



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Calendar of Events for Academic Year 2020- 21

S.No	Event	Dates	Responsibility
Jul-20			
1st Week			
1	Research Days	1st July 2020	HOD CSE
2	IQAC internal meeting	1st Week of July 2020	Dean-Quality
3	PRACTICE SCHOOL - Orientation & documentation at the Campus	2nd Week, July-2020	Dean, Academics & Dean, Placements & Progression
4	Conduction of entrance exam and Interviews-Ph.D	July 1 st week and 3 rd Week	Dean R&D
5	Lecture Plan & Delivery Audit	1st Week, July-2020	HOD CSE
6	Administrative Files Audit by Department Team (Once in a month)	1st Week, July-2020	ALL HODs
7	Practicals & Skill Audit	1st Week, July-2020	HOD CSE
8	Department Advisory Board Meeting	1st Week, July-2020	ALL HODs
9	College Development Committee Meeting	02.07.2020	College of LAW
10	College Advisory Committee Meeting	03.07.2020	College of LAW
11	Consultancy Brochure Design	03.07.2020	all HODs and Planning & Development Incharge
12	Alumini Meeting	03.07.2020	ALL HODs
13	DDC&LDC Committee	03.07.2020	HOD CSE
14	Faculty Social Profile Building	04.07.2020	HOD CSE
15	Scholarship Data Collection	04.07.2020	Dean, Placements & Progression
16	Monthly Audit Report Statistics to be submitted by Departments	05.07.2020	ALL HODs
17	Department vetting of Course Handout on LMS	05.07.2020	ALL HODs
18	Placement Training	5th July 2020 to 30th July 2020	CSS HOD
19	Regular Class Work	5th July 2020 to 30th July 2020	CSS HOD
2nd Week			
20	Issue of Appraisal Forms to Faculty and Non Teaching Staff (more than ONE Year service in KLU)	2nd Week, July 2020	Dean-F&SA
21	Meeting with RPAC's and Preparation of agenda points for URB	2nd Week, July 2020	Dean R&D
22	Re-Constitution of IQAC Advisory Committee	2nd Week, July 2020	Dean-Quality & Registrar-KLEF
23	Awareness Program on academic flexibilities	2nd Week, July 2020	Dean, Academics
24	List of Faculty Incharges from Departments for Hobby Clubs and Extension Activities	2nd Week, July 2020	All HoDs & Dean (Student Affairs)
25	List of Programme officers from Departments for NSS	2nd Week, July 2020	All HoDs & Dean (Student Affairs)
26	World Zoonoses Day by YRC	2nd Week, July 2020	Dean (Student Affairs)
27	TLP Workshops	2nd Week, July 2020	ALL HODs

28	Classroom resources audit	2nd Week, July 2020	ALL HODs
29	Involving interested Faculty and students in the KLEF - SVR activities	2nd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
30	Environmental development Activities in Five Mandal Rally on ODF, Short movie projection on ODF, encouraging the toilet constructio, Gramasabha, Formation of committees for effective implementation in Mylavaram Mandal	2nd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
31	Environmental development Activities in the five panchayats, Rally on ODF, Short movie projection on ODF, encouraging the toilet constructio, Gramasabha, Formation of committees for effective implementation in Reddigudem Mandal	2nd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
32	Environmental development Activities in the five panchayats, Rally on ODF, Short movie projection on ODF, encouraging the toilet constructio, Gramasabha, Formation of committees for effective implementation in G.Konduru mandal	2nd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
33	ERP Audit for Research/Profile/Leaves	2nd Week, July 2020	ALL HODs
34	Issue of handbooks to all I/IV B.Tech. 2020-21 admitted students	2nd Week, July 2020	Dean, Academics
35	HOD meeting with Faculty & Staff	2nd Week, July 2020	All-HODs
36	Commencement of Classes for II & III B.COM (H) & II M.Sc(F&C)	06.07.2020	HOD-COMMERCE
37	Pre-Registration of all programmes of all departments	06/07/2020-MBA & BBA II and III year 03/08/2020 - MBA & BBA I (Tentatively)	MBA HOD
38	Webinar -Interaction with IAS Officers	07.07.2020	Arts HOD
39	Commencement of Classes for II,III,IV,V of BB.A LL.B & II year of LL.B	07.07.2020	College of LAW
40	Course Meeting	07.07.2020	all CC's and all HODs
41	Counseling Report Verification by Department Team (Once in a month)	08.07.2020	ALL HODs
42	Laboratories Audit	08.07.2020	ALL HODs
43	Finalization of Time Tables	08.07.2020	Dean - Skill Development/ Dean-Academics
44	Registration (all UG senior students ENGG &Non ENGG)	09.07.2020	Dean, Academics & Pro VC
45	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	09.07.2020	Hod-CSE
46	HOD consent / approval of Course Handout	09.07.2020	ALL HODs
47	CDAC FDP	09.07.2020 to 15.07.2020	HOD-ECE
48	Extension Activity	10.07.2020	Architecture HOD
49	Department Antiragging Committee Meeting	10.07.2020	All-HODs
50	Workshops/ guest lectures / seminars committee meeting	10.07.2020	CHEMISTRY HOD
51	Meeting with Pro - Vice Chancellor	11.07.2020	HOD-COMMERCE
52	Registration Authentciation (all UG senior students ENGG &Non ENGG)	14.07.2020	Dean, Academics & Pro VC
53	MESA - Welcoming 2nd Years	15.07.2020	HOD-ME

54	Classwork commencement (all UG senior students ENGG & Non ENGG)	15.07.2020	Dean, Academics & Pro VC
55	Approved Course Handouts upload on ERP	15.07.2020	Dean, Academics
56	Campus Placement Drive - Season - 1 (for Engineering)	15th July 2020 to 30th July 2020	Dean, Placements & Progression
57	<p>1. National webinar by Dr. S. Shanmugan and Dr. Shaik Babu on “ Solar energy advancements in agriculture and food production systems effect on Emergent materials Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p> <p>2. Online Quiz by Dr. K. Raghavendra Kumar and Dr. NSMP Latha Devi on “ Creating Awareness on Global Warming” Pre: Release the poster; Creating Google form; collecting participants responses; Post: Collecting feedback from the participants, Distribution of e-certificates to registered participants.</p>	July-2020	HOD-Physics
58	"Once More by Swara club "	Monthly Event	Dean (Student Affairs)
3rd Week			
59	Conduction of entrance exam and Interviews	July 1 st week and 3 rd Week	Dean R&D
60	University Research Board Meeting	3rd Week, July 2020	Dean, R & D
61	Meeting with Monthly report In charges	3rd Week, July 2020	Dean-Quality
62	Circular for Quality Circle (Students) meeting-01	3rd Week, July 2020	Dean-Quality
63	Allocation of Student Counsellors and Display in Dept. Notice Boards	3rd Week, July 2020	Dean, Academics & All HODs
64	Submission of Faculty and Non Teaching Staff Appraisal Forms (Completed morethan ONE Year service in KLU)	3rd Week, July 2020	ALL HODs
65	Formation of batches for Final Year M.Sc dissertations/ Term Papers	3rd Week, July 2020	Mathematics
66	Reviews of Summer Internship Program for Y17 admitted batch	3rd Week, July 2020	Dean, Placements & Progression
67	Call for registrations from students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	3rd Week, July 2020	Dean, Placements & Progression
68	Student Progression Analysis	3rd Week, July 2020	Dean, Placements & Progression
69	Conduction of Sensitizing programes by Hobby Clubs/CEA/YRC/NSS	3rd Week, July 2020	Dean (Student Affairs)
70	Environmental development Activities in the five panchayats, Rally on ODF, Short movie projection on ODF, encouraging the toilet constructio, Gramasabha, Formation of committees for effective implementation in Vijayawada Rural	3rd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)

71	Environmental development Activities in the five panchayats, Rally on ODF, Short movie projection on ODF, encouraging the toilet constructio, Gramasabha, Formation of committees for effective implementation in Ibrahim Patnam	3rd Week, July 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
72	FED Classwork commencement	3rd Week, July 2020 (Tentative)	Dean, Academics
73	Induction program for all first year 2020-21 admitted students	3rd / 4th Week , July 2020	ALL HODs-dean Academics
74	Department Counseling Committee Meeting	13.07.2020	ALL HODs
75	Classwork Commencement	13.07.2020	Architecture HOD
76	Allocation of Student Counselors & Display	14.07.2020	ALL HODs
77	CSRG FDP	14.07.2020 to 18-07-2020	HOD-ECE
78	Bridge Course for newly admitted students	15.07.2020	COMMERCE
79	Admission Counselling	15/7/2020-19/7 /2020 (BBA) 22/7/2020-25/7/2020 - (MBA)	MBA HOD
80	Department Library Committee Meeting	18.07.2020	ALL HODs
81	Organizing Faculty Orientation Lectures	18.07.2020	ALL HODs
82	Meeting with Pro - Vice Chancellor	18.07.2020	COMMERCE
83	Webinar Motivational Session with IAS Officers	18.07.2020	Arts HOD
4th Week			
84	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	4th Week, July 2020	Dean-F&SA
85	Collection of Specialization wise faculty requirement from All HODs (Recruitment for EVEN Sem)	4th Week, July 2020	Dean-F&SA
86	Quality Circles (Students) meeting-01	4th Week, July 2020	Dean-Quality
87	Sending Feedback from Quality Circles-students to the concerned Deans	4th Week, July 2020	Dean-Quality
88	Registrations of students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	4th Week, July 2020	Dean, Placements & Progression
89	Annual report on Placement for previous Academic Year	4th Week, July 2020	Dean-P & P
90	Registration of volunteers into CEA/NSS/YRC	4th Week, July 2020	Dean (Student Affairs)
91	SWEAR Analysis	4th Week, July 2020	ALL HODs
92	2019-20 cumulative Monthly Audit Report (Annual Report) Statistics to be submitted by Departments to Dean Quality	4th Week, July 2020	ALL HODs
93	Parent meeting	4th Week, July 2020	ALL HODs
94	HOD meeting with Faculty & Staff	4th Week, July 2020	All-HODs
95	KL Panorama- kl newsletter-Quarterly	4th Week, July 2020	Associate Dean -Publishing
96	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	17.07.2020	ALL HODs
97	Department Sports Committee Meeting	20.07.2020	ALL HODs
98	Commencement of Technical Club Activities	20.07.2020	HOD-ECE
99	Internal Faculty Development Program	20th July 2020 to 25th July 2020	CSS HOD
100	SPRG Webinar	21.07.2020	HOD-ECE
101	NSS - Use of Solar Desalination Still	22.07.2020	HOD-ME
102	Grouping of Students into Research Groups	22.07.2020	ALL HODs
103	Formation of Final Year Project Batches	22.07.2020	ALL HODs

104	Department Canteen Committee Meeting	22.07.2020	ALL HODs
105	MERG Webinar	22.07.2020	HOD-ECE
106	Counseling Report Verification by Department Team (Once in a month)	22.07.2020	ALL HODs
107	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	23.07.2020	Hod-CSE
108	Department Transport Committee Meeting	23.07.2020	ALL HODs
109	Student Grievances Committee Meeting	24.07.2020	ALL HODs
110	Guest Lecture for II & III BSc HM	24.07.2020	HOD - MBA
111	CSRG Webinar	24.07.2020	HOD-ECE
112	CSE DRC Meeting (Once in a month)	24.07.2020	CSE
113	Department Website Update	25.07.2020	ALL HODs
114	R&D Meeting	25.07.2020	HOD-ECE
115	Departmental Association Activities	25.07.2020	ALL HODs
116	Allocation and display of Projects / Term Papers guide to the students	26.07.2020	ALL HODs
117	Department Hostels Committee Meeting	26.07.2020	ALL HODs
118	Kargil Vijay Diwas Celebrations	26.07.2020	Dean (Student Affairs)
5th Week			
119	MESA - Technical Tuesday	27.07.2020	HOD-ME
120	Induction Classes for newly admitted students for one week	27.07.2020	College of LAW
121	NSS - Waste Management	29.07.2020	HOD-ME
122	Webinar Motivational Lecture	29.07.2020	Arts HOD
123	First evaluation reports	30.07.2020	Dean - Skill Development
124	online FDP conduction	July-2020	HOD-ECM
125	online subject based seminar for faculty	July-2020	HOD-ECM
126	Circular for Department Audits (August month)	Last week of July	Dean-Quality
127	Preliminary Feedback on faculty by students – Online process	before 31st July-2020	ALL HODs
128	Students compliant and grivances about evaluation, analysis report, action taken	July, 2020 & Jan, 2021	Dean Acadmics & Controller of Examinations

S.No	Event	Dates	Responsibility
Aug-20			
1st Week			
1	Organizing Faculty Orientation Lectures	01.08.2020	ALL HODs
2	Departmental Association Activities (Once in 2 weeks)	01.08.2020	BT
3	Meeting with Pro - Vice Chancellor	01.08.2020	HOD-COMMERCE
4	Administrative Files Audit by Department Team (Once in a month)	01.08.2020	HOD CSE
5	Faculty Social Profile Building	01.08.2020	HOD CSE
6	Call for Best Teacher Award (BTA)	1st Week, August 2020	All HODs and Dean -F&SA
7	IQAC files updation	1st week, August -2020	ALL HODs
8	National Immunization Awareness Month	1st week, August -2020	HOD-Pharmacy
9	Plantation at every available and possible places in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Mylavaram mandal	1st week, August -2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
10	Placement Training	1st week, August -2020	CSS HOD
11	Regular Class Work	1st week, August -2020	CSS HOD
12	Antiragging awareness program	1st week, August -2020	ALL HODs
13	IQAC internal meeting	1st week, August -2020	Dean-Quality
14	Project Reviews	1st week, August -2020	Dean - Academics
15	Classwork commencement of all UG, PG 1st year students Engineering & other than ENGG	1st week, August -2020	Dean, Academics & Pro VC
16	Sharing Feedback Report with HoDs	1st week, August -2020	Dean-Academics
17	Academic Registrations for PG for A. Y. 2020 - 2021 - Odd Semester	1st week, August -2020	Dean, Academics
18	Commencement of Class work for PG for A. Y. 2020-2021 - Odd Semester	1st week, August -2020	Dean, Academics
19	Spot valuation of Pre PhD examination	1st week, August -2020	Dean R&D
20	Finalization of Convener, Co-Convener and Organization Committee for SAMYAK - 2020	1st week, August -2020	Dean R & D & Registrar
21	Pre Ph.D. Course Work for XIX	1st week, August -2020	Dean R & D
22	Orientation Programme to NSS Volunteers	1st week, August -2020	Dean (Student Affairs)
23	Anti-Ragging Awareness Program	1st week, August -2020	Dean (Student Affairs)
24	National Immunization Awareness Month by YRC	1st week, August -2020	Dean (Student Affairs)
25	NCC Selection or Enrolment	1st week, August -2020	Dean (Student Affairs)
26	Registration of students into clubs	1st week, August -2020	Dean (Student Affairs)
27	Work-shop on "Safety, Security and threat awareness"	1st week, August -2020	Convener-Women's Forum & Dean (Student Affairs)
2nd Week			
28	Guest Lecture for IV B.Tech. (R&M Group)	03.08.2020	HOD-ME
29	Commencement of Classes for 1st B.COM (H) & 1st M.Sc(F&C)	03.08.2020	COMMERCE HOD
30	Alumini Meeting	03.08.2020	HOD-ECE
31	Commencement of Classes for first year students	03.08.2020	College of Law
32	Departmental talk	03.08.2020	CSE-HOD
33	MERG FDP	03.08.2020 to 07.08.2020	HOD-ECE

34	NSS - Rain Water Harvesting	05.08.2020	HOD-ME
35	Monthly Audit Report to be submitted by Departments	05.08.2020	EEE HOD
36	Swacha Bharat Program	05.08.2020	BHM - HOD
37	Counseling Report Verification by Department Team (Once in a month)	05.08.2020	ALL HODs
38	Research Days	05.08.2020	CSE-HOD
39	International Conference on Intelligent and Smart Computing in Data Analytics (ISCDA)	5th August to 8th August 2020	CSE-HOD
40	Content Preparation for Quant Moule	5th August to 18th August 2020	CSS HOD
41	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	06.08.2020	CSE-HOD
42	Department Advisory Meeting (Once in a month)	07.08.2020	ALL HODs
43	Registration of students into clubs	07.08.2020	BHM - HOD
44	Action Plan on Consultancy	08.08.2020	ALL HODs
45	Organizing Faculty Orientation Lectures	08.08.2020	ALL HODs
46	Meeting with Pro - Vice Chancellor	08.08.2020	COMMERCE HOD
47	RESEARCH METHODOLOGY WEBINAR	08.08.2020	Architecture HOD
48	LMS/ERP committee meeting	08.08.2020	ALL HODs
49	Discipline committee meeting	08.08.2020	ALL HODs
50	ERP Audit for Research/Profile/Leaves	08.08.2020	ALL HODs
51	Plantation at every available and possible places in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in G.Konduru mandal	2nd week, August 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
52	HoD Meeting with Department Faculty and staff	2nd week, August 2020	ALL HODs
53	Release of Faculty Recruitment Advertisement	2nd week, August 2020	Dean-F&SA
54	1. Feedback Analysis 2. Action Taken Report	2nd week, August 2020	Dean-Academics
55	Research publications, citation, Reviews of the departments	2nd week, August 2020	Dean R&D
56	Formation of University level Advisory Committee for Hobby Clubs/CEA/YRC/NSS	2nd week, August 2020	Dean (Student Affairs)
57	Swatch Bharath Programme by NSS	2nd week August 2020	Dean (Student Affairs)
58	Raghavam event -Bellary Raghava Birth Anniversary by Hobby clubs	2nd week August, 2020	Dean (Student Affairs)
59	Organizing subject based workshop/seminar/conference for faculty - One in each semester (Engineering)	2nd week, August 2020	CE HOD
60	Commencement of Classes for Competitive exams coaching between 2:00 P.M. to 5:00 P.M. (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	2nd Week, August- 2020 to 1st Week, February-2020	Dean, Placements & Progression

