022 to 21-01-2022 7 <sup>th</sup> sem 15-11-2022 to 19-11-2022 UG 5 <sup>th</sup> sem – 30-11-2021 to 03-12-2021 A-2: UG 3 <sup>rd</sup> sem-07-02-2022 to 11-02-2022 7 <sup>th</sup> sem 06-12-2021 to 10-12-2021 UG 5 <sup>th</sup> sem – 20-12-2021 to 24-12-2021	A-1: UG 8 <sup>th</sup> sem –20-02-2022 to 25-02-2022 UG 6 <sup>th</sup> sem – 15-03-2022 to 18-03-2022 UG – 4 <sup>th</sup> sem – 05-05-2022 to 09-05-2022 S-1 : UG 8 <sup>th</sup> sem – 16-03-2022 to 19-03-2022 UG 6 <sup>th</sup> sem – 15-04-2022 to 19-04-2022 UG 4 <sup>th</sup> sem – 06-06-2022 to 10-06-2022 A-2: UG 8 <sup>th</sup> sem – 18-04-2022 to 22-04-2022 UG 6 <sup>th</sup> sem – 09-05-2022 to 12-05-2022 UG 4 <sup>th</sup> sem-23-06-2022 to 27-06-2022

35	Meetings of PAC	01-02-2022 to 10-02-2022 and 02-05-2022 to 02-05-2022	05-06-2022 to 10-06-2022 and 15-09-2022 to 22-09-2022
36	BOS meetings (PG & UG, 7 <sup>th</sup> & 8 <sup>th</sup> semester)	17 <sup>rd</sup> – 26 <sup>th</sup> December 2021	06 <sup>th</sup> -12 <sup>th</sup> June 2022
37	DAB meetings		September 2022
College Level :			
S N O	Name of the activities	Tentative Date	
		ODD Semester (September to March)	EVEN Semester (January to July)
38	Academic Council Meeting	December 2021	July 2022
39	Governing Body Meeting	January 2022	August 2022

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. Frist year I/C(TL-Dr BRR)&(Discipline, Services-Dr AR)
4. Head T&P
5. Librarian
6. I/C CCTV'S & Website Trough HOD/CSE

  
PRINCIPAL