

**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE**

(AUTONOMOUS)
VIJAYAWADA – 520 007

Ref : VRSEC/F.No.42/Circulars/2019

Dt: 10/07/2019

CIRCULAR

The following is the **schedule of activities at college and department level for the Academic Year 2019-2020**. 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.No.	Name of the activities	Responsibility	Tentative Date	
			ODD Semester (June to November)	EVEN Semester (December to April)
1.	Review of Teaching – learning process - 2/4, 3/4 & 4/4	HOD	12-08-2019, 07-10-2019	20-01-2020, 16-03-2020.
2.	Inviting Industry experts for Idea churning sessions – 3 rd semester	HOD & PC	15-07-2019 to 20-07-2019 & 19-09-2019 to 21-09-2019.	16-12-2019 to 21-12-2019 & 17-02-2020 to 22-02-2020
3.	Ensuring new experiments in every lab (odd & even semester)	HOD, PC & Lab I/c	01-07-2019 to 06-07-2019	02-12-2019 to 07-12-2019
4.	Allotment of projects UG & PG students	HOD & PC	UG 5 th sem – 05-08-2019 to 10-08-2019	PG- 06-04-2020 to 11-04-2020
5.	Collection of online feedback – 2/4, 3/4 & 4/4	HOD & Faculty	UG 3 rd and 7 th sem – 05-08-2019 & 02-11-2019 UG 5 th sem– 22-07-2019 & 26-10-2019.	UG 4 th and 8 th sem – 07-01-2020 & 01-04-2020 UG 6 th sem – 28-12-2019 & 28-03-2020.
6.	Follow up action on faculty with <3.5 feedback	HOD & PC	UG 3 rd and 7 th sem – 12-08-2019 & 09-11-2019 UG 5 th sem– 29-07-2019 & 02-11-2019.	UG 4 th and 8 th sem – 20-01-2020 & 08-04-2020 UG 6 th sem – 04-01-2020 & 04-04-2020.

7.	Review on correction & issue of answer scripts.	HOD	A-1: UG 3 rd and 7 th sem – 08-08-2019 UG 5 th sem – 25-07-2019 S-1: UG 3 rd and 7 th sem – 05-09-2019 UG 5 th sem – 25-08-2019 A-2: UG 3 rd and 7 th sem – 04-10-2019 UG 5 th sem – 26-09-2019 S-2: UG 3 rd and 7 th sem – 07-11-2019 UG 5 th sem – 01-11-2019	A-1: UG 8 th sem – 11-01-2020 UG 6 th sem –02-01-2020. UG 4 th sem – 07-01-2020 S-1: UG 8 th sem – 13-02-2020 UG 6 th sem –06-02-2020. UG 4 th sem – 10-02-2020 A-2: UG 8 th sem – 12-03-2020 UG 6 th sem –05-03-2020. UG 4 th sem – 09-03-2020 S-2: UG 8 th sem – 11-04-2020 UG 6 th sem –02-04-2020. UG 4 th sem – 06-04-2020
8.	Review on professional society activities	FC	First week /every month	First week /every month
9.	Collection of course end feedback (COS)	CC	UG 3 rd and 7 th sem – 02-11-2019 UG 5 th sem –26-10-2019.	UG 8 th sem – 01-04-2020 UG 6 th sem –28-03-2020. UG 4 th sem – 06-04-2020
10.	Registration of MOOCs courses (to meet the department targets)	HOD & Class counselor	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	HOD & PC	30 th of every month	30 th of every month
12.	Review on M.Tech Programmes – Projects (Teaching – Learning, PBL, Minor/Major Projects)	HOD & PC (PG)	As per schedule	As per schedule
13.	Review of project works – UG	UG & PGs	As per the schedule	As per the schedule
14.	Parents meet (2 nd & 3 rd year)	HOD & PC	2/4 – 05-08-2019 3/4 –15-07-2019	2/4 –09-12-2019 3/4 – 02-12-2019
15.	Feedback from Alumni & Employer	HOD & PC	08-07-2019	09-12-2019
16.	Programme exit feed back	PC	--	30-03-2020 to 01-04-2020

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	Lab I/c's	To be completed by 30-08-2019
18.	Review on Department News letters & Annual Report	Faculty I/c	30 th October 2019 – 30 th April 2020
19.	Updation of NBA/ISO/NIRF/AICTE /NAAC /files	Faculty I/c	30 th every month
20.	Updation of data in department website	Faculty I/c	Activity next day/same day
21.	Scheduling external audit & follow up action on the Report of the external audit team	HOD & Faculty I/c	Before 10 th May 2020&15-06-2020
22.	Preparation of NBA – SAR & Pre qualifier by CE, IT & EIE departments	HOD & PC	30-07-2019(Pre Qualifier) 30-08-2019(SAR)