61	Audit of Departments	2 nd & 3 rd Week of August 2020	Dean-Quality
3rd Week			
62	Submission of BTA Recommendations by HoD	10.08.2020	All HODs & Dean-F&SA, Dean- Academics
63	Workshops/ guest lectures / seminars committee meeting	10.08.2020	CHEMISTRY HOD
64	Student Affair Committee Meeting	10.08.2020	ALL HODs
65	Fixing the Action Plan on Legal Aid Clinic Programmes	10.08.2020	College of Law
66	Addressing Student Grievances (Twice in a month)	10.08.2020	ALL HODs
67	Course Meeting	11.08.2020	all CC's and all HODs
68	Research Days	12.08.2020	HOD CSE
69	CSRG Workshop	11.08.2020 to 12-08-2020	HOD-ECE
70	Presentation by Students	13.08.2020	ARTS HOD
71	Subject Based Seminar for Faculty (all Research Groups)	14.08.2020	HOD-ME
72	Department Transport Committee Meeting	14.08.2020	ALL HODs
73	Extension Activity	14.08.2020	Architecture HOD
74	Guest Lecture to M. Sc students	14.08.2020	CHEMISTRY HOD
75	Lab monitoring committee	14.08.2020	ALL HODs
76	Periodic Research Opportunities Exploration	14.08.2020	ALL HODs
77	NSS Independence Day	15.08.2020	ALL HODs
78	Independence Day Celebrations Hobbyclubs/NCC	15.08.2020	Dean (Student Affairs)
79	Independence Day Celebrations	15.08.2020	Assoc. Dean, Sports & Games & Dean (Student Affairs)
80	Category wise admissions(gender, nation wise, disable students, sports, other reservations)	15.08.2020	Registrar
81	Parents Meeting for 2nd Years	17.08.2020	ALL HODs
82	Course Meeting	18.08.2020	all CC's and all HODs
83	SPRG Webinar	18.08.2020	HOD-ECE
84	1. Aviation Day 2. MERG Webinar	19.08.2020	HOD-ECE
85	II B.Tech. - Industrial Visit - Section 1	19.08.2020	HOD-ME
86	Department Library Committee Meeting	19.08.2020	ALL HODs
87	Two-Day Online Workshop on Photography/Filmmaking	19-08-2020& 20-08-2020	Fine Arts
88	Student Grievance committee meeting	3rd Week, August-2020	ALL HODs
89	Webinar on Non Linear PDE's	3rd Week, August-2020	Mathematics HOD
90	Children's Eye Health and Safety	3rd Week, August-2020	Pharmacy HOD
91	Plantation at every available and possible places in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Reddigudem mandal	3rd Week, August-2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
92	Finalization of Convener for IX & X Convocation	3rd Week, August 2020	Registrar
93	Circular for Quality Circle (Faculty) meeting-01	3rd Week, August 2020	Dean-Quality

94	Conduction of Sem-in I Exams	3rd Week, August 2020	Dean-Academics, Controller of Examinations
95	Children's Eye Health and Safety by YRC	3rd Week, August 2020	Dean (Student Affairs)
96	Mega Blood Donation Camp	3rd Week, August 2020	Dean (Student Affairs)
97	Plantation Drive by NCC	3rd Week, August 2020	Dean (Student Affairs)
98	Plantation Programmes by NSS	3rd week August 2020	Dean (Student Affairs)
99	Health awareness program on obesity and other issues	3rd Week, August 2020	Convener-Women's Forum
4th Week			
100	II B.Tech. - Industrial Visit - Section 2	20.08.2020	HOD-ME
101	Department Sports Committee Meeting	20.08.2020	ALL HODs
102	Faculty Grievances Committee	20.08.2020	ALL HODs
103	Webinar by Faculty	20.08.2020	HOD CSE
104	Department Association Activity by FOCUS Student Body (Twice in a month) -	20.08.2020	HOD CSE
105	Webinar Interaction	21.08.2020	ARTS HOD
106	CSE DAC Meeting (Once in a month)	21.08.2020	HOD CSE
107	Department Canteen Committee Meeting	22.08.2020	ALL HODs
108	II B.Tech. - Industrial Visit - Section 3	22.08.2020	HOD-ME
109	Meeting with Pro - Vice Chancellor	22.08.2020	COMMERCE HOD
110	1st internal Exams all non Engg	22.08.2020 (Tentatively)	MBA HOD
111	Medical camp in Pinapaka panchayat	22.08.2020 by Andhra hospitals	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
112	II B.Tech. - Industrial Visit - Section 4	24.08.2020	HOD-ME
113	Attendance & Marks Postage	24.08.2020	ALL HODs
114	Addressing Student Grievances (Twice in a month)	24.08.2020	ALL HODs
115	II & III BSc HM. - Industrial Visit	24.08.2020	BHM - HOD
116	second evaluation reports	25.08.2020	Dean - Skill Development
117	CSRG Webinar	25.08.2020	HOD-ECE
118	Guest Lecture (Tentatively)	25.08.2020	College of Law
119	Course Meeting	25.08.2020	all CC's and all HODs
120	Research Days	26.08.2020	CSE-HOD
121	III B.Tech. Industrial Visit - Section 1	26.08.2020	HOD-ME
122	Department Hostels Committee Meeting	26.08.2020	ALL HODs
123	Finalization of Guest for SAMYAK	26.08.2020	Dean R & D & Registrar
124	Content Preparation for Reasoning Module	26.08.2020 to 31.08.2020	CSS HOD
125	HoD Meeting with Department Faculty and staff	4th Week, August 2020	ALL HODs
126	II B.Tech. - Industrial Visit and III B.Tech. - Industrial Visit	4th Week, August 2020	BT HOD
127	Non conformance Report to all department HODs and Principal-COE	4th Week, August 2020	Dean-Quality
128	Non conformance Report reply from HODs to principal and principal to Dean-Quality	4th Week, August 2020	Principal
129	Quality Circle (Faculty) meeting-01	4th Week, August 2020	Dean-Quality
130	Preparation of Minutes for Quality Circles (Faculty) meeting-01	4th Week, August 2020	Dean-Quality
131	Compliances report by IQAC	4th Week, August 2020	Dean-Quality
132	Declaration of the list of BTA for the A.Y. 2019-20	4th Week, August 2020	Dean-Academics
133	TLP Academic Audit	4th Week, August 2020	Dean-Academics

134	Finalising the Increments for Faculty and Non Teaching Staff	4th Week, August 2020	Dean-F&SA
135	Ph.D. Registrations for XIX Batch	4th Week, August 2020	Dean, R & D
136	Declaration of Pre Ph.D. Examination Results	4th Week, August 2020	Dean, R & D
137	Institution's overall satisfaction survey of Students	4th Week, August 2020	Dean-Academics
138	World Photography day celebrations by Photography Club	4th Week, August 2020	Dean (Student Affairs)
139	Plantation at every available and possible places in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Vijayawada rural	4th Week, August 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
5th Week			
140	III B.Tech. - Industrial Visit - Section 2	27.08.2020	HOD-ME
141	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	27.08.2020	MBA HOD
142	Sem-In-Project Review-I with Regular Class-Work / Online Workshop on Photography, Graphic Designing	27-08-2020 to 29-08-2020	Fine Arts
143	NSS - Solar & Power Generation	28.08.2020	HOD-ME
144	Hobby Club s/NSS Activity	28.08.2020	Architecture HOD
145	Department research committee Meeting (Once in a month)	28.08.2020	All HODs
146	National Sports Day Celebrations by dept. of Physical Education	29.08.2020	Assoc. Dean, Sports & Games & Dean (Student Affairs)
147	Department Website Update	29.08.2020	All HODs
148	Organizing Faculty Orientation Lectures	29.08.2020	ALL HODs
149	MESA - Think Positive Thursday	29.08.2020	HOD-ME
150	III B.Tech. - Industrial Visit - Section 3	29.08.2020	HOD-ME
151	IQAC Internal Audit	29.08.2020	HOD-ECE
152	Meeting with Pro - Vice Chancellor	29.08.2020	COMMERCE
153	Lecture New Students-Welcome & Motivation	30.08.2020	ARTS HOD
154	III B.Tech. - Industrial Visit - Section 4	31.08.2020	HOD-ME
155	Dept Counselling Comitte Meeting	31.08.2020	HOD-ECE
156	Department Development Committee Meeting	31.08.2020	BHM - HOD
157	IQAC files updation	31.08.2020	College of Law
158	RPAC meeting	31.08.2020	CHEMISTRY HOD
159	Uploading of admission data on KLEF Website	31/08/2020	Registrar
160	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	5th Week, August 2020	BCA HOD
161	Plantation at every available and possible places in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Ibrahim patnam	5th Week, August 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
162	Circular for Department Audits (September month)	5th Week, August 2020	Dean-Quality

163	Research Group Meeting	5th Week, August 2020	All HODs
164	Insurance of All Equipments	Yearly - August 2020	P&D
165	List of I-year Engineering students admissions data for submission to AICTE	August 2020	Registrar
166	Pre Ph.D. Exams / Reviews for Batches I to XVIII	Aug 2020 / June 2020	Dean, R & D
167	Pre Ph.D. Exams / Reviews for Batches I to XVIII	Aug 2020 / June 2020	Dean, R & D
168	Once More by Swara club	Monthly Event	Dean (Student Affairs)
169	-online workshop for faculty	August-2020	HOD-ECM
170	<p>1. Homeo Medicine Distribution by Dr. M. Venkateswarlu and Mr. M. Gnana Kiran Pre: Release the circular through proper channel from Registrar of KLEF; poster release; collecting the money; distribution of medicine.</p> <p>2. Guest Lecture conducted by Dr. K. Raghavendra Kumar and Dr. NSMP Latha Devi on “ LIDAR – Probing the Atmosphere” Pre: Contacting the resource speaker and receiving acceptance, Release the poster; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p>	Aug-20	Physics HOD
171	Breast feeding week in the villages	one day in each village	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
172	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
173	Annual report on examination	Aug, 2020	Dean Acadmics & Controller of Examinations
174	Annual report on internships/ project work	Aug, 2020	P&P
175	Revision/ updation of consultancy policy	Aug, Nov, Feb & May	R&D

S.No	Event	Dates	Responsibility
		Sep-20	
		1st Week	
1	Course Meeting	01.09.2020	all CC's and all HODs
2	Content Preparation for Reasoning Module	01.09.2020 to 15.09.2020	CSS HOD
3	Placement Training	01.09.2020 to 30.09.2020	CSS HOD
4	Regular Class Work	01.09.2020 to 30.09.2020	CSS HOD
5	Organizing Faculty Orientation Lectures	02.09.2020	All HoD's
6	Subject based Seminar	02.09.2020	COMMERCE-HOD
7	Subject based Seminar	02.09.2020	College of Law
8	Counseling Report Verification by Department Team (Once in a month)	02.09.2020	All HoD's
9	Research Days	02.09.2020	CSE HOD
10	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	03.09.2020	CSE HOD
11	Department Advisory Meeting (Once in a month)	04.09.2020	All HoD's
12	NSS - Agriculture & Irrigation Based Activity	04.09.2020	HOD-ME
13	News Letter submission	04.09.2020	All HoD's
14	Monthly Audit Report Statistics to be submitted by Departments	05.09.2020	All HoD's
15	Teacher's Day Celebrations by the University	05.09.2020	All HoD's
16	Teachers Day Tejomayam	05.09.2020	HOD-ECE
17	Faculty Social Profile Building	05.09.2020	CSE HOD
18	Teachers Day Celebration by Hobby Clubs	05.09.2020	Dean (Student Affairs)
19	Sem In I exams	05.09.2020 to 07.09.2020	CSS HOD
20	Last Date for Receiving of Applications for faculty positions	1st Week, September 2020	Dean-F&SA
21	Maintenance of Solar, Windmills, Biogas Plant	1st Week, September 2020	P&D
22	Ph.D. Admissions Notification for XX Batch	1st Week, September 2020	Dean R & D & Registrar
23	IQAC internal meeting	1st Week, September 2020	Dean-Quality
24	Circular for the audit of Central facilities	1st Week, September 2020	Dean-Quality
25	Circular for Exam cell Audit	1st Week, September 2020	Dean-Quality

26	Circular for 1st IQAC Advisory Committee meeting	1st Week, September 2020	Dean-Quality
27	Start of Remedial Classes for Slow Learners after In-Semester Evaluation	1st Week, September 2020	Dean, Academics & All HODs
28	Women's empowerment –principles in Practice	1st Week, September 2020	Convener-Women's Forum
29	In-Sem Exam - I	1st Week, September 2020 (Tentatively)	All HoD's ,Dean -Academics ,Principal & CoE
30	Industrial visit (Virtual Tour)	1st Week, September 2020	CE
31	Departmental Association Activities (Once in 2 weeks)	1st Week, September 2020	All HoD's
32	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Mylavaram mandal	1st Week, September 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
33	Alumini Meeting	1st Week, September 2020	All HoD's
34	Nirf ranking, committee formation	1st Week, September 2020	Registrar
35	Last Date for Receiving of Applications for faculty positions	1st Week, September 2020	Dean-F&SA
		2nd Week	
36	Departmental talk(R&D)	07.09.2020	CSE HOD
37	Addressing Student Grievances (Twice in a month)	07.09.2020	All HoD's
38	Two Day Workshop on Animation	08.09.2020 & 09.09.2020	Fine Arts HOD
39	CSRG Workshop	08.09.2020 & 09.09.2020	HOD-ECE
40	LMS/ERP committee meeting	08.09.2020	All HoD's
41	Seminar	08.09.2020	Arts HOD
42	Course Meeting	08.09.2020	all CC's and all HODs
43	International Literacy Day celebrations	08.09.2020 to 09.09.2020	Convener-Women's Forum & Dean (Student Affairs)
44	Research Days	09.09.2020	CSE HOD
45	Department Library Committee Meeting	09.09.2020	All HoD's
46	Organizing Faculty Orientation Lectures	09.09.2020	All HoD's
47	Discipline committee meeting	09.09.2020	All HoD's

48	Faculty orientation lecture- Dr. AVR	10.09.2020	CHEMISTRY HOD
49	Workshops/ guest lectures / seminars committee meeting	10.09.2020	CHEMISTRY HOD
50	Department Sports Committee Meeting	10.09.2020	All HoD's
51	In-Sem Exam - I (Tentatively)	10.09.2020 to 12.09.2020	College of Law, COMMERCE, Hotel management, Architecture and BHM HOD
52	Extension Activity	11.09.2020	Architecture HOD
53	NSS - Rain Water Harvesting	11.09.2020	HOD-ME
54	Periodic Research Opportunities Exploration	11.09.2020	ALL HODs
55	Department Canteen Committee Meeting	12.09.2020	All HoD's
56	MESA - Fri-Yay	12.09.2020	HOD-ME
57	Department Transport Committee Meeting	12.09.2020	All HoD's
58	Alumini Guest Lecture	12.09.2020	HOD-ECE
59	ERP Audit for Research/Profile/Leaves	12.09.2020	ALL HODs
60	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in G. Kondurul	2nd week, September 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
61	Workshop / Seminar / Conference	2nd week, September 2020	Mathematics HOD
62	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd week, September 2020	Dean-F&SA
63	Workshop/Seminar/Conference (One-day)	2nd week, September 2020	Dean-Quality
64	World Anti-Suicide Day by YRC	2nd week, September 2020	Dean (Student Affairs)
65	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd Week, September 2020	Dean-F&SA
66	Seminar on Career Planning and entrepreneurship for women students	2nd week, September 2020	Convener-Women's Forum
67	Swachh Bharath Programmes by NSS	2nd week of September, 2020	Dean (Student Affairs)
68	Plantation Programmes by NSS	2nd week of September, 2020	Dean (Student Affairs)
69	Swachh hi seva (Sereis of Program) by NCC	2nd week of September, 2020	Dean (Student Affairs)

70	Rice Challenge by CEA & Aastha Club	2nd week of September, 2020	Dean (Student Affairs)
71	Audit of Departments	2 nd & 3 rd Week, September 2020	Dean-Quality
72	Audit of Central facilities	2 nd & 3 rd Week, September 2020	Dean-Quality
73	Mid-Term review of Practice School-I for Y17 Batch B.Tech. Students	2 nd & 3 rd Week, September 2020	Dean, Placements & Progression
74	Mega Event by Hobby Clubs - Nruthya (Narthana Club)	2 nd & 3 rd Week, September 2020	Dean (Student Affairs)
75	Gender Sensitization Awareness Program	2 nd & 3 rd Week, September 2020	Assoc. Dean, Grievances & Dean (Student Affairs)
3rd Week			
76	Student Grievances Committee Meeting	14.09.2020	All HoD's
77	Lab monitoring committee	14.09.2020	ALL HODs
78	Parents Meeting for 3rd Years	14.09.2020	CSE HOD
79	MERG Workshop	14.09.2020 to 18.09.2020	HOD-ECE
80	Notification for Academic Council Meeting	14.09.2020	Dean, Academics
81	Engineers Day Celebrations	15.09.2020	All ENGG HoD's
82	Engineer's Day Celebrations by FOCUS Student Body	15.09.2020	CSE
83	Course Meeting	15.09.2020	all CC's and all HODs
84	Engineers day by Hobby Clubs	15.09.2020	Dean (Student Affairs)
85	Organizing Faculty Orientation Lectures	16.09.2020	All HoD's
86	Research Days	16.09.2020	CSE HOD
87	World Ozone Day	16.09.2020	CE HOD
88	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	17.09.2020	CSE HOD
89	Webinar by Faculty	17.09.2020	CSE HOD
90	Department Development Committee Meeting	19.09.2020	All HoD's and Dean P&D
91	Postage of Letters to Parents about their wards Marks & Attnd.	19.09.2020	All HoD's
92	Medical camp in Naguluru	19.09.2020 by Andhra hospitals	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
93	Motivational Class	19.09.2020	Arts HOD
94	Seminar	19.09.2020	CSE HOD

95	College Development Committee Meeting	19.09.2020	College of Law
96	Notification for Planning and Monitoring Board Meeting	19.09.2020	Dean - P&D & Registrar
97	Third evaluation reports	20.09.2020	Dean - Skill Development
98	Interviews for faculty positions	3rd Week, September 2020	Dean-F&SA & All HODs
99	Exam cell Audit	3rd Week, September 2020	Dean-Quality
100	1 st IQAC Advisory Committee meeting	3rd Week, September 2020	Dean-Quality
101	Circular for Quality Circles (Students) meeting -02	3rd Week, September 2020	Dean-Quality
102	Project Reviews II	3rd Week, September 2020	Dean, Academics
103	National Cholesterol Education by YRC	3rd Week, September 2020	Dean (Student Affairs)
104	Interviews for faculty positions	3rd Week, September 2020	Dean-F&SA & All HODs
105	Remedial Classes for Slow learners	3rd Week, September 2020	All HoD's and Dean Academics
106	Letters Postage to Parents about their wards attendance and marks till test-1 for Odd Sem courses- By each department respectively	3rd Week, September 2020	All HoD's
107	Department Academic Committee meeting	3rd Week, September 2020	All HoD's
108	National Cholesterol Education	3rd Week, September 2020	Pharmacy HOD
109	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Reddigudem	3rd Week, September 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
110	Audit of Departments	2 nd & 3 rd Week, September 2020	Dean-Quality
111	Audit of Central facilities	2 nd & 3 rd Week, September 2020	Dean-Quality
112	Mid-Term review of Practice School-I for Y17 Batch B.Tech. Students	2 nd & 3 rd Week, September 2020	Dean, Placements & Progression
113	Mega Event by Hobby Clubs - Nruthya (Narthana Club)	2 nd & 3 rd Week, September 2020	Dean (Student Affairs)
114	Gender Sensitization Awareness Program	2 nd & 3 rd Week, September 2020	Assoc. Dean, Grievances & Dean (Student Affairs)
		4th Week	

115	Gurazada Apparao Birth Anniversary by Hobby clubs	21.09.2020	Dean (Student Affairs)
116	Entrepreneurship Activity for II B.Tech. by Dr.E.Kranthi Kumar	21.09.2020	HOD-ME
117	Notification for Finance Committee Meeting	21.09.2020	Registrar
118	SPRG FDP	21.09.2020 to 25-09-2020	HOD-ECE
119	Addressing Student Grievances (Twice in a month)	21.09.2020	ALL HODs
120	Course Meeting	22.09.2020	all CC's and all HODs
121	Notification for Board of Management Meeting-01	23.09.2020	Registrar
122	Department Hostels Committee Meeting	23.09.2020	All HoD's
123	Organizing Faculty Orientation Lectures	23.09.2020	All HoD's
124	Result analysis for In-Sem Exam - I	23.09.2020	College of Law
125	Research Days	23.09.2020	CSE HOD
126	Content Preparation For Verbal Module	23.09.2020 to 30.09.2020	CSS HOD
127	MERG Workshop	24.09.2020	HOD-ECE
128	Guest Lecture to M. Sc students	24.09.2020	CHEMISTRY HOD
129	NSS Day Celebrations by NSS	24.09.2020	Dean (Student Affairs)
130	NSS - Awareness on Usefulness & Pitfalls of Smart Mobiles	25.09.2020	HOD-ME
131	World Pharmacist Day	25.09.2020	Pharmacy HOD
132	Parents Meeting	25.09.2020	College of Law
133	Department research committee Meeting (Once in a month)	25.09.2020	All HODs
134	Tourism Day-Department Activity	26.09.2020	BHM HOD
135	Department Website Update	26.09.2020	All HODs
136	Academic Council Meeting	30.09.2020	Dean, Academics
137	Non conformance Report to all department HODs and Principal	4th week, September 2020	Dean-Quality
138	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, September 2020	Principal
139	Non conformance Report to the concerned Deans	4th week, September 2020	Dean-Quality

140	Non conformance Report reply from Concerned Deans to Dean Quality	4th week, September 2020	All Deans
141	Non conformance Report to COE	4th week, September 2020	Dean-Quality
142	Non conformance Report reply from COE to Dean Quality	4th week, September 2020	Controller of Examinations
143	Quality Circles (Students) meeting-02	4th week, September 2020	Dean-Quality
144	Sending Feedback from Quality Circles (Students) to the concerned Deans	4th week, September 2020	Dean-Quality
145	Feedback reply from concern Deans	4th week, September 2020	Dean-Quality
146	Compliances report by IQAC	4th week, September 2020	Dean-Quality
147	TLP Academic Audit	4th week, September 2020	Dean, Academics
148	Parent portal credentials for their ward data access	4th week, September 2020	ERP incharge
149	Data for Nirf ranking from all functionaries	4th week, September 2020	All functionaries
150	Entrepreneurship Activity	4th week, September 2020	All HoD's
151	Departmental Association Activities (Once in 2 weeks)	4th week, September 2020	All HoD's
152	RESEARCH GROUP MEETING	4th week, September 2020	ALL HODs
153	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Vijayawada rural	4th week, September 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
5th Week			
154	CSRG Webinar	28.09.2020	HOD-ECE
155	SPRG Webinar	29.09.2020	HOD-ECE
156	Course Meeting	29.09.2020	all CC's and all HODs
157	World Heart Day celebrations by NSS	29.09.2020	Dean (Student Affairs)
158	MERG Webinar	30.09.2020	HOD-ECE
159	RPAC meeting	30.09.2020	CHEMISTRY HOD
160	Workshop	30.09.2020	Arts HOD
161	Research Days	30.09.2020	CSE HOD
162	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
163	Circular for Department Audits (October month)	5th week of September 2020	Dean-Quality

164	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Ibrahim Patnam	5th week of September 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
165	Half yearly Reports from In-charges of the Central facilities (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)	September 2020	In-charges of Central facilities through their respective Deans (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)
166	K L Horizon-student Magazine(Half Year)	March 2021	Associate Dean -Publishing
167	-Industrial Visit for B.Tech 2 nd year and 3 rd year students	Sep-20	ECM
168	-Workshop for B.Tech/M.Tech students	Sep-20	ECM
169	List of I-year Non-Engineering students admissions data	Sep-20	Registrar
170	AQAR 2019-20 data from all functionaries to Dean quality	Sep, 2020	All functionaries
171	Once More by Swara club	Monthly Event	Dean (Student Affairs)

S.No	Event	Dates	Responsibility
Oct-20			
1st Week			
1	NSS - Go Green Initiative	01.10.2020	ALL HODs
2	MESA - Technical Tuesday	01.10.2020	HOD-ME
3	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	01.10.2020	CSE HOD
4	Administrative Files Audit by Department Team (Once in a month)	01.10.2020	ALL HODs
5	Content Preparation for Verbal Module	01.10.2020 to 20.10.2020	CSS HOD
6	Placement Training	01.10.2020 to 26.10.2020	CSS HOD
7	Regular Class Work	01.10.2020 to 26.10.2020	CSS HOD
8	Department Advisory Meeting (Once in a month)	02.10.2020	ALL HODs
9	Organizing Faculty Orientation Lectures	02.10.2020	ALL HODs
10	HoD meeting with Faculty & Staff	02.10.2020	ALL HODs
11	Gandhi Jayanthi	02.10.2020	ALL HODs
12	Swatch Bharat Day Celebrations	02.10.2020	College of Law
13	Alumini Meeting	03.10.2020	HOD-ECE
14	Meeting with Pro - Vice Chancellor	03.10.2020	COMMERCE-HOD
15	Faculty Social Profile Building	03.10.2020	ALL HODs
16	Planning and Monitoring Board Meeting	03.10.2020	Dean - P&D & Registrar
17	Sem-In Test- I evaluation along with Regular Class-Work	04.10.2020 to 09.10.2020	Fine Arts
18	Creating awareness about reducing local pollution of air, water and land. a. Rally about pollution b. Cleaning of wells / Ponds / Drainages / waste land by our team in Mylavaram mandal	1st week, October 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
19	1st Construction Status Review	1st week, October 2020	P&D
20	Internal audit-1 on AQAR 2019-20	1st week, October 2020	Dean Quality
21	IQAC internal meeting	1st week, October 2020	Dean-Quality
22	IQAC Quarterly (Jul-Sep) Report	1st week, October 2020	Dean-Quality
23	Research Week	1st week, October 2020	Dean, R & D
2nd Week			
24	Addressing Student Grievances (Twice in a month)	05.10.2020	ALL HODs
25	Monthly Audit Report Statistics to be submitted by Departments	05.10.2020	ALL HODs
26	Departmental talk	05.10.2020	CSE
27	Finance Committee Meeting	05.10.2020	Registrar
28	Course Meeting	06.10.2020	all CC's and all HODs

29	Lecture	06.10.2020	Arts HOD
30	Research Days	07.10.2020	CSE
31	Board of Management Meeting-01	07.10.2020	Registrar
32	Organizing Faculty Orientation Lectures	08.10.2020	ALL HODs
33	LMS/ERP committee meeting	08.10.2020	ALL HODs
34	Discipline committee meeting	09.10.2020	ALL HODs
35	Extension Activity	09.10.2020	Architecture HOD
36	Periodic Research Opportunities Exploration	09.10.2020	ALL HODs
37	Meeting with Pro - Vice Chancellor	10.10.2020	COMMERCE-HOD
38	HOW TO WRITE PAPER WEBINAL	10.10.2020	Architecture HOD
39	ERP Audit for Research/Profile/Leaves	10.10.2020	ALL HODs
40	Parents Meeting for 4th Years	10.10.2020	ALL HODs
41	Faculty orientation lecture- Dr. BPK	10.10.2020	CHEMISTRY HOD
42	Workshops/ guest lectures / seminars committee meeting	10.10.2020	CHEMISTRY HOD
43	Departmental Association Activities (Once in 2 weeks)	11-Oct-20	ALL HODs
44	Library Books Purchases and Planning for Even Semester	2nd Week, October 2020	Librarian and P&D
45	Audit of Departments	2 nd & 3 rd Weeks, October 2020	Dean-Quality
46	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	2nd Week, October 2020	Dean-F&SA
47	Role of Youth in National Building	2nd Week, October 2020	Dean (Student Affairs)
48	International Infection Prevention Week by YRC	2nd Week, October 2020	Dean (Student Affairs)
49	Gandhi Jayanti Celebrations by Hobby Clubs and NCC (Literary Event)	2nd Week, October 2020	Dean (Student Affairs)
50	Awareness program on Breast cancer	2nd Week, October 2020	Convener-Women's Forum
51	International Infection Prevention Week	2 nd week of October 2020	Pharmacy-HOD
52	Creating awareness about reducing local pollution of air, water and land. a. Rally about pollution b. Cleaning of wells / Ponds / Drainages / waste land by our team in G.Konduru mandal	2nd week of October 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
53	Organizing professional Society related activity - One in each semester	2nd week of October 2020	all HODs

54	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	2nd Week, October-2020	Dean-F&SA
3rd Week			
55	Columbus Day	12.10.2020	HOD-ECE
56	Organizing Seminar/Workshop/conference	12-10-2020	CHEMISTRY HOD
57	Presentation by Students	13.10.2020	Arts HOD
58	Course Meeting	13.10.2020	all CC's and all HODs
59	Organizing Faculty Orientation Lectures	14.10.2020	ALL HODs
60	Department Library Committee Meeting	14.10.2020	ALL HODs
61	Department Hostels Committee Meeting	14.10.2020	ALL HODs
62	MERG Webinar	14.10.2020	HOD-ECE
63	Lab monitoring committee	14.10.2020	CHEMISTRY HOD
64	Counseling Report Verification by Department Team (Once in a month)	14.10.2020	all HODs
65	Research Days	14.10.2020	CSE-Hod
66	Department Sports Committee Meeting	15.10.2020	ALL HODs
67	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	15.10.2020	CSE-HOD
68	Webinar by Faculty	15.10.2020	CSE-HOD
69	Guest Lecture to M. Sc students	15.10.2020	CHEMISTRY HOD
70	Submission of performance & Academic outcomes on University activity monitoring portal	15.10.2020	Registrar
71	Fourth evaluation reports	15.10.2020	Dean - Skill Development
72	NSS - Biogas Plant Treatment	16.10.2020	HOD-ME
73	World Food Day Department Activity	16.10.2020	BHM HOD
74	Department Canteen Committee Meeting	17.10.2020	ALL HODs
75	Department Transport Committee Meeting	17.10.2020	ALL HODs
76	Medical camp in Pulluru	17.10.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
77	Workshop	17.10.2020	CSE-HOD
78	Professional Society Related Activity	17.10.2020	HOD-ME
79	1st Stock Verification (Technical Maintenance and Electrical Projects, Construction)	3rd week, October 2020	P&D

80	Circular for Quality Circle (Faculty) meeting-02	3rd week, October 2020	Dean-Quality
81	Preparation of Minutes for Quality Circle (Faculty) meeting-02	3rd week, October 2020	Dean-Quality
82	Finalization of teaching loads for Even Sem of 2020-21 by departments and submission to Dean Academics	3rd week, October 2020	Dean, Academics , All HODs
83	Workshop on IPR	3rd week, October 2020	Dean R&D
84	Self Defence Training to NCC SW cadets and Grils by NCC &NSS	3rd week, October 2020	Dean (Student Affairs)
85	Parents Interaction	3rd week, October 2020	Pharmacy
86	Creating awareness about reducing local pollution of air, water and land. a. Rally about pollution b. Cleaning of wells / Ponds / Drainages / waste land by our team in Reddigudem mandal	3rd week, October 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
87	External audit-1 on AQAR 2019-20	3rd week of October. 2020	Dean Quality
88	Audit of Departments	2 nd & 3 rd Weeks, October 2020	Dean-Quality
4th Week			
89	Student Grievances Committee Meeting	19.10.2020	ALL HODs
90	HoD meeting with Faculty & Staff	19.10.2020	ALL HODs
91	Last Date for payment of Examination Fee for A. Y. 2020-21 - Odd Semester without fine	19.10.2020	COE
92	Workshop (Tentatively)	19.10.2020	COMMERCE
93	MESA - Social Saturday	19.10.2020	HOD-ME
94	Koneru Lakshmaiah memorial Third All India Moot Court Competition	19.10.2020 to 20.10.2020	College of Law
95	Course Meeting	20.10.2020	all CC's and all HODs
96	Research Days	21.10.2020	CSE
97	Department Day	23.10.2020	HOD-ME
98	CSE DRC Meeting (Once in a month)	23.10.2020	CSE
99	Organizing Faculty Orientation Lectures	24.10.2020	ALL HODs
100	Pre-Registration for Even Sem of 2020 - 21	24.10.2020	All HOD and Dean Academics
101	Meeting with Pro - Vice Chancellor	24.10.2020	COMMERCE
102	Departmental Association Activities (Once in 2 weeks)	25.10.2020	ALL HODs
103	Non conformance Report to all department HODs and Principal	4th week, October 2020	Dean-Quality

104	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, October 2020	Principal
105	Quality Circle (Faculty) meeting-02	4th week, October 2020	Dean-Quality
106	Compliances report by IQAC	4th week, October 2020	Dean-Quality
107	Course exit feedback from selected students	4th week, October 2020	Dean, Academics, All HODs
108	Lab Sem-in evaluation	4th week, October 2020	Dean, Academics
109	KLU - IIEC Events	4th week, October 2020	Director Development
110	KL Panorama- kl newsletter-Quarterly	4th week, October 2020	Associate Dean -Publishing
111	Webinar	4 th week of October 2020	Pharmacy
112	Hobby Club s/NSS Activity	4 th week of October 2020	all HOD
113	Research group meeting	4 th week of October 2020	all HOD
114	Creating awareness about reducing local pollution of air, water and land. a. Rally about pollution b. Cleaning of wells / Ponds / Drainages / waste land by our team in Vijayawada mandal	4th week of October 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
115	Circular for effective quality mandate of ugc	4th week of Oct, 2020	Dean Quality through Registrar
5th Week			
116	Last Date for payment of Examination Fee for A. Y. 2020 - 21 - Odd Semester with fine	26.10.2020	COE
117	Course Meeting	27.10.2020	all CC's and all HODs
118	SPRG Webinar	27.10.2020	HOD-ECE
119	Lab Internal Exam	27.10.2020 to 01.11.2020	ALL HODs,Dean -Academics ,Principal & CoE
120	MERG Webinar	28.10.2020	HOD-ECE
121	Workshop	28.10.2020	Arts HOD
122	Research Days	28.10.2020	CSE

123	Department Association Activity by FOCUS Student Body (Twice in a month) -	29.10.2020	CSE
124	verification on Academic counseling activity and sending report to Dean Academics	29.10.2020	all HODs
125	Class-Work / Webinar Series on Animation	29.10.2020 to 01.11.2020	Fine Arts
126	Final Evaluation reports	30.10.2020	Dean - Skill Development
127	RPAC meeting	30.10.2020	CHEMISTRY HOD
128	Dept Counselling Comittee Meeting	31.10.2020	ALL HODs
129	Meeting with Pro - Vice Chancellor	31.10.2020	COMMERCE
130	Department Website Update	31.10.2020	CSE
131	Circular for Department Audits (November month)	5th week of October 2020	Dean-Quality
132	Creating awareness about reducing local pollution of air, water and land. a. Rally about pollution b. Cleaning of wells / Ponds / Drainages / waste land by our team in Ibrahim patnam mandal	5th week, October 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
133	Project Expo	5th week, October 2020	all HODs
134	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
135	ISO 9001:2008 4th Surveillance Audit	October-2020	Dean-Quality
136	Report on Activities conducted for promotion of universal values 7.1.17	Oct, 2020 & Apr,2021	Principal, ASC
137	National Voluntary Blood Donation day celebrations by NSS	October 2020	Dean (Student Affairs)
138	Mega Event by Hobby Clubs - Raga (Swara Club)	October 2021	Dean (Student Affairs)
139	1. National webinar by Dr. MVVK Srinivas Prasad and Dr. M. Venkateswarlu on "Material Characterization and Techniques" Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.	October-2020	Physics-HOD

140	<p>1. FDP by Dr. A. Venkateswara Rao and Dr G Sunita Sundari on “An Introduction to ORIGIN (Data analysis and plotting software) and its usage”</p> <p>Pre: Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link</p> <p>Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants</p>	October-2020	Physics HOD
141	Dussera Vacation		
142	Seminar on Research Related Activities	October-2020	ECM HOD
143	National Level Event (Workshop)	October-2020	EEE-HOD
144	SAMYAK 2K20-21	Oct-20	Dean, R & D
145	Once More by Swara club	Monthly Event	Dean (Student Affairs)
146	Department Development Committee Meeting		ALL HODs
147	Finalization of teaching loads for Even Sem of 2020-21 by departments and submission to Dean Academics	October-2020	ALL HODs
148	Vigilance Awareness Week	October-2020	Dean-Quality
149	Conferences by each department	1-National (Odd Sem)& 1-International (Even Sem)	HOD's and Dean R&D
150	National Level Event (Seminar/Workshop/Conference) - One each semester	October-2020	BT, Mathematics,BCA,MBA
151	Addressing Student Grievances (Twice in a month)	Mon Oct 19	ALL HODs
152	Department day	Oct-20	BCA HOD,MBA HOD
153	Diwali		