III. Continuing Education, Innovation & Internships Employment :

S.No.	Name of the activities	Responsibility	Tentative Date	
			ODD Semester (June to November)	EVEN Semester (December to April)
23.	Identifying student groups – Innovation day	Faculty I/c	15-07-2019	08-12-2019
24.	Plans for improving internships/placements – Review	HOD & Coordinators	once in every fifteen days	once in every fifteen days
25.	Review on Alumni interaction	HOD & Alumni Co-or	29-07-2019, 30-09-2019, 25-09-2019.	27-01-2020, 30-03-2020.
26.	Review on Research publications (PG students & faculty & funding from outside)	HOD & RC	Every month first week	Every month first week
27.	Participation of students in NIT's/IIT's/AICTE/ premier Institutions	HOD & FC	Every month first week	Every month first week
28.	Review on EPICS course – 3 rd year (5 th & 6 th semester)	Review team	22-07-2019, 21-08-2019, 23-09-2019.	16-12-2019, 20-01-2020, 17-02-2020.
29.	Review on value added courses for improving employability (2/4, 3 /4 & 4/4)	HOD & Trg. Co.or	08-07-2019	09-12-2019
30.	Review on domain knowledge classes (6 th & 7 th semester)	PC & Trg. I/c	July – September (every week)	November – January (every week)
31.	Participation of Faculty in conferences & FDP's outside the college. (India/Abroad)	HOD	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)	HOD	Every month- First week	Every month- First week
33.	Global certifications in every department (2 nd , 3 rd & 4 th years)	HOD & Trg. Co.ordinator	As per the department requirement – 08-07-2019.	As per the department requirement – 09-12-2019.

S.No.	Name of the activities	Responsibility	Tentative Date	
			ODD Semester (June to November)	EVEN Semester (December to April)
34.	Conduct of Remedial classes & Implementation of concept of Quality Circles	HOD & CC & PC	A-1: UG 3 rd and 7 th sem – 08-08-2019 UG 5 th sem –25-07-2019 S-1: UG 3 rd and 7 th sem – 05-09-2019 UG 5 th sem –25-08-2019 A-2: UG 3 rd and 7 th sem – 04-10-2019 UG 5 th sem –26-09-2019 S-2: UG 3 rd and 7 th sem – 07-11-2019 UG 5 th sem –01-11-2019	A-1: UG 8 th sem–11-01-2020 UG 6 th sem –02-01-2020. UG 4 th sem – 07-01-2020 S-1: UG 8 th sem –13-02-2020 UG 6 th sem –06-02-2020. UG 4 th sem –10-02-2020 A-2: UG 8 th sem –12-03-2020 UG 6 th sem –05-03-2020. UG 4 th sem –09-03-2020 S-2: UG 8 th sem –11-04-2020 UG 6 th sem –02-04-2020. UG 4 th sem –06-04-2020
35.	Meetings of PAC	PC	08-07-2019 to 13-07-2019 and 04-11-2019 to 09-11-2019	02-03-2020 to 07-03-2020
36.	BOS meetings (PG & UG, 7 th & 8 th semester)	PC/HOD	1 ST – 14 th August 2019	--
37.	DAB Meetings	PC & HOD	--	06-04-2020 to 11-04-2020

College Level :

S.No.	Name of the activities	Responsibility	Tentative Date	
			ODD Semester (June to November)	EVEN Semester (December to April)
38.	Academic Council Meeting	Principal COE &Dr.BVR/EEE	08-06-2019	14-12-2019
39.	Governing Body Meeting	Principal COE &Dr.BVR/EEE	22-06-2019	21-12-2019

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 CC TV's & website through HOD/CSE


PRINCIPAL
V.R.Siddhartha Engineering College
AUTONOMOUS
VIJAYAWADA-520 007

**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE**

(AUTONOMOUS)
VIJAYAWADA – 520 007

Ref : VRSEC/F.No.35/Circulars/2018

Dt: 09/07/2018

CIRCULAR

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2.	Inviting Industry experts for Idea churning sessions – 3 rd semester	HOD & PC	16-07-2018 to 21-07-2018& 17-09-2018 to 22-09-2018.	17-12-2018 to 22-12-2018& 18-02-2019 to 23-02-2019
3.	Ensuring new experiments in every lab (odd & even semester)	HOD, PC & Lab I/c	02-07-2018 to 07-07-2018	03-12-2018 to 08-12-2018
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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 CC TV's & website through HOD/CSE


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