S.No	Event	Dates	Responsibility
Nov-20			
1st Week			
1	Administrative Files Audit by Department Team (Once in a month)	01.11.2020	all HODs
2	Administrative Files Audit by Department Team (Once in a month)	01.11.2020	all HODs
3	1st Stock Verification (Water and Waste Management)	1st week, November 2020	P&D
4	Department Academic Committee Meeting	1st week, November 2020	all HODs
5	IQAC internal meeting	1st week, November 2020	Dean-Quality
6	World Quality Day events (Quiz / essay competitions, etc.)	1st week, November 2020	Dean-Quality
7	Last date of sharing Feedback Report with HoDs	1st week, November 2020	Dean-Academics
8	Internal Funding Projects reviews	1st week, November 2020	Dean R&D
9	NCC Day by NCC	1st week, November 2020	Dean (Student Affairs)
10	Internal audit-2 on AQAR 2019-20	1st week, November 2020	Dean Quality
11	Social development Activities in Five Mandal Sports competition, celebrating village Day, Arts festival celebrations, felicitating village elders in Mylavaram Mandal	1st week, November 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
2nd Week			
12	Department Advisory Meeting (Once in a month)	02.11.2020	all HODs
13	HR Requirements Preparation	02.11.2020	all HODs
14	Departmental talk	02.11.2020	CSE
15	Addressing Student Grievances (Twice in a month)	02.11.2020	CSE
16	In-Sem Exam - II (Tentatively)	02.11.2020 to 04.11.2020	all HODs
17	Faculty Social Profile Building	03.11.2020	CSE
18	Course Meeting	03.11.2020	all HODs
19	Research Days	04.11.2020	CSE
20	Organizing Faculty Orientation Lectures	04.11.2020	all HODs
21	HoD meeting with Faculty & Staff	04.11.2020	all HODs
22	Monthly Audit Report Statistics to be submitted by Departments	05.11.2020	all HODs
23	Submission of Consolidated student performance report	05.11.2020	Dean - Skill Development
24	Submission of Condonation/Detention Lists	07.11.2020	all HODs
25	Meeting with Pro - Vice Chancellor	07.11.2020	COMMERCE

26	CSRG Webinar	07.11.2020	HOD-ECE
27	Submission of Sem-In II Examination Result Analysis	07.11.2020	All HODs
28	LMS/ERP committee meeting	07.11.2020	all HODs
29	Faculty Social Profile Building	07.11.2020	CSE
30	Departmental Association Activities (Once in 2 weeks)	08.11.2020	all HODs
31	Reporting week for Newly Recruited Faculty	2nd Week, November 2020	Dean-F&SA & All HODs
32	All stakeholders Feedback report and action taken report Placing in the website	2nd Week, November 2020	all HODs
33	Notification for BoS meeting	2nd Week, November 2020	all HODs
34	Reporting week for Newly Recruited Faculty	2nd Week, November 2020	Dean-F&SA & All HODs
35	1st Stock Verification (Systems and Hardware and Network)	2nd Week, November 2020	P&D
36	Audit of Departments	2 nd & 3 rd weeks of November 2020	Dean-Quality
37	Semester Readiness Program for A. Y. 2020-21 Even Semester	2nd Week, November 2020	Dean, Academics
38	IN-SEM EVALUATION (TEST-2) ALL UG ENGG	2nd Week, November 2020	Dean, Academics
39	Sponsored Research Projects review week by JRF's	2nd Week, November 2020	Dean R&D
40	International Conference Poster Release	2nd Week, November 2020	all HODs
41	World Antibiotic Awareness Week	2nd Week, November 2020	Pharmacy
3rd Week			
42	Postage of Letters to Parents about their wards Marks & Attnd.	09.11.2020	all HODs
43	Discipline committee meeting	09.11.2020	all HODs
44	National Immunization Day celebrations by NSS	10.11.2020	Dean (Student Affairs)
45	SPRG Webinar	10.11.2020	HOD-ECE
46	Lecture	10.11.2020	ARTS HOD
47	Faculty orientation lecture- Dr. M. Sujatha	10.11.2020	CHEMISTRY HOD
48	Workshops/ guest lectures / seminars committee meeting	10.11.2020	CHEMISTRY HOD
49	Sports competition, celebrating village Day, Arts festival celebrations, felicitating village elders in Reddigudem Mandal	10.11.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
50	Organizing Faculty Orientation Lectures	11.11.2020	all HODs
51	Research Days	11.11.2020	CSE

52	End-Sem Exams	11.11.2020 to 23.11.2020	All HODs, Dean - Academics, Principal & CoE
53	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	12.11.2020	CSE
54	Guest Lecture (Tentatively)	12.11.2020	COMMERCE
55	Start of Spot Valuation	13.11.2020	CoE
56	Lab monitoring committee	13.11.2020	All HoDs
57	Extension Activity	13.11.2020	Architecture HOD
58	Sem-In Test-II	13.11.2020 to 16.11.2020	Fine Arts
59	Deepavali	14.11.2020	
60	Alumini Guest Lecture	14.11.2020	HOD-ECE
61	ERP Audit for Research/Profile/Leaves	14.11.2020	All HoDs
62	Meeting with Pro - Vice Chancellor	14.11.2020	COMMERCE
63	Counseling Report Verification by Department Team (Once in a month)	Wed Oct 14	CSE
64	Social development Activities in Five Mandal Sports competition, celebrating village Day, Arts festival celebrations, felicitating village elders in Vijayawada Rural Mandal	14.11.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
65	Preparation holidays-2021	14.11.2020 to 18.11.2020	
66	World Diabetics Day celebrations by NSS	14.11.2020	Dean (Student Affairs)
67	World Quality Day celebrations	14.11.2020	Dean-Quality
68	Audit of Departments	2 nd & 3 rd weeks of November 2020	Dean-Quality
69	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd week, November 2020	P&D
70	Active learning Test BBA LLB	3rd week, November 2020	Dean, Academics, Principals COL
71	LAST INSTRUCTION DAY ALL UG ENGG and other than Engineering	3rd week, November 2020	Dean, Academics
72	PREPARATION HOLIDAYS FOR STUDENTS ALL UG ENGG	3rd week, November 2020	Dean, Academics
73	Submission of Condonation, Detention Lists of B.Tech. for A. Y. 2019-20 - Odd Semester	3rd week, November 2020	Dean, Academics
74	Consolidation of formative assesment (ALMs)	3rd week, November 2020	Dean, Academics
75	Academic research review week by Full time Scholars	3rd week, November 2020	Dean R&D
76	External audit-2 on AQAR 2019-20	3rd week, November 2020	Dean Quality
4th Week			
77	CSRG FDP	16.11.2020 to 21-11-2020	HOD-ECE
78	Guest Lecture on Media Laws- National Press Day (Tentatively)	16-11-2020	College of Law

79	Submission of Condonation/Detention Lists	16-11-2020	College of Law
80	Submission of Condonation/Detention Lists	16/11/2020	COMMERCE
81	College Level Committee Meetings(Library, Sports, Canteen, etc)	16/11/2020	College of Law
82	Preparation holidays	17.11.2020 & 18.11.2020	COMMERCE
83	Organizing Faculty Orientation Lectures	18.11.2020	all HODs
84	HoD meeting with Faculty & Staff	18.11.2020	all HODs
85	Research Days	18.11.2020	CSE
86	SRP for Even Semester of 2020 - 21	18.11.2020 to 25.11.2020	All HODs & Dean-Academics
87	Motivational Session with IAS Officers	19.11.2020	ARTS HOD
88	Webinar by Faculty	19.11.2020	CSE
89	End Sem Exams (Tentatively)	19.11.2020 to 27.11.2020	College of Law
90	End Sem Exams (Tentatively)	19.11.2020 to 27.11.2020	COMMERCE, Management
91	SIP Internship (BBA, B. COM(H), BHM)	23.11.2020 to 15.01.2021	COMMERCE, Management
92	Internship (MBA, M.SC(F&C))	23.11.2020 to 30.01.2021	COMMERCE, Management
93	Semester Readiness Program	20.11.2020	Dean - Skill Development
94	Medical camp in Sitarampuram tanda by Andhra hospitals	21.11.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
95	Data submission by all Deans for effective quality mandate of ugc to Dean Quality	4th week, November 2020	All Deans
96	BOS Meeting	4th week, November 2020	All HoDs
97	Stock Verification (Laboratories) by the end of Odd and Even Semesters	4th week, November 2020	P&D
98	Non conformance Report to all department HODs and Principal	4th week, November 2020	Dean-Quality
99	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, November 2020	Principal
100	Quality Circles (Students) meeting-03	4th week, November 2020	Dean-Quality
101	Sending Feedback from Quality Circles (Students) to concern Deans	4th week, November 2020	Dean-Quality
102	Reply from concern Deans	4th week, November 2020	Dean-Quality
103	Compliances report by IQAC	4th week, November 2020	Dean-Quality
104	END SEMESTER THEORY EXAMINATIONS ALL UG ENGG	4th week, November 2020	Dean, Academics
105	LAST INSTRUCTION DAY (1st UG, PG Engineering and Non Engineering)	4th week, November 2020	Dean, Academics

106	Consultancy projects activities of the department	4th week, November 2020	Dean R&D
107	Final review of Practice School-I for Y17 Batch B.Tech. Students	3rd week and 4th week , November 2020	Dean, Placements & Progression
5th Week			
108	Lab development committee meeting	23.11.2020	All HODs
109	MERG International Conference	23.11.2020 to 25.11.2020	HOD-ECE
110	Organizing Faculty Orientation Lectures	25.11.2020	all HODs
111	Departmental Association Activities (Once in 2 weeks)	25.11.2020	all HODs
112	Research Days	25.11.2020	CSE
113	Declaration of Detention List	25.11.2020	Fine Arts
114	International Day for the Elimination of Violence against Women	25.11.2020	Convener - Women's Forum & Dean - Student Affairs
115	In-Sem Exam - II	25.11.2020 to 27.11.2020	Architecture HOD
116	Inter Departmental Visit	25.11.2020 to 30.11.2020	all HODs
117	Samvidhan Diwas Celebrations	26.11.2020	College of Law
118	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	26.11.2020	CSE
119	CSE DRC Meeting (Once in a month)	27.11.2020	CSE
120	SIP for the AY 2019-2020 for the batches of Y 16,Y 17,Y 18,Y 19 of BBA LL.B & Y 19 of LL.B Commences from	27.11.2020	College of Law
121	Sem End Exams	27.11.2020	Fine Arts
122	Hobby Club s/NSS Activity	27.11.2020	Architecture HOD
123	Last Instruction Day	28.11.2020	Architecture HOD
124	Research group meeting	28.11.2020	Architecture HOD
125	Meeting with Pro - Vice Chancellor	28.11.2020	COMMERCE
126	R&D Meeting	28.11.2020	HOD-ECE
127	Workshop	28.11.2020	ARTS HOD
128	Department Website Update	28.11.2020	All HODs
129	Research Group Meetings	Mon Nov 30	CSE
130	Addressing Student Grievances (Twice in a month)	Mon Nov 30	All HODs
131	Submission of Semester End Report	30-Nov-20	HOD-ME
132	Dept Counselling Comitte Meeting	30.11.2020	HOD-ECE
133	Circular for Department Audits (December month)	5th week of November 2020	Dean-Quality
6th Week			
134	Revision/ updation of counsultancy policy	Aug, Nov, Feb & May	R&D
135	Swachh Bharath Programmes by NSS	November 2020	Dean (Student Affairs)
136	World Antibiotic Awareness Week by YRC	November 2020	Dean (Student Affairs)

137	Once More by Swara club	Monthly Event	Dean (Student Affairs)
138	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
139	Sports competition, celebrating village Day, Arts festival celebrations, felicitating village elders in G.Konduru Mandal	November 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
140	Sports competition, celebrating village Day, Arts festival celebrations, felicitating village elders in Ibrahim Patnam Mandal	November 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
141	<p>1. Blankets distribution to Orphans conducted by Dr. MVVK Srinivas Prasad, Dr. M. Venkateswarlu and Mr. M. Gnana Kiran</p> <p>Pre: Release the circular through proper channel from Registrar of KLEF; poster release; collecting the money; distribution of blankets to poor people.</p> <p>2. National webinar conducted by Dr. K. Raghavendra Kumar and Dr. NSMP Latha Devi on "Recent perspectives and assessment on air pollution"</p> <p>Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link</p> <p>Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p>	Nov-20	Physics-HOD
142	online workshop for faculty	November -2020	ECM
143	National Level Event (Seminar)	Nov-20	EEE
144	Addressing Student Grievances (Twice in a month)		CSE
145	59 th National Pharmacy Week	Nov-20	Pharmacy
146	Department Development Committee Meeting		

S.No	Event	Dates	Responsibility
	Dec-20		
	1st Week		
1	Administrative Files Audit by Department Team (Once in a month)	01.12.2020	all HODs
2	Administrative Files Audit by Department Team (Once in a month)	01.12.2020	All HODs
3	World Anti-AIDS Day --awareness	01.12.2020	Pharmacy
4	World Anti-AIDS Day celebrations by NSS and YRC	01.12.2020	Assoc. Dean, Extension Activities & In-Charge NSS/CEA
5	Department Advisory Meeting (Once in a month)	02.12.2020	all HODs
6	HoD meeting with Faculty & Staff	02.12.2020	all HODs
7	Research Days	02.12.2020	CSE
8	Internal Faculty Development Programme	02.12.2020 to 15.12.2020	CSS HOD
9	News Letter submission	02.12.2020	all HODs
10	Lecture Plan & Delivery Audit	02.12.2020 to 5.12.2020	All HODs
11	Practicals & Skill Audit	02.12.2020 to 5.12.2020	All HODs
12	Notification for Academic Council Meeting	03.12.2020	Dean(Academics) & Registrar
13	Faculty Social Profile Building	03.12.2020	all HODs
14	Alumni Meeting	03.12.2020	HOD-ECE
15	Organizing Faculty Orientation Lectures	04.12.2020	all HODs
16	Guest Lecture	04.12.2020	COMMERCE
17	Academic Tour to Supreme Court (Tentatively)	04.12.2020	College of Law
18	Meeting with Pro - Vice Chancellor	05.12.2020	COMMERCE
19	Monthly Audit Report Statistics to be submitted by Departments	05.12.2020	all HODs
20	Webinar Motivational Session with IAS Officers	05.12.2020	Arts HOD
21	Faculty Social Profile Building	05.12.2020	All HODs
22	Finalization of Guest for SURABHI 2021	06.12.2020	Convener-SURABHI,Dean, Students Affairs & Registrar
23	Human Development Activities in Five Mandal like 1. Establish village libraries which indicates youth knowledge books, school books, Competitive books, novel books our history. 2. Convert schools into “ Smart schools” with web based technology. 3. Establish knowledge clubs to improve adult literacy in Mylavaram Mandal	1st Week, December 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
24	Ph.D Reviews	1st Week, December 2020	All HODs
25	1st Review of AMC's for equipment under Technical Maintenance and Electrical Projects and which ever needed	1st Week, December 2020	P&D
26	IQAC internal meeting	1st Week, December 2020	Dean-Quality

27	Circular for 2nd IQAC Advisory Committee meeting	1st Week, December 2020	Dean-Quality
28	Lab Sem-in evaluation for non Engineering 1st year	1st Week, December 2020	Academics
29	Submission of AQAR 2019-20	1st week of Dec,2020	Dean Quality
2nd Week			
30	Laboratories Audit	07.12.2020	All HODs
31	Departmental talk	07.12.2020	CSE
32	End-Sem Exams	07.12.2020 to 12.12.2020	Architecture HOD
33	MERG FDP	07.12.2020 to 12.12.2020	HOD-ECE
34	FDP	07.12.2020 to 12.12.2020	CSE
35	LMS/ERP committee meeting	08.12.2020	all HODs
36	Research Days	09.12.2020	CSE
37	Counseling Report Verification by Department Team (Once in a month)	09.12.2020	all HODs
38	SRP	09.12.2020 to 12.12.2020	All HODs
39	Human Right's Day celebrations by NSS	10.12.2020	Assoc. Dean, Extension Activities & In-Charge NSS/CEA
40	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	10.12.2020	CSE
41	Faculty orientation lecture- Dr. EHK	10.12.2020	CHEMISTRY HOD
42	Campus Placement Drive - Season - 2	11.12.2020 to 30.12.2020	Dean, Placements & Progression
43	Finalization of Guest for Women's Day	11.12.2020	Convener - Women's Forum & Dean - Student Affairs
44	Organizing Faculty Orientation Lectures	11.12.2020	all HODs
45	Periodic Research Opportunities Exploration	11.12.2020	All HODs
46	Departmental Association Activities (Once in 2 weeks)	11.12.2020	all HODs
47	Extension Activity	11.12.2020	Architecture HOD
48	Department Advisory Board Meeting (Once in an Academic Year)	12.12.2020	MBA HOD
49	Meeting with Pro - Vice Chancellor	12.12.2020	COMMERCE
50	Architectural conference proposed	12.12.2020	Architecture HOD
51	ERP Audit for Research/Profile/Leaves	12.12.2020	All HODs
52	Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	2nd Week, December 2020	All HODs
53	A. Y. 2020-21 Even Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in KLULMS	2nd Week, December 2020	All HODs
54	A. Y. 2020-21 even Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	2nd Week, December 2020	All HODs
55	National Energy Conservation Day	2nd Week, December 2020	EEE

56	Organizing International Conference	2nd Week, December 2020	EEE
57	1. Establish village libraries which indicates youth knowledge books, school books, Competitive books, novel books our history. 2. Convert schools into “ Smart schools” with web based technology. 3. Establish knowledge clubs to improve adult literacy in G. Konduru Mandal	2nd Week, December 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
58	Practice School-Orientation & Documentation at the campus	2nd Week, December 2020	Dean, Academics & Dean, Placements & Progression
59	Audit of Departments	2 nd & 3 rd weeks, December 2020	Dean-Quality
60	EXTERNAL END SEM LABORATORY EXAMINATIONS for Engineering	2nd Week, December 2020	Academics
61	END SEMESTER THEORY EXAMINATIONS ALL 1st UG, PG NonEngineering and Engineering)	2nd Week, December 2020	Dean, Academics, Controller of Examinations
62	A. Y. 2020-2 Odd Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in ERP	2nd Week, December 2020	Dean, Academics , All HODs
63	SEMESTER BREAK / SRP PROGRAM	2nd Week, December 2020	Dean, Academics
64	Collection of Pre PhD subject’s data from departments	2nd Week, December 2020	Dean R&D
65	Start of Registrations for placements for Y17 Batch Students	2nd Week, December 2020	Dean, Placements & Progression
66	Workshop on Gender sensitization	2nd Week, December 2020	Convener-Women's Forum & Dean (Student Affairs)
3rd Week			
67	National Energy Conservation Day	14.12.2020	Assoc. Dean, Extension Activities & Dean (Student Affairs)
68	Refresher Course	14.12.2020	CSE
69	Addressing Student Grievances (Twice in a month)	14.12.2020	All HODs
70	SRP	14.12.2020 to 19.12.2020	All HODs
71	FDP	15.12.2020 to 19.12.2020	CSE
72	submission of Course Handout	15.12.2020	Dean - Skill Development
73	Submission of report to Registrar on - Analysis of students appearing for competitive exams and options for higher studies	15.12.2020	Dean - P&P
74	Review & Implementation of Quality mandate	15.12.2020	Dean - Quality
75	Notification for Board of Management Meeting-02	15.12.2020	Registrar
76	Organizing Faculty Orientation Lectures	16.12.2020	all HODs
77	Registrations	16.12.2020 and 17.12.2020	ALL HODs and Dean Academics

78	Research Days	16.12.2020	CSE
79	MERG Webinar	16.12.2020	HOD-ECE
80	Lecture	16.12.2020	Arts HOD
81	Webinar by Faculty	17.12.2020	CSE
82	Academic Council Meeting	18.12.2020	Dean(Academics) & Registrar
83	HoD meeting with Faculty & Staff	18.12.2020	all HODs
84	Regular Class Work	18.12.2020 to 31.12.2020	CSS HOD
85	Medical camp in Sabjapadu	19.12.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
86	finalization of Time Tables	20.12.2020	Dean - Skill Development
87	Ph.D. Admission Test for XX Batch	20.12.2020	Dean R & D
88	Audit of Departments	2 nd & 3 rd weeks, December 2020	Dean-Quality
89	1. Establish village libraries which indicates youth knowledge books, school books, Competitive books, novel books our history. 2. Convert schools into “ Smart schools” with web based technology. 3. Establish knowledge clubs to improve adult literacy in Reddigudem Mandal	3rd week, December 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
90	Release of Holidays List for Calendar Year 2020	3rd week, December 2020	Registrar
91	National-Level Quality Conference/Seminar/workshop	3rd week, December 2020	Dean-Quality
92	2nd IQAC Advisory Committee meeting	3rd week, December 2020	Dean-Quality
93	Preparation of Minutes for 2nd IQAC Advisory Committee meeting	3rd week, December 2020	Dean-Quality
94	Circular for Quality Circle (Faculty) meeting-03	3rd week, December 2020	Dean-Quality
95	Registration Authentication (all UG senior students ENGG & Non ENGG)	3rd week, December 2020	Dean, Academics & Pro VC
96	COMMENCEMENT OF CLASSWORK FOR 2020-21 EVEN SEM	3rd week, December 2020	Dean,.Academics
97	Intramurals for Faculty and Staff	3rd week, December 2020	Assoc. Dean, Sports & Games & Dean (Student Affairs)
4th Week			
98	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Soft Skills	21.12.2020	all HODs
99	Commencement of Technical Club Activities	21.12.2020	HOD-ECE
100	TLP Workshops	21.12.2020	CSE
101	National Mathematics Day (Srinivasa Ramanujan’s Birth Day)	22.12.2020	Mathematics
102	CSRG Webinar	22.12.2020	HOD-ECE
103	Department Libraries Stock Verification	22.12.2020	All HODs
104	Orientation for 2nd & 4th Year	23.12.2020	HOD-ECE

105	Stock Verification (Laboratories) by the end of Odd Semester	23.12.2020	All HODs
106	Cake Mela - 2021 Department Activity	23.12.2020 to 31.12.2020	BHM HOD
107	Placement Training	23.12.2020 to 31.12.2020	CSS HOD
108	Research Days	23.12.2020	CSE
109	Kisan Diwas	24.12.2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
110	Orientation for 3rd Year	24.12.2020	HOD-ECE
111	Christmas Eve	24.12.2020	
112	National Consumer's Rights Day	24.12.2020	College of Law
113	Department Association Activity by FOCUS Student Body (Twice in a month) -	24.12.2020	CSE
114	Kisan Diwas	24.12.2020	Assoc. Dean, Extension Activities & Dean (Student Affairs)
115	Christmas Day	25.12.2020	
116	Organizing Faculty Orientation Lectures	25.12.2020	all HODs
117	Hobby Club s/NSS Activity	25.12.2020	Architecture HOD
118	CSE DRC Meeting (Once in a month)	25.12.2020	CSE
119	Meeting with Pro - Vice Chancellor	26.12.2020	COMMERCE
120	Research group meeting	26.12.2020	Architecture HOD
121	R&D Meeting	26.12.2020	HOD-ECE
122	Workshop	26.12.2020	Arts HOD
123	Department Website Update	26.12.2020	All HODs
124	Student Progression Analysis	26.12.2020 to 30.12.2020	Dean, Placements & Progression
125	KLU/ KLCE Alumni Silver Jubilee Celebrations for 1991-95 batch	26.12.2020 to 30.12.2020	Dean, Placements & Progression
126	Scholarship Data Collection	27.12.2020 to 30.12.2020	Dean, Placements & Progression
127	PhD admission Interviews	27.12.2020	Daen R&D
128	International Conference Abstract Submission Deadline	4th week, December 2020	BT
129	Commencement of corporate/executive based Diploma/UG/PG Program	4th week, December 2020	BCA, MBA, BT & CE
130	1. Establish village libraries which indicates youth knowledge books, school books, Competitive books, novel books our history. 2. Convert schools into “ Smart schools” with web based technology. 3. Establish knowledge clubs to improve adult literacy in Vijayaeada Rural Mandal	4th week, December 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
131	Non conformance Report to all department HODs & Principal-COE	4th Week, December 2020	Dean-Quality
132	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, December 2020	Principal

133	Quality Circle (Faculty) meeting-03	4th Week, December 2020	Dean-Quality
134	Preparation of Minutes for Quality Circle (Faculty) meeting-03	4th Week, December 2020	Dean-Quality
135	Compliances report by IQAC	4th Week, December 2020	Dean-Quality
136	Preliminary feedback on faculty by students – Online process	4th Week, December 2020	Dean, Academics & All HoDs
137	COMMENCEMENT OF CLASSWORK FOR 2020-21 1st year PG, UG of other than Engineering	4th Week, December 2020	Dean, Academics
138	Issue of Medical insurance cards	4th Week, December 2020	Dean-F&SA
139	Anti-Discrimination Awareness Program	4th Week, December 2020	Assoc. Dean, Grievances & Dean (Student Affairs)
140	Issue of Medical insurance cards	4th Week, December 2020	Dean-F&SA
5th Week			
141	Department Development Committee Meeting	28.12.2020	all HODs
142	Departmental Association Activities (Once in 2 weeks)	28.12.2020	all HODs
143	Resume Writing Training to III Year Placement Eligible Students	28.12.2020	HOD-ME
144	Class work commencement (For all other than First Year BBA LL.B & LL.B)	28.12.2020	College of Law
145	Research Group Meetings	28.12.2020	CSE
146	Addressing Student Grievances (Twice in a month)	28.12.2020	All HODs
147	Global Certifications Review	28.12.2020 to 31.12.2020	CSE
148	Board of Management Meeting -02	29.12.2020	Registrar
149	Department Sports Committee Meeting	29.12.2020	all HODs
150	Department Canteen Committee Meeting	29.12.2020	all HODs
151	Department Transport Committee Meeting	29.12.2020	all HODs
152	Student Grievances Committee Meeting	29.12.2020	all HODs
153	verification on Academic counseling activity and sending report to Dean Academics	29.12.2020	All HODs
154	Ph.D. Admission Test Result Declaration for XX Batch	30.12.2020	Dean R &D
155	RPAC meeting	30.12.2020	CHEMISTRY HOD
156	Research Group Meeting	30.12.2020	CHEMISTRY HOD
157	Department Library Committee Meeting	30.12.2020	all HODs
158	Department Hostels Committee Meeting	30.12.2020	all HODs
159	Dept Counselling Comittee Meeting	30.12.2020	HOD-ECE
160	MERG Webinar	30.12.2020	HOD-ECE
161	Research Days	30.12.2020	CSE
162	Sardar Vallabhbhai Patel Birth Anniversary by Hobby clubs	31.12.2020	Dean (Student Affairs)
163	Circular for Department Audits (January month)	5th Week, December 2020	Dean-Quality

164	1. Establish village libraries which indicates youth knowledge books, school books, Competitive books, novel books our history. 2. Convert schools into “ Smart schools” with web based technology. 3. Establish knowledge clubs to improve adult literacy in Ibrahim Patnam Mandal	5th Week, December 2020	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
165	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
166	National Level Event (Seminar/Workshop/Conference) - One each semester	December-2020	CE
167	1. International conference conducted by Dr. S. Shanmugan on “Emerging trends and challenges in Advanced research areas of science and technology” Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.	Dec-2020	Physics
168	online FDP conduction	Dec-20	ECM
169	-online subject based seminar for faculty	Dec-20	ECM
170	SAP Training MBA / BBA programs	Dec,Jan ,Feb (12 weeks)	MBA HOD
171	Formation of Committee for release of List of Holidays for Calendar Year 2020	Dec-20	Registrar
172	Formation of Committee for release of List of Holidays for Calendar Year 2020	Dec-20	Registrar
173	Flag day fund raising event by NCC	December 2020	Dean (Student Affairs)
174	Mega Event by Hobby Clubs - Movie Magic (Chalana Chitra Club)	December 2020	Assoc. Dean, Extension Activities & Dean (Student Affairs)
175	Once More by Swara club	Monthly Event	Dean (Student Affairs)
176	Finalization of Convener, Co-Convener and Organization Committee for SURABHI - 2021	Dec-20	Dean, Students Affairs & Registrar

S.No	Event	Dates	Responsibility
		Jan-21	
		1st Week	
1	Last date to submission of Library books indent for the current semester	01.01.2021	ALL HODs
2	Cake Mela - 2021 Department Activity	01.01.2021	HOD - BHM
3	Department Advisory Meeting (Once in a month)	01.01.2021	HOD - CSE
4	Administrative Files Audit by Department Team (Once in a month)	01.01.2021	ALL HODs
5	Global Certifications Review	01.01.2021 & 02.01.2021	HOD - CSE
6	Regular Class work	01.01.2021 to 31.01.2021	HOD - CSS
7	Placement Training	01.01.2021 to 31.01.2021	HOD - CSS
8	Skill Development Workshop	02.01.2021	HOD - ARTS
9	Faculty Social Profile Building	02.01.2021	HOD - CSE
10	Department website update	02.01.2021	ALL HODs
11	Industrial Visit	02.01.2021	ALL HODs
12	Industrial Visit for II/IV B.Tech. - Sec - 2	02.01.2021	HOD-ME
13	Ph.D. Registrations for XX Batch	02.01.2021	Dean, R & D
14	Department Development Committee meeting	03.01.2021	ALL HODs
15	IQAC internal meeting	1st Week, January 2021	Dean-Quality
16	IQAC Quarterly (Oct-Dec) Report	1st Week, January 2021	Dean-Quality
17	Sem in project review I	1st Week, January 2021	Dean Academics
18	2020 Pass out batch Souvenir Release	1st week , January 2021	ALL HODs
19	Personal Developmental Activities like 1. Inculcating Hygiene behavior and practices a. Solid waste collection at each home and establish collect point in any place in the village b. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga c. Organize seminars / workshops / for village people about behavioral change aspects in Mylavaram Mandal	1st week , January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
20	Pre Ph.D. Course Work for XX Batch	1st Week, January 2021	Dean, R & D
21	Rangoli and Kites Festival by Hobby Clubs	1st Week, January 2021	Dean (Student Affairs)
22	1. Feedback Analysis 2. Action Taken Report	1st week , January 2021	Dean-Academics
23	Alumni meeting	1st week , January 2021	ALL HODs
24	Industrial Talk	1st week , January 2021	ALL HODs
25	LMS/ERP committee meeting	1st week , January 2021	ALL HODs
26	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	1st week , January 2021	ALL HODs
27	Counseling report verification	1st week , January 2021	ALL HODs
28	Departmental Association Activities (Once in 2 weeks)	1st week , January 2021	ALL HODs
29	Course Instructors meeting with course Co-ordinators (weekly Once)	1st week , January 2021	ALL HODs
30	Five year strategic plan	1st week of Jan, 2021	Dean P&D, Registrar
		2nd Week	
31	Departmental talk	04.01.2021	HOD - CSE
32	Industrial Visit for II/IV B.Tech. - Sec - 3	04.01.2021	HOD-ME

33	SPRG Webinar	05.01.2021	HOD-ECE
34	submission of IQAC data	05.01.2021	ALL HODs
35	Industrial Visit for II/IV B.Tech. - Sec - 4	06.01.2021	HOD-ME
36	Faculty Orientation Lecture	06.01.2021	ALL HODs
37	1. MERG 2. Guest lecture	06.01.2021	HOD-ECE
38	National Conference (Tentatively)	06.01.2021 & 07.01.2021	College of Law
39	National Conference (Tentatively)	06.01.2021 & 07.01.2021	HOD - Commerce
40	MESA - Technical Tuesday	07.01.2021	HOD-ME
41	Pre Ph.D. Exams / Reviews for Batches I to XIX	07.01.2021 /3 rd week, January 2021	Dean, R & D
42	NSS - Electricity Management	08.01.2021	ALL HODs
43	Sem-In Project Review I	08.01.2021	ALL HODs
44	HoD meeting with Faculty & Staff	08.01.2021	ALL HODs
45	Workshops/ guest lectures / seminars committee meeting	08.01.2021	HOD - CHEMISTRY
46	Discipline committee meeting	09.01.2021	HOD - CHEMISTRY
47	Webinar - Motivational Lecture	09.01.2021	HOD - ARTS
48	Industry Connect Program/ Expert talk	09.01.2021	ALL HODs
49	Alumni Guest Lecture	09.01.2021	ALL HODs
50	Meeting with Pro - Vice Chancellor	09.01.2021	HOD - COMMERCE
51	Pongal Vacation	10.01.21 to 16.01.2021	ALL HODs
52	Audit of Departments (Semester Audit)	2nd & 3rd Weeks, January 2021	Dean-Quality
53	Meeting with RPAC's and Preparation of agenda points for URB	2 nd week, July 2020	Dean R&D
54	Close of Registrations for placements for Y18 Batch Students	2nd Week, January 2021	Dean, Placements & Progression
55	Personal Developmental Activities like 1. Inculcating Hygiene behavior and practices a. Solid waste collection at each home and establish collect point in any place in the village b. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga c. Organize seminars / workshops / for village people about behavioral change aspects in G. Konduru Mandal	2nd Week, January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
56	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd Week, January 2021	ALL HODs
57	National Youth day Celebrations by Hobby Clubs and NSS	2nd week of January-2021	Dean (Student Affairs)
58	Swachh Bharath Programmes by NSS	2nd week of January-2021	Dean (Student Affairs)
59	Energy Conservation day Program	2nd week of January-2021	Dean (Student Affairs)
60	Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	2nd week of January-2021	Dean (Student Affairs)
3rd Week			
61	Department Academic Committee Meeting	11.01.2021	ALL HODs
62	First evaluation reports	11.01.2021	Dean - Skill Development

63	In-Sem I Examinations for all senior UG, PG Engineering and Non Engineering	3rd Week, January 2021	Dean, Academics, Controller of Examinations & Pro VC
64	Collection of Specialization wise faculty requirement from All HODs (Recruitment for ODD Sem)	3rd Week, January 2021	Dean-F&SA
65	Audit of Departments (Semester Audit)	2nd & 3rd Weeks, January 2021	Dean-Quality
66	University Research Board Meeting	3rd Week, January 2021	Dean, R & D
67	LAB MONITORING COMMITTEE	3rd week, January 2021	ALL HODs
68	Departmental Association Activities (Once in 2 weeks)	3rd week, January 2021	ALL HODs
69	Personal Developmental Activities like 1. Inculcating Hygiene behavior and practices a. Solid waste collection at each home and establish collect point in any place in the village b. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga c. Organize seminars / workshops / for village people about behavioral change aspects in Mylavaram Mandal	3rd week, January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
70	Parents Meeting for 2nd Years	3rd week, January 2021	ALL HODs
71	ERP Audit for Research/Profile/Leaves	3rd week, January 2021	ALL HODs
72	HOD's Compliance report	3rd week, January 2021	ALL HODs
73	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd week, January 2021	ALL HODs
74	Medical camp in T. Gannavaram by Andhra hospitals	16.01.2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
75	Registration (BBA, B. COM(H), BHM)	16.01.2021 to 18.01.2021	BBA, B. COM(H), BHM
76	Registration (MBA, M.SC(F&C))	01.02.2021 to 03.02.2020	MBA, M.SC(F&C)
4th Week			
77	Non conformance Report to all department HODs & Principal	4th Week, January 2021	Dean-Quality
78	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, January 2021	Principal
79	Quality Circle (Students) meeting-04	4th Week, January 2021	Dean-Quality
80	Sending Feedback from Quality Circles (Students) to the concerned Deans	4th Week, January 2021	Dean-Quality
81	Sending Feedback from Quality Circles-students to the concerned Deans	4th Week, January 2021	Dean-Quality
82	TLP Academic Audit	4th Week, January 2021	Dean Academics

83	1. Guest lecture by Dr. A. Sendil Kumar Pre: Contacting the resource speaker and receiving acceptance, Release the poster; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.	4th week, January 2021	HOD - PHY
84	Thyroid Awareness Program	4th week, January 2021	HOD - PHARMACY
85	Personal Developmental Activities like 1. Inculcating Hygiene behavior and practices a. Solid waste collection at each home and establish collect point in any place in the village b. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga c. Organize seminars / workshops / for village people about behavioral change aspects in Vijayawada Rural Mandal	4th week, January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
86	Thyroid Awareness Program KLEF - SVR	4th week, January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
87	RPAC meeting	4th week, January 2021	ALL HODs
88	Research Group Meeting	4th week, January 2021	ALL HODs
89	Course Instructors meeting with course Co-ordinators (weekly Once)	4th week, January 2021	ALL HODs
90	Thyroid Awareness Program by YRC	4th week, January 2021	Dean (Student Affairs)
91	KL Panorama- kl newsletter-Quarterly	4th week, January 2021	Associate Dean - Publishing
92	1. CSRG 2. International Conference	19.01.2021	HOD-ECE
93	1. CSRG 2. International Conference	20.01.2021	HOD-ECE
94	Department Library Committee Meeting	20.01.2021	ALL HODs
95	Faculty Orientation Lecture	20.01.2021	ALL HODs
96	Department Sports Committee Meeting	21.01.2021	ALL HODs
97	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Coding	21.01.2021	HOD-ME
98	National workshop for Students	21.01.2021	HOD - ECM
99	Academic Counseling Board Meeting	22.01.2021	ALL HODs
100	Career Counseling Committee Meeting	22.01.2021	ALL HODs
101	Hobby Club s/NSS Activity	22.01.2021	HOD - Architecture
102	Parents Meeting	22.01.2021	HOD-ECE
103	Guest Lecture to M. Sc students	22.01.2021	HOD - CHEMISTRY
104	DRC Meeting (Once in a month)	22.01.2021	HOD - CSE
105	Research group meeting	23.01.2021	HOD - Architecture

106	MESA - Think Positive Thursday	23.01.2021	HOD-ME
107	Department Hostels Committee Meeting	23.01.2021	ALL HODs
108	Addressing of Research Backlog Faculty meeting with Pro-Vice chancellor	23.01.2021	HOD - CSE
109	R&D Meeting	23.01.2021	HOD-ECE
110	Workshop	23.01.2021	HOD - ARTS
111	Netaji Subhas Chandra Bose Birth Anniversary by Hobby clubs	23.01.2021	Dean (Student Affairs)
5th Week			
112	Student Grievances Committee Meeting	25.01.2021	ALL HODs
113	Industry Connect Program	25.01.2021	HOD-ME
114	National Voters Day	25.01.2021	HOD - CE
115	MERG Workshop	25.01.2021	HOD-ECE
116	Schedule for Course Delivery by foreign faculty	25.01.2021	HOD - MBA
117	National Voters Day	25.01.2021	Dean (Student Affairs)
118	MESA & NSS	26.01.2021	HOD-ME
119	MERG Workshop	26.01.2021	HOD-ECE
120	Republic Day Celebrations	26.01.2021	Assoc. Dean, Sports & Games, Assoc. Dean Extension Activities & Dean (Student Affairs), All HODs
121	Two-Day WorkShop on Cinematography / 3D Animation / Advertising	26-01-2021 & 27-01-2021	HOD - FINE ARTS
122	Two-Day WorkShop on Cinematography / 3D Animation / Advertising	26-01-2021 & 27-01-2021	BSC Visual Communication and BFA
123	MERG Workshop	27.01.2021	HOD-ECE
124	IQAC files updation	27.01.2021	ALL HODs
125	Department Canteen Committee Meeting	27.01.2021	ALL HODs
126	FOL	27.01.2021	HOD-ME
127	Department Transport Committee Meeting	28.01.2021	ALL HODs
128	NSS - Farming Techniques	29.01.2021	ALL HODs
129	Faculty Orientation Lecture	29.01.2021	HOD-ME
130	Yantrik	29.01.2021 to 30.01.2021	HOD-ME
131	MERG Workshop	29.01.2021	HOD-ECE
132	Academic counseling activity report sending report	29.01.2021	Dean Academics
133	Meeting with Pro - Vice Chancellor	30.01.2021	HOD - COMMERCE
134	Personal Developmental Activities like 1. Inculcating Hygiene behavior and practices a. Solid waste collection at each home and establish collect point in any place in the village b. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga c. Organize seminars / workshops / for village people about behavioral change aspects in Ibrahim Patnam Mandal	5th week, January 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
135	Course Instructors meeting with course Co-ordinators (weekly Once)	5th week, January 2021	ALL HODs

136	Circular for Department Audits (February month)	5th Week, January 2021	Dean-Quality
137	Awareness program on Skin care	Last week of January 2021	Convener-Women's Forum & Dean (Student Affairs)
138	Once More by Swara club	Monthly Event	Dean (Student Affairs)
139	Extension Activity		HOD - ARCHITECTURE
140	Periodic Research Opportunities Exploration		HOD - CSE
141	Submission of Compliance report on Academic Calendar Year of events to the Registrar	30.01.2021	All Functionaries
142	Fixing dates for KLUEEE	Jan & Mar, 2021	Director, Admissions & Convener
143	Students compliant and grivances about evaluation, analysis report, action taken	July, 2020 & Jan, 2021	Dean Acadmics & Controller of Examinations
144	QS Rankin data submission from all functionaries to Dean Quality	Jan, 2021	All functionaries
145	Introduction of new courses, programmes (survey)	Jan, 2021	Dean Acadmics & Registrar

S.No	Event	Dates	Responsibility
		Feb-21	
		1st Week	
1	Last date for submission of Budget for next Financial Year	01.02.2021	ALL Functionaries & All HODs
2	Administrative Files Audit by Department Team (Once in a month)	01.02.2021	ALL HODs
3	World Wetlands Day	02.02.2021	HOD - CE
4	Department website update	02.02.2021	ALL HODs
5	Workshop / Seminar	03.02.2021	HOD - COMMERCE
6	MESA - Motivational Monday	03.02.2021	HOD - ME
7	College Day (College Event) (Tentatively)	04.02.2021	HOD - College of Law
8	Submission of IQAC data	05.02.2021	ALL HODs
9	Research Felicitation Day	05.02.2021	Dean, R & D
10	submission of IQAC data	05.02.2021	ALL HODs
11	CYNOSURE (Department Event) (Tentatively)	04.02.2021 & 05.02.2021	HOD - COMMERCE
12	Industrial Visit for III/IV B.Tech. - Sec - 2	06.02.2021	HOD - ME
13	Industrial Visit for III/IV B.Tech. - Sec - 3	06.02.2021	HOD - ME
14	Faculty Social Profile Building	06.02.2021	HOD - CSE
15	Release of Faculty Recruitment Advertisement	1st Week, February 2020	Dean-F&SA
16	Circular for Deans' Audits	1st Week, February 2021	Dean-Quality
17	Circular for Exam cell Audit	1st Week, February 2021	Dean-Quality
18	IN-SEM EVALUATION (TEST-1), 1st year non Engineering and PG Engineering	1st Week, February 2021	Dean, Academics, Controller of Examinations
19	Start of Remedial Classes for Slow Learners after In-Semester Evaluation (Seniors of Engineering and Non Engineering)	1st Week, February 2021	Dean, Academics & All HODs
20	Solid waste management in each panchayat of Mylavaram Mandal	1st Week, February 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
21	Anti - Tobacco Day	1st Week, February 2021	HOD - Pharmacy
22	Spot valuation of Pre PhD examination	1st Week, February 2021	Dean R&D
23	Anti Tobacco Day and stop to junk food by YRC &NCC	1st Week, February 2021	Dean (Student Affairs)
24	IQAC internal meeting	1st Week, February 2021	Dean-Quality
25	2nd Construction Status Review	1st Week, February 2021	Dean P&D
26	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week, February 2021	ALL HODs
27	NSS ACTIVITY	1st Week, February 2021	ALL HODs
28	Faculty Orientation Lecture	1st Week, February 2021	ALL HODs
29	Department Sports Committee Meeting	1st Week, February 2021	ALL HODs
30	Industrial Talk	1st Week, February 2021	ALL HODs
31	LMS/ERP committee meeting	1st Week, February 2021	ALL HODs

32	Counseling report verification	1st Week, February 2021	ALL HODs
33	Lab internal exams	1st Week, February 2021	ALL HODs
2nd Week			
34	Court Visit to Students	08.02.2021	HOD - College of Law
35	Industrial Visit for III/IV B.Tech. - Sec - 4	08.02.2021	HOD - ME
36	CSRG Webinar	09.02.2021	HOD-ECE
37	second evaluation reports	10.02.2021	Dean - Skill Development
38	Department Library Committee Meeting	10.02.2021	ALL HODs
39	Content Preparation for Technical Module	10.02.2021 to 28.02.2021	HOD - CSS
40	Blood Donation Camp	11.02.2021	HOD- MBA
41	Periodic Research Opportunities Exploration	12.02.2021	HOD - CSE
42	NSS - Importance of Education for Dropout Students	12.02.2021	ALL HODs
43	Subject Based Seminar for Faculty (all Research Groups)	12.02.2021	ALL HODs
44	Notification for Planning and Monitoring Board Meeting	12.02.2021	Dean - P&D & Registrar
45	Meeting with Pro - Vice Chancellor	13.02.2021	HOD -COMMERCE
46	National Women's Day Celebrations	13.02.2021	HOD - College of Law
47	Motivational Class	14.02.2021	HOD - ARTS
48	Sem in project review-II	2nd week, February 2021	Dean, Academics
49	IN-SEM EVALUATION (TEST-1) for 1st year Non Engineering and PG Engineering	2nd week, February 2021	Dean, Academics, Controller of Examinations
50	LAB MONITORING COMMITTEE	2nd week, February 2021	ALL HODs
51	Blood Donation Camp	2nd week, February 2021	Assoc. Dean, Extension Activities & Dean (Student Affairs)
52	Workshops/ guest lectures / seminars committee meeting	2nd week, February 2021	HOD - CHEMISTRY
53	Sending Proposal for organising South Zone Inter -University Tournamen to all India University Committee	2nd week, February 2021	Assoc. Dean, Sports & Games & Dean (Student Affairs)
54	Awareness program on "Legal rights for women"	2nd week, February 2021	Convener-Women's Forum & Dean (Student Affairs)
55	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, February 2021	ALL HODs
56	Solid waste management in each panchayat of Mylavaram Mandal	2nd week, February 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
57	In-Sem Exam - I	2nd week, February 2021	ALL HODs
58	Department Canteen Committee Meeting	2nd week, February 2021	ALL HODs
59	Department Transport Committee Meeting	2nd week, February 2021	ALL HODs
60	Faculty Orientation Lecture	2nd week, February 2021	ALL HODs
61	Student Grievances Committee Meeting	2nd week, February 2021	ALL HODs
62	HoD meeting with Faculty & Staff	2nd week, February 2021	ALL HODs

63	Start of Peer Mentoring to pre final year Placement Eligible Students by final Year Placed Students for Core	2nd week, February 2021	ALL HODs
64	Department Hostels Committee Meeting	2nd week, February 2021	ALL HODs
65	Mega Event by Hobby Clubs - Painting (Varna Club)	2nd week of February 2021	Assoc. Dean, Extension Activities
66	Audit of Departments	2nd & 3rd Weeks, February 2021	Dean-Quality
67	Audit of Deans & Registrar's Office (AAA)	2nd & 3rd Weeks, February 2021	Dean-Quality
3rd Week			
68	Verification of targets met towards appearing competitive examinations and opting for higher education	15.02.2021	Dean - P&P
69	Notification for Finance Committee Meeting	18.02.2021	Registrar
70	IN-SEM EVALUATION (TEST-1)	3rd week Feb 2021(13-15.Feb.2020)	ALL HODs
71	Sem-In Test – I	19-02-2021 to 22-02-2021	HOD - Fine Arts
72	Declaration of Pre Ph.D. Examination Results	20.02.2021	Dean, R & D
73	Notification for Board of Management Meeting-03	20.02.2021	Registrar
74	Research group meeting	20.02.2021	ALL HODs
75	Meeting with Pro - Vice Chancellor	20.02.2021	HOD - COMMERCE
76	Medical camp in Chandrala by Andhra hospitals	20.02.2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
77	Koneru Lakshmaiah Memorial Trophy	20.02.2021 to 24.02.2021	Assoc. Dean, Sports & Games & Dean (Student Affairs)
78	Last Date for Receiving of Applications for faculty positions	3rd Week, February 2021	Dean-F&SA
79	Circular for Quality Circle- Faculty meeting-04	3rd Week, February 2021	Dean-Quality
80	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, February 2021	ALL HODs
81	ERP Audit for Research/Profile/Leaves	3rd Week, February 2021	ALL HODs
82	Heart health Awareness Program by YRC	3rd week of February-2021	Dean (Student Affairs)
83	HOD's Compliance report	3rd Week, February 2021	ALL HODs
84	<p>1. National Seminar conducted by Dr. MVVK Srinivas Prasad and Dr. M. Venkateswarlu</p> <p>Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link</p> <p>Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p>	3rd Week, February 2021	HOD - Physics

85	Organizing subject based workshop/seminar/conference for faculty -One in each semester	3rd Week, February 2021	ALL HODs
86	Heart health Awareness Program	3rd Week, February 2021	HOD - Pharmacy
87	Solid waste management in each panchayat of Mylavaram Mandal	3rd Week, February 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
88	RPAC meeting	3rd Week, February 2021	ALL HODs
89	Industry Connect Program	3rd Week, February 2021	ALL HODs
90	Sem-In Project Review II	3rd Week, February 2021	ALL HODs
91	Audit of Departments	2nd & 3rd Weeks, February 2021	Dean-Quality
92	Mid-Term review of Practice School-II for Y17 Batch B.Tech. Students	2nd & 3rd Weeks, February 2021	Dean, Placements & Progression
93	Audit of Deans & Registrar's Office (AAA)	2nd & 3rd Weeks, February 2021	Dean-Quality
4th Week			
94	Start of Remedial Classes for Slow Learners after In-Semester Evaluation (Engineering)	22.02.2021	HOD - CE
95	MESA - Sports Saturday	22.02.2021	HOD - ME
96	Guest Lecture to M. Sc students	23.02.2021	HOD - CHEMISTRY
97	Workshop	23.02.2021	HOD - ARTS
98	NSS - Survey on Societal Problems	26.02.2021	ALL HODs
99	Postage of Letters to Parents about their wards Marks & Atnd.	27.02.2021	ALL HODs
100	Academic counseling activity report sending	27.02.2021	ALL HODs
101	Planning and Monitoring Board Meeting	27.02.2021	Dean - P&D & Registrar
102	Compliance report on calendar of activities to Registrar	28.02.2021	ALL FUNCTIONARIES & ALL HODs
103	National Science Day by CEA	28.02.2021	Dean (Student Affairs)
104	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	4th Week, February 2021	Dean-F&SA
105	Non conformance Report to all department HODs and Principal	4th Week, February 2021	Dean-Quality
106	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, February 2021	Principal
107	Non conformance Report to all Deans	4th Week, February 2021	Dean-Quality
108	Non conformance Report reply from Deans to Dean Quality	4th Week, February 2021	All Deans
109	Quality Circle (Faculty) meeting-04	4th Week, February 2021	Dean-Quality
110	Preparation of Minutes for Quality Circle (Faculty) meeting -04	4th Week, February 2021	Dean-Quality
111	Exam cell Audit	4th Week, February 2021	Dean-Quality
112	Non conformance Report to Exam cell COE	4th Week, February 2021	Dean-Quality
113	Non conformance Report reply from Exam cell COE to Dean Quality	4th Week, February 2021	Controller of Examinations
114	Compliances report by IQAC	4th Week, February 2021	Dean-Quality

115	TLP Academic Audit	4th Week, February 2021	Dean, Academics
116	Course Instructors meeting with course Co-ordinators (weekly Once)	4th Week, February 2021	ALL HODs
117	Letters Postage & SMS to Parents about their wards attendance and marks till test-1 for Even Sem courses- By each department respectively	4th Week, February 2021	ALL HODs
118	SURABHI 2021	4th Week, February 2021	Convener-SURABHI,Dean, Students Affairs & Registrar
119	Meeting with parents of III year students	4th Week, February 2021	ALL HODs
120	Circular for Department Audits (March month)	4th Week, February 2021	Dean-Quality
121	Once More by Swara club	Monthly Event	Dean (Student Affairs)
122	Recording the opinion of Prominent Visitors to the department.	Feb-21	ALL HODs
123	National Level Event (Seminar / workshop / conference) - One in each semester	Feb-21	ALL HODs
124	International Conference	Feb-18	HOD - CSE
125	Admission related TV interviews, campaign etc. by highest authorities of University	Feb-Mar, 2021	Director, Admissions
126	Revision/ updation of consultancy policy	Aug, Nov, Feb & May	R&D
127	AISHE data submission from all functionaries	Feb, 2021	Dean Academics, Dean Quality

S.No	Event	Dates	Responsibility
		Mar-21	
		1st Week	
1	Administrative Files Audit by Department Team (Once in a month)	01.03.2021	ALL HODs
2	Placement Training	01.03.2021 to 30.03.2021	HOD - CSS
3	Workshops/ guest lectures / seminars committee meeting	01.03.2021 to 30.03.2021	ALL HODS
4	MESA - Technical Tuesday	03.03.2021	HOD-ME
5	Industrial Visit for IV/IV B.Tech. - Sec - 1	03.03.2021	HOD-ME
6	News Letter submission	03.03.2021	HOD - CHEMISTRY
7	Motivational Class	04.03.2021	HOD - ARTS
8	Finance Committee Meeting	04.03.2021	Registrar
9	Capacity Building Programme for Faculty	06.03.2021	HOD - College of Law
10	submission of IQAC data	05.03.2021	ALL HODs
11	Industrial Visit for IV/IV B.Tech. - Sec - 2	05.03.2021	HOD-ME
12	Half yearly Reports from the In-charges of Central facilities (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)	05.03.2021	In-charges of Central facilities through their respective Deans (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)
13	Project Expo	05.03.2021 to 10.03.2021	Dean, R & D
14	Industrial Visit for IV/IV B.Tech. - Sec - 3	06.03.2021	HOD-ME
15	Meeting with Pro - Vice Chancellor	06.03.2021	HOD - COMMERCE
16	Faculty Social Profile Building	06.03.2021	HOD - CSE
17	Board of Management Meeting- 03	06.03.2021	Registrar
18	KLU - IIEC Events	06.03.2021 to 07.03.2021	Director Development
19	Department Sports Committee Meeting	1st Week, March 2021	ALL HODS
20	Collection of External Panel Members for Faculty Ratification Interviews from All HODs	1st Week, March 2021	Dean-F&SA
21	Maintenance of Solar, Windmills, Biogas Plant	1st Week, March 2021	P&D
22	IQAC internal meeting	1st Week, March 2021	Dean-Quality
23	Circular for 3rd IQAC Advisory Committee meeting	1st Week, March 2021	Dean-Quality
24	Sem in project review-III	1st Week, March 2021	Dean, Academics
25	Department Library Committee Meeting	1st Week, March 2021	ALL HODS
26	National Nutrition Awareness Month by YRC	1st Week, March 2021	Dean (Student Affairs)

27	University Sports Week	1st Week, March 2021	Assoc. Dean, Sports & Games & Dean (Student Affairs)
28	Health camp on Haemoglobin testing in blood	1st Week, March 2021	Convener-Women's Forum & Dean (Student Affairs)
29	Entrepreneurship Activity for II B.Tech.	1st Week, March 2021	ALL HODS
30	Student Grievances Committee Meeting	1st Week, March 2021	ALL HODS
31	Department Hostels Committee Meeting	1st Week, March 2021	ALL HODS
32	Faculty Orientation Lecture	1st Week, March 2021	ALL HODS
33	HoD meeting with Faculty & Staff	1st Week, March 2021	ALL HODS
34	Sem-In Project Review III	1st Week, March 2021	ALL HODS
35	Counseling report verification	1st Week, March 2021	ALL HODS
36	Industrial talk	1st Week, March 2021	
37	LMS/ERP committee meeting	1st Week, March 2021	ALL HODS
38	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week, March 2021	ALL HODS
39	Department National Level Techno Cultural Fest	1st Week, March 2021	HOD - EEE
40	In-Sem Exam - I	1st Week, March 2021	HOD - Architecture
41	Solid waste management in each panchayat of G. Konduru Mandal	1st Week, March 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
42	Departmental talk	1st Week, March 2021	ALL HODS
43	Department website updation	1st Week, March 2021	ALL HODS
	2nd Week		
44	Industrial Visit for IV/IV B.Tech. - Sec - 4	08.03.2021	HOD-ME
45	International Women's Day, Fem Flare 2K21	08.03.2021-09.03.2021	Convener - Women's Forum & Dean - Student Affairs
46	Finalization of List of CRT Eligible Students	09.03.2021	ALL HODS
47	Quant Content Preparation for CPT-2021	09.03.2021 to 15.03.2021	HOD- CSS
48	Workshop (Tentatively)	12.03.2021	HOD - COMMERCE
49	Workshop / Seminar / Conference	12.03.2021 and 13.03.2021	HOD - CHEMISTRY
50	Alumni Guest Lecture	13.03.2021	ALL HODS
51	Meeting with Pro - Vice Chancellor	13.03.2021	HOD - COMMERCE
52	Meeting with Pro - Vice Chancellor	13.03.2021	HOD - COMMERCE
53	Visiting a sight	13.03.2021	HOD - ARTS
54	In-Sem Exam - II	2 nd week, March 2021	HOD - CHEMISTRY
55	Workshop / Seminar / Conference	2 nd week, March 2021	HOD - Mathematics
56	Department Canteen Committee Meeting	2 nd week, March 2021	ALL HODS
57	Department Transport Committee Meeting	2 nd week, March 2021	ALL HODS

58	LAB MONITORING COMMITTEE	2 nd week, March 2021	ALL HODs
59	Course Instructors meeting with course Co-ordinators (weekly Once)	2 nd week, March 2021	ALL HODs
60	Alumni Guest lecture	2 nd week, March 2021	ALL HODs
61	Industry Connect Program	2 nd week, March 2021	ALL HODs
62	Academic counseling activity report sending to Dean Academics	2 nd week, March 2021	ALL HODs
63	Department Advisory Meeting (Once in a month)	2 nd week, March 2021	ALL HODs
64	Meeting with parents of IV year	2 nd week, March 2021	ALL HODs
65	NSS Extension Activity	2 nd week, March 2021	ALL HODs
66	Solid waste management in each panchayat of G. Konduru Mandal	2 nd week, March 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
67	Workshop / Seminar / Conference	2 nd week, March 2021	HOD - Mathematics
68	SURABHI	2 nd week, March 2021	HOD - BT
69	Analysis and ATR of students and Parents feed back	2 nd week, March 2021	Dean Academics
70	Interviews for faculty positions	2 nd week, March 2021	Dean-F&SA & All HODs
71	Workshop / Seminar / Conference	2 nd week, March 2021	Dean-Quality
72	3rd IQAC Advisory Committee meeting	2 nd week, March 2021	Dean-Quality
73	Preparation of Minutes for 3rd IQAC Advisory Committee meeting	2 nd week, March 2021	Dean-Quality
74	Audit of Departments	2nd & 3rd Weeks of March 2021	Dean-Quality
75	Audit of Central facilities	2nd & 3rd Weeks of March 2021	Dean-Quality
3rd Week			
76	Third evaluation reports	15.03.2021	Dean - Skill Development
77	Entrepreneurship Activity for III B.Tech.	15.03.2021	ALL HODS
78	Last date for Payment of End Sem Exam Fee	15.03.2021	ALL HODS
79	Guest Lecture to M. Sc students	15.03.2021	HOD - CHEMISTRY
80	CSRG Webinar	16.03.2021	HOD-ECE
81	Reasoning Content Preparation for CPT-2021	16.03.2021 to 22.03.2021	HOD- CSS
82	R&D Meeting	20.03.2021	HOD-ECE
83	Meeting with Pro - Vice Chancellor	20.03.2021	HOD - COMMERCE
84	Organizing parents' meet - Once in the Academic Year	20.03.2021	HOD - MBA
85	In-Sem Exam - II EVALUATION	3rd Week, March 2021	HOD - CHEMISTRY
86	Solid waste management in each panchayat of Ibrahim Patnam Mandal	3rd Week, March 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)

87	ERP Audit for Research/Profile/Leaves	3rd Week, March 2021	ALL HODS
88	2nd Stock Verification (Technical Maintenance and Electrical Projects, Construction)	3rd Week, March 2021	P&D
89	Active Learning Test-BBA-LLB, LLB	3rd Week, March 2021	Dean, Academics
90	Anti-Discrimination Awareness Program	3rd Week, March 2021	Dean (Student Affairs)
91	Audit of Departments	2nd & 3rd Weeks, March 2021	Dean-Quality
92	Audit of Central facilities	2nd & 3rd Weeks, March 2021	Dean-Quality
93	Entrepreneurship Activity for IV B.Tech.	3rd Week, March 2021	ALL HODS
94	Department Academic Committee Meeting	3rd Week, March 2021	ALL HODS
95	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	3rd Week, March 2021	ALL HODS
96	Project Expo	3rd Week, March 2021	ALL HODS
97	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, March 2021	ALL HODs
98	Internal Labexams	3rd Week, March 2021	ALL HODs
99	ERP Audit for Research/Profile/Leaves	3rd Week, March 2021	ALL HODs
100	Solid waste management in each panchayat of Ibrahim Patnam Mandal	3rd Week, March 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
101	Students and Parents feed back website updation	3rd Week, March 2021	Dean Academics
102	HOD's Compliance report on IQAC MONTHLY REPORT	3rd Week, March 2021	ALL HODs
4th Week			
103	Last date for Payment of End Sem Exam Fee with Fine	22.03.2021	ALL HODS
104	World Water day celebrations by NSS	22.03.2021 - 23.03.2021	Dean (Student Affairs), HOD CE & HOD BHM
105	Verbal Content Preparation for CPT-2021	23.03.2021 to 31.03.2021	HOD- CSS
106	Cultural Events	24.03.2021	HOD - ARTS
107	Entrepreneurship development activities (one in each semester)	25.03.2021	HOD - MBA
108	CSE DRC Meeting (Once in a month)	26.03.2021	HOD - CSE
109	Dept Counselling Comitte Meeting	27.03.2021	HOD-ECE
110	Meeting with Pro - Vice Chancellor	27.03.2021	HOD - COMMERCE
111	RESEARCH GROUP MEETING	27.03.2021	HOD - Architecture
112	MESA - Aloha	27.03.2021	HOD-ME
113	Ph.D. Admissions Notification for XXI Batch	28.03.2021	Dean (R&D)

114	Non conformance Report to all department HODs and Principal	4th Week, March 2021	Dean-Quality
115	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, March 2021	Principal
116	Circular for audit of Central facilities	4th Week, March 2021	Dean-Quality
117	Non conformance Report to concern Dean	4th Week, March 2021	Dean-Quality
118	Non conformance Report reply to Dean Quality	4th Week, March 2021	All Deans
119	Quality Circles-students meeting -05	4th Week, March 2021	Dean-Quality
120	Sending Feedback from Quality Circles- students to concern Deans	4th Week, March 2021	Dean-Quality
121	Reply from concern Deans	4th Week, March 2021	Dean-Quality
122	Compliances report by IQAC	4th Week, March 2021	Dean-Quality
123	Semester end feedback on faculty by students – Online process	4th Week, March 2021	Dean, Academics
124	TLP Academic Audit	4th Week, March 2021	Dean, Academics
125	Course Instructors meeting with course Co-ordinators (weekly Once)	4th Week, March 2021	ALL HODs
126	IQAC files updation	4th Week, March 2021	ALL HODs
127	RPAC meeting	4th Week, March 2021	ALL HODs
128	Solid waste management in each panchayat of Ibrahim Patnam Mandal	4th Week, March 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
5h Week			
129	SPRG Webinar	30.03.2021	HOD-ECE
130	Compliance report on calendar of activities to Registrar	30-03-2021	ALL FUNCTIONARIES & ALL HODs
131	1. MERG 2. Webinar	31.03.2021	HOD-ECE
132	Circular for Department Audits (April month)	5th Week, March 2021	Dean-Quality
133	K L Horizon-student Magazine(Half Year)	March 2021	Associate Dean -Publishing
134	Fixing dates for KLUEEE	Jan & Mar, 2021	Director, Admissions & Convener
135	Once More by Swara club	Monthly Event	Dean (Student Affairs)

S.No	Event	Dates	Responsibility
Apr-21			
1st Week			
1	Industry Connect Program	01.04.2021	ALL HODs
2	Administrative Files Audit by Department Team (Once in a month)	01.04.2021	ALL HODs
3	Internal Faculty Development Programme	01.04.2021 to 08.04.2021	HOD - CSS
4	Placement Training	01.04.2021 to 10.04.2021	HOD - CSS
5	Hostels Committee Meeting	02.04.2021	ALL HODs
6	Grievances Committee Meeting	02.04.2021	ALL HODs
7	Sports Committee Meeting	02.04.2021	ALL HODs
8	Canteen Committee Meeting	03.04.2021	ALL HODs
9	Transport Committee Meeting	03.04.2021	ALL HODs
10	Library Committee Meeting	03.04.2021	ALL HODs
11	Faculty Social Profile Building	03.04.2021	HOD - CSE
12	1. Feedback Analysis 2. Action Taken Report	1st Week, April 2021	Dean-Academics
13	Faculty Ratification Interviews	1st Week, April 2021	Dean-F&SA
14	Fire Service Week	1st Week, April 2021	P&D
15	2nd Stock Verification (Water and Waste Management)	1st Week, April 2021	P&D
16	Finalization of Calendar of Events 2021-22	1st Week, April 2021	Dean-Quality, All Deans, Registrar-KLEF
17	IQAC internal meeting	1st Week, April 2021	Dean-Quality
18	Ph.D. Admission Test for XXI Batch	1st Week, April 2021	Dean (R&D)
19	Industrial talk	1st Week, April 2021	
20	Departmental Association Activities (Once in 2 weeks)	1st Week, April 2021	ALL HODs
21	Course Instructors meeting with course Coordinators (weekly Once)	1st Week, April 2021	ALL HODs
22	LMS/ERP committee meeting	1st Week, April 2021	ALL HODs
23	Department website updation	1st Week, April 2021	ALL HODs
24	Last Instruction day for A. Y. 2020 - 21 - Even Semester	1st Week, April 2021	ALL HODs
25	Organizing Alumini Specific event in the deparment - Once in A.Y.	1st Week, April 2021	ALL HODs
26	Solid waste management in each panchayat of Reddigudem Mandal	1st Week, April 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
27	Faculty Orientation Lecture	1st Week, April 2021	ALL HODs
28	HoD meeting with Faculty & Staff	1st Week, April 2021	ALL HODs
2nd Week			
29	submission of IQAC data	05.04.2021	ALL HODs
30	Project Expo	05.04.2021	HOD - CSE
31	SPRG Webinar	06.04.2021	HOD-ECE
32	1. MERG 2. Webinar	07.04.2021	HOD-ECE
33	World Health Day celebrations by NSS	07.04.2021	Dean (Student Affairs)
34	Periodic Research Opportunities Exploration	09.04.2021	HOD - CSE
35	Meeting with Pro - Vice Chancellor	10.04.2021	HOD - COMMERCE

36	GUEST LECTURE ON RESEARCH	10.04.2021	HOD - Architecture
37	Fourth evaluation reports	10.04.2021	Dean - Skill Development
38	IN-SEM EVALUATION (TEST-2)	2nd week, April 201	Dean Academics, Controller of Examinations
39	Last Instruction day for A. Y. 2019-20 Even Semester	2nd week, April 201	Dean, Academics
40	2nd Stock Verification (Systems and Hardware and Network)	2nd week, April 201	P&D
41	PhD admission Interviews	2nd week, April 201	Dean R&D
42	Audit of Departments	2nd & 3rd Weeks, April 2021	Dean-Quality
43	World Immunization Awareness by YRC	2nd week, April 201	Dean (Student Affairs)
44	In-Sem Exam - II	2nd week, April 201	ALL HODs
45	LAB MONITORING COMMITTEE	2nd week, April 201	ALL HODs
46	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, April 201	ALL HODs
47	Last Date for payment of Examination Fee for A. Y. 2020- 21 - Even Semester without fine	2nd week, April 201	ALL HODs
48	<p>1. International webinar by Dr. K. Raghavendra Kumar and Dr. NSMP Latha Devi on “ Remote sensing of atmosphere and its applications”</p> <p>Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link</p> <p>Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p>	2nd week, April 201	HOD - Physics
49	World Immunization Awareness	2nd week, April 201	HOD - Pharmacy
50	Solid waste management in each panchayat of Reddigudem Mandal	2nd week, April 201	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
51	Workshops/ guest lectures / seminars committee meeting	2nd week, April 201	ALL HODs
		3rd Week	
52	Placement Readiness Programme	13.04.2021 to 30.04.2021	HOD- CSS
53	In-Sem Exam - II Evaluation & Internal marks finalization	14.04.2021	ALL HODs
54	Regular Class Work / Workshop on Animation, Advertising and Filmmaking	14.4.2021 to 15.4.2021	HOD - Fine Arts
55	Sem-In Test – II	14.4.2021 to 18.4.2021	HOD - Fine Arts
56	Motivational Class	15.04.2021	HOD - ARTS

57	Final Evaluation reports	15.04.2021	Dean - Skill Development
58	Submission of type of courses being offered with details of year, department, student intake, actual no.of students enrolled etc (Page 26, UGC regulations -2019)	15/04/2021	Registrar
59	Submission of Condonation/Detention Lists	16.04.2021	ALL HODs
60	CSRG Webinar	16.04.2021	HOD-ECE
61	R & D Meeting	17.04.2021	HOD-ECE
62	Meeting with Pro - Vice Chancellor	17.04.2021	HOD - COMMERCE
63	Organizing Department Day	17.04.2021	HOD - MBA HOD
64	Medical camp in Chandragudem by Andhra hospitals	17.04.2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
65	World Heritage day celebrations by Hobby Clubs	18th April 2021	Dean (Student Affairs)
66	Departmental Association Activities (Once in 2 weeks)	3rd Week, April 2021	ALL HODs
67	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, April 2021	ALL HODs
68	Letters Postage & SMS to Parents about their wards attendance, total internal marks & promote/detention status for Even Sem courses- By each department respectively	3rd Week, April 2021	ALL HODs
69	Lab monitoring committee meeting	3rd Week, April 2021	ALL HODs
70	ERP Audit for Research/Profile/Leaves	3rd Week, April 2021	ALL HODs
71	Solid waste management in each panchayat of Vijayawada Rural Mandal	3rd Week, April 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
72	MERG Workshop	3rd Week, April 2021	HOD-ECE
73	SAP TRAINING TO MBA 1ST AND 2ND YEAR / BBA 3RD YEAR	3rd Week, April 2021	MBA HOD
74	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd Week, April 2021	P&D
75	Circular for Quality Circle (Faculty) meeting-05	3rd Week, April 2021	Dean-Quality
76	PREPARATION HOLIDAYS FOR STUDENTS	3rd Week, April 2021	Dean, Academics
77	Semester Readiness Program for A. Y. 2020 -21 - Odd Semester	3rd Week, April 2021	Dean, Academics
78	END SEMESTER THEORY EXAMINATIONS BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharm/M.Sc	3rd Week, April 2021	Dean, Academics, Controller of Examinations
79	Ph.D. Admission Test Result Declaration for XXI Batch	3rd Week, April 2021	Dean (R&D)
80	Audit of Departments	2nd & 3rd Weeks of April 2021	Dean-Quality

4th Week			
81	Submission of consolidated student performance report	20.04.2021	Dean - Skill Development
82	Preparation Holidays/Practical Examination/Lab Assessment, Sem-End Lab Examination	20.04.2021 to 25.04.2021	HOD -Fine Arts
83	World Earth Day celebrations by NSS	22.04.2021	Dean (Student Affairs)
84	World Earth Day celebrations by NSS and Bio Tech dept.	22.04.2021	HOD - CE
85	Meeting with Pro - Vice Chancellor	24.04.2021	HOD - COMMERCE
86	RESEARCH GROUP MEETING	24.04.2021	HOD - Architecture
87	End-Sem Exams	24/04/2021 to 30/04/2021	ALL HODs
88	Final review of Practice School-II for Y17 Batch B.Tech. Students	3rd & 4th week, April 2021	Dean, Placements & Progression
89	Stock Verification (Laboratories) by the end of Odd and Even Semesters	4th week, April 2021	P&D
90	Non conformance Report to all department HODs and Principal	4th week, April 2021	Dean-Quality
91	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, April 2021	Principal
92	Compliances report by IQAC	4th week, April 2021	Dean-Quality
93	Quality Circles (Faculty) meeting-05	4th week, April 2021	Dean-Quality
94	Preparation of Minutes for Quality Circles (Faculty) meeting -05	4th week, April 2021	Dean-Quality
95	END SEMESTER THEORY EXAMINATIONS senior Engineering and Non Engineering	4th week, April 2021	Dean, Academics
96	EXTERNAL END SEM LABORATORY EXAMINATIONS	4th week, April 2021	Dean, Academics
97	Ph.D. Registrations for XXI Batch	4th week, April 2021	Assoc. Dean, Academic Research, Dean R & D
98	Future Plan of Action	4th week, April 2021	ALL HODs
99	Solid waste management in each panchayat of Vijayawada Rural Mandal	4th week, April 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
100	Course Instructors meeting with course Coordinators (weekly Once)	4th week, April 2021	ALL HODs
101	Counseling report verification	4th week, April 2021	ALL HODs
102	External lab exams	4th week, April 2021	ALL HODs
103	Submission of type of courses those of being offered by all departments	4th week, April 2021	Dean Academics
104	Revision/ updation of seed money policy,notification, selection, sanction, final report, review on availed members	4th week, April 2021	R&D
105	International faculty exchange policy, call for applications, scrutiny, accepted, etc...,	4th week, April 2021	Dean F&SA
106	END SEMESTER THEORY EXAMINATIONS	4th week April 2021 to 2nd week May 2021	ALL HODs

107	KL Panorama- kl newsletter-Quarterly	4th week, January 2021	Associate Dean -Publishing
5th Week			
108	Compliance report on calendar of activities to Registrar	30.04.2021	ALL FUNCTIONARIES & ALL HODs
109	Circular for Department Audits (May month)	5th Week, April 2021	Dean-Quality
110	Counseling report verification	APRIL	ALL HODs
111	Release of new prospectous for lateral entry students admission and posting in website	Apr, 2021	Director, Admissions & Convener
112	Release of syllabus and posting in website (including Aptitude, Verbal and Reasoning) for lateral entry students online exam	Apr, 2021	Director, Admissions & Convener
113	Release of Application form and posting in website for lateral entry students online exam	Apr, 2021	Director, Admissions & Convener
114	Releasing KLUEEE Counselling Schedule	Apr, 2021	Director, Admissions & Convener
115	AICTE - Application for new courses and renewal	Apr, 2021	Dean Academics & Registrar
116	Revision/ updation of cyber policies (related to software usable by students)	Apr, 2021	Dean P&D
117	Internal and external financial audit	Apr, 2021	Registrar
118	Once More by Swara club	Monthly Event	Dean (Student Affairs)

S.No	Event	Dates	Responsibility
May-21			
1st Week			
1	Start of Spot Valuation for End Semester Exams for A. Y. 2020 - 2021 - Even Semester	01.05.2021	Controller of Exams & Dean, Academics
2	Administrative Files Audit by Department Team (Once in a month)	01.05.2021	HOD - CSE
3	End Semester Lab Exams	01.05.2021 to 09.05.2021	ALL HODs
4	Department Academic Committee Meeting	1st Week, May 2021	ALL HODS
5	Nomination of member from corporate/executive as special invitee in BoS	1st Week, May 2021	ALL HODs
6	Notification for BoS meeting	1st Week, May 2021	all HODs
7	Special Package Welfare Schemes to Eligible faculty	1st Week, May 2021	Dean-F&SA
8	3rd Construction Status Review	1st Week, May 2021	P&D
9	2nd Review of AMC's for equipment under Technical Maintenance and Electrical Projects and which ever needed	1st Week, May 2021	P&D
10	Department Libraries Stock Verification	1st Week, May 2021	P&D
11	IQAC internal meeting	1st Week, May 2021	Dean-Quality
12	Lab evaluation week for B.Tech & B.C.A. for A. Y. 2019 - 20 - Even Semester	1st Week, May 2021	Controller of Exams & Dean Academics
13	Internal Funding Projects reviews	1st Week, May 2021	Dean R&D
14	Finalization of Industries for Faculty Summer Internship program	1st Week, May 2021	Dean, Placements & Progression
15	Department website updation	1st Week, May 2021	ALL HODs
16	Departmental Association Activities (Once in 2 weeks)	1st Week, May 2021	ALL HODs
17	Non-Teaching Staff Skill Upgradation Program	1st Week, May 2021	ALL HODs
18	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Mylavaram	1st Week, May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
19	Guest Lecture on Labour Laws	1st Week, May 2021	HOD - College of Law
20	HoD meeting with Faculty & Staff	1st Week, May 2021	ALL HODs
21	Guest Lecture on Labour Laws	1st Week, May 2021	College of Law
22	verification on Academic counseling activity and sending report to Dean Academics	1st Week, May 2021	ALL HODs
23	Faculty Orientation Lecture	1st Week, May 2021	ALL HODs
24	Counseling report verification	1st Week, May 2021	ALL HODs
25	Course Instructors meeting with course Co-ordinators	1st Week, May 2021	ALL HODs
26	LMS/ERP committee meeting	1st Week, May 2021	ALL HODs
27	Special Package Welfare Schemes to Eligible faculty	1st Week, May 2021	Dean-F&SA
2nd Week			
28	Lecture Session	04.05.2021	HOD - ARTS
29	submission of IQAC data	05.05.2021	ALL HODs

S.No	Event	Dates	Responsibility
30	Department Advisory Meeting (Once in a month)	07.05.2021	HOD - CSE
31	Library Books Purchases and Planning for Odd Semester	2nd Week, May 2021	P&D
32	Central Library Stock Verification	2nd Week, May 2021	Librarian, Associate Dean (E-Resources) , P&D
33	Audit of Departments	2nd & 3rd Week May 2021	Dean-Quality
34	Registration for Summer Sem for 2021	2nd Week, May 2021	Dean, Academics
35	Commencement of Class work for Summer Term for 2021	2nd Week, May 2021	Dean, Academics, Controller of Examinations
36	Sponsored Research Projects review week by JRF's	2nd Week, May 2021	Dean R&D
37	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in G.Konduru	2nd Week, May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
38	1. National Webinar conducted by Dr. A. Venkateswara Rao Pre: Contacting the resource speakers and receiving acceptance, Release the broucher; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.	2nd Week, May 2021	HOD - Physics
39	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in G.Konduru	2nd Week, May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
40	Department Talk	2nd Week, May 2021	ALL HODs
41	CRT Training classes for Y17 Batch students	2nd Week, May-2021 to 3rd Week, June-2021	Dean, Placements & Progression
42	Summer Internship Program for Engineering Program	2nd Week, May-2021 to 3rd Week, June- 2021	Dean, Placements & Progression
		3rd Week	
43	SPRG Webinar	11.05.2021	HOD-ECE
44	End Semester Moot Court Exams (Clinical Papers) (Tentatively)	11.05.2021 to 15.05.2021	HOD - College of Law
45	National Technology Day Celebrations by all Engg. departments	11.05.2021	ALL HODs
46	1. MERG 2. Webinar	12.05.2021	HOD-ECE
47	International Mother's day celebrations	12.05.2021	Convener-Women's Forum & Dean (Student Affairs)
48	Practice Session	14.05.2021	ARTS HOD
49	Notification for Academic Council Meeting	14.05.2021	Dean(Academics) & Registrar
50	R&D Meeting	15.05.2021	HOD-ECE

S.No	Event	Dates	Responsibility
51	Medical camp in Jangalapalli by Andhra hospitals	15.05.2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
52	Medical camp in Jangalapalli by Andhra hospitals	15.05.2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
53	Information regarding introduction of new programs/course/departments/school/centres to UGC (Within one month after the BOM)	15.05.2021	Registrar
54	End Sem Evaluation	16/05/21 to 20/05/21	HOD - College of Law
55	Summer Internship Program (Internship) - (BBA, B. COM(H), BHM)	17.05.2021 to 10.07.2021	BBA, B. COM(H), BHM
56	Summer Internship Program (Internship) - (MBA, M.SC. (F&C))	17.05.2021 to 05.08.2021	MBA, M.SC. (F&C)
57	Board of Studies Meeting	3rd week, May 2021	ALL HODs
58	Academic research review week by Full time Scholars	3rd week, May 2021	Dean R&D
59	HOD's Compliance report	3rd week, May 2021	ALL HODs
60	ERP Audit for Research/Profile/Leaves	3rd week, May 2021	ALL HODs
61	LAB MONITORING COMMITTEE	3rd week, May 2021	ALL HODs
62	Interviews for faculty positions	3rd week, May 2021	ALL HODs
63	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Vijayawada Rural	3rd week, May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
64	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Vijayawada Rural	3rd week, May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
65	Audit of Departments	2nd & 3rd Week, May 2021	Dean-Quality
		4th Week	
66	Notification for Board of Management meeting-04	22.05.2021	Registrar
67	IQAC files updation	27.05.2020	ALL HODs
68	Academic Council Meeting	28.05.2020	Dean(Academics) & Registrar
69	MERG FDP	4th week, May 2021	HOD-ECE
70	Stock Verification (Laboratories) by the end of Even Semester	4th week, May 2021	ALL HODs
71	RPAC meeting	4th week, May 2021	ALL HODs
72	Global Certifications Review	4th week, May 2021	HOD - CSE
73	Crt/summer term classes applications	4th week, May 2021	ALL HODs
74	Summer CPT classes	4th week, May 2021	HOD - Mathematics
75	Review of Short Term Goals, Long Term Goals and other plans of departments	4th week, May 2021	HOD - BT
76	SRP Phase -I	4th week, May 2021	ALL HODs
77	Department wise Executive / Corporate Training Program	4th week, May 2021	ALL HODs
78	Feedback from Academic peers	4th week, May 2021	Dean Academics
79	Feedback from Employees	4th week, May 2021	Dean Academics
80	Feedback from Alumni	4th week, May 2021	Dean Academics

S.No	Event	Dates	Responsibility
81	Summer Break for Faculty and Staff	4th May 2021 to 3rd week of June 2021	Registrar
82	Compliances report by IQAC	4th week, May 2021	Dean-Quality
83	1st In-Semester Evaluation for A. Y. 2021-Summer Term	4th week, May 2021	Dean, Academics
84	Consultancy projects activities of the department	4th week, May 2021	Dean R&D
		5th Week	
85	Compliance report on calendar of activities to Registrar	30.05.2021	ALL FUNCTIONARIES & ALL HODs
86	World anti-tobacco day celebrations by CEA	31st May 2021	Dean (Student Affairs)
87	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Ibrahim Patnam	5th week of May 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
88	Revision/ updation of consultancy policy	Aug, Nov, Feb & May	R&D
89	Once More by Swara club	Monthly Event	Dean (Student Affairs)
90	Revision/ updation of research promotion policy	May, 2021	R&D
91	Code of conduct hand book updation (student, faculty, governing body,vc,principal)	May, 2021	Registrar
92	Updating the list of journals in library	May, 2021	Director - Library
93	Conduction of KLUEEE Counselling	May, 2021	Director, Admissions & Convener
94	Release of advertisement for Lateral Entry students online exam	May, 2021	Director, Admissions
95	Fixing dates for Lateral Entry online exam	May-Jun, 2021	Director, Admissions & Convener
96	Releasing Lateral Entry students Counselling Schedule	May-Jun, 2021	Director, Admissions & Convener
97	Last Date for payment of Examination Fee for A. Y. 2019-20 - Even Semester without fine	May (tentatively)	MBA HOD
98	Submission of Condonation, Detention Lists for A. Y. 2019 - 20 - Even Semester.	May (tentatively)	MBA HOD
99	End-Sem Exams & evaluation	May-21	ALL HODs
100	End-Sem Exams & evaluation	May-21	ALL HODs
101	FDP	May-21	ALL HODs
102	2020 - 21 Batch Placement Success Meet	May-21	Dean, Placements & Progression

S.No	Event	Dates	Responsibility
Jun-21			
1st Week			
1	Administrative Files Audit by Department Team (Once in a month)	01.06.2021	HOD - CSE
2	Board of Management meeting-04	04.06.2021	Registrar
3	Webinar - Interaction with IAS Officers	04.06.2021	ARTS HOD
4	submission of IQAC data	05.06.2021	ALL HODs
5	World Environment Day Celebrations	05.06.2021	P&D
6	Organizing Extension activities which are service related	1st week, June 2021	ALL HODs
7	Department Advisory Board Meeting (Once in an Academic Year)	1st week, June 2021	ALL HODs
8	Department Libraries Stock Verification	1st week, June 2021	ALL HODs
9	Reporting week for Newly Recruited Faculty	1st week, June 2021	Dean-F&SA & All HODs
10	IQAC internal meeting	1st week, June 2021	Dean-Quality
11	Quarterly Audit Report	1st week, June 2021	Dean-Quality
12	Circular for 4th IQAC Advisory Committee meeting	1st week, June 2021	Dean-Quality
13	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	1st week, June 2021	All HODs, Deans
14	Research publications, citation, Reviews of the departments	1st week, June 2021	Dean R&D
15	Reporting week for Newly Recruited Faculty	1st week, June 2021	Dean-F&SA & All HODs
16	CRT/Summer Term Classes	1st week, June 2021	ALL HODs
17	Industrial training/ internship for faculty	1st week, June 2021	ALL HODs
18	LMS/ERP committee meeting	1st week, June 2021	ALL HODs
19	Departmental Association Activities (Once in 2 weeks)	1st week, June 2021	ALL HODs
20	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	1st week, June 2021	ALL HODs
21	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	1st week, June 2021	ALL HODs
22	News Letter submission	1st week, June 2021	ALL HODs
23	Departmental Association Activities (Once in 2 weeks)	1st week, June 2021	ALL HODs
24	Faculty Orientation Lecture	1st week, June 2021	ALL HODs
25	Deputing Faculty for Workshops/Conference/Short term courses etc	1st week, June 2021	ALL HODs
26	HoD meeting with Faculty & Staff	1st week, June 2021	ALL HODs
27	Certificate Courses	1st week, June 2021	ALL HODs
28	Schedule for Course Delivery by foreign faculty	1st week, June 2021	ALL HODs

S.No	Event	Dates	Responsibility
2nd Week			
29	1. MERG 2. Webinar	09.06.2021	HOD-ECE
30	World day against child labor celebrations by CEA	12.06.2021	Dean (Student Affairs)
31	LAB MONITORING COMMITTEE	2nd week, June 2021	ALL HODs
32	SRP Phase -II	2nd week, June 2021	ALL HODs
33	lab internal exam	2nd week, June 2021	ALL HODs
34	Analysis and ATR of Academic peers feedback	2nd week, June 2021	Dean Academics
35	Analysis and ATR of Employees feedback	2nd week, June 2021	Dean Academics
36	Analysis and ATR of Alumni feedback	2nd week, June 2021	Dean Academics
3rd Week			
37	4th IQAC Advisory Committee meeting	3rd week, June 2021	Dean-Quality
38	Preparation of Minutes for 4th IQAC Advisory Committee meeting	3rd week, June 2021	Dean-Quality
39	Academic Council Meeting	3rd week, June 2021	Dean(Academics) &Registrar
40	Last Instruction day for A. Y. 2021 Summer Term	3rd week, June 2021	Dean, Academics
41	2nd In-Semester Evaluation for A. Y.2020- Summer Term	3rd week, June 2021	Dean, Academics, Controller of Examinations
42	HOD's Compliance report	3rd week, June 2021	ALL HODs
43	Sem - in- exam -I	3rd week, June 2021	ALL HODs
44	Academic peers feedback website updation	3rd week of June, 2021	Dean Academics
45	Employees feedback website updation	3rd week of June, 2021	Dean Academics
46	Alumni feedback website updation	3rd week of June, 2021	Dean Academics
4th Week			
47	Compliances report by IQAC	4th Week, June 2021	Dean-Quality
48	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Summer Semester	4th Week, June 2021	Controller of Exams & Dean, Academics
49	Preparation of department wise placement brochure for A. Y. 2021 - 22	4th Week, June 2021	Dean, Placements & Progression
50	Sem - in- exam -II for summer term courses	4th Week, June 2021	ALL HODs
51	SRP Phase -III	4th Week, June 2021	ALL HODs
52	All stakeholders Feedback report and action taken report Placing in the website	4th Week, June 2021	all HODs
5th Week			
53	IQAC files updation	27.06.2021	ALL HODs
54	Compliance report on calendar of activities to Registrar	30.06.2021	ALL FUNCTIONARIES & ALL HODs

S.No	Event	Dates	Responsibility
55	Compliance report on calendar of events by the respective functionaries	Last day of JULY, 2020 - JUN, 2021	All HODs, Deans, Registrar
56	Extension Activities - Atleast 6/department/semester	One activity in every month	HOD's & Dean R & D
57	Orientation programme for all faculty/annual refresher training (1week minimum)	NOV - 2020, JUNE-2021	Dean F&SA
58	Awareness on Kitchen and community garden by KVK	Monthly Event	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
59	Awareness on Organic Farming by KVK as this is the right time to sow the seeds	Monthly Event	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
60	International Yoga Day Celebrations by involving Dept. of Physical Education	June 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
61	Circular to all functionaries regarding calendr of activities to be done in that particular month	1st day of JULY, 2020 - JUN, 2021	Registrar
62	<p>1. Guest lecture by Dr. K. Raghavendra Kumar and Dr. NSMP Latha Devi on “ Environmental sustainability and Biodiversity”</p> <p>Pre: Contacting the resource speaker and receiving acceptance, Release the poster; Creating Google form; collecting participants responses; Schedule release and sharing of Web meeting link</p> <p>Post: Collecting feedback from the participants, Distribution of e-certificates to registered and attended participants.</p>	June -2021	Physics
63	committee formation for preparing calender of events of 2021 - 2022	JUN, 2021	Registrar
64	Conduction of Lateral Entry students Counselling	Jun, 2021	Director, Admissions & Convener
65	Once More by Swara club	Monthly Event	Dean (Student Affairs)
66	International Yoga Day Celebrations by Dept. of Physical Education	Jun-21	Assoc. Dean, Sports & Games & Dean (Student Affairs)

Events According to UGC Guidelines

S.No	Event	Dates	Responsibility
1	Faculty Induction Program "Guru Dakshata" (10 modules)	175 Hours	Dean-F&SA
2	Evaluation Reforms - Faculty Training – OBE – ‘A Design Down” process	Semester	Dean-Academics
3	Evaluation Reforms -Analysis of students grievances pertaining to Examinations & Evaluation - Brainstorm meeting	Bi-Monthly	Dean-Academics
4	Evaluation Reforms -Analysis of implementing evaluation reforms and their Impact - Meeting	Bi-Monthly	Dean-Academics
5	MULYAPRAVAH: Outreach Program on Human Values and Professional Ethics (To students)	Month- (1-6)	Dean-Academics
6	MULYAPRAVAH: 2-Day Annual activity plan for value promotion activities (To Students)	Month- 10	Dean-Academics
7	MULYAPRAVAH: One week Workshop and training programmes on human values and professional ethics with assessment and certification (to Faculty & Staff)	Month- 1	Dean-Academics
8	MULYAPRAVAH: One day Induction, orientation and refresher programs (to Faculty & Staff)	Month- 1,6,10	Dean-Academics
9	MULYAPRAVAH: Review meeting for the inculcation of human values and professional ethics.	Twice in a semester	Dean-Academics
10	MULYAPRAVAH: Value audit of human values and professional ethics	Once in a semester	Dean-Academics
11	MULYAPRAVAH: Feedback	Twice in a semester	Dean-Academics
12	SATAT: Landscapes & Biodiversity- An ecological survey or the campus with the help of third-party services	Jun-20	Dean P&D
13	SATAT: Campus Building Design- Awareness program will be planned to organize by construction department to stake holders	Jul-20	Dean P&D
14	SATAT: Water Sustainability - Implementatioin of smart water meters in order to monitor and optimize waster use	Jul-20	Dean P&D
15	SATAT: Waste Management - Awareness Programme - Land, Air & Water Pollution through KLEF-National Service Scheme		Dean P&D
16	SATAT: Green Catering - Procurement of 5 Ton/Day Composting Plant to reduce the food waste through composting and recycling	Jul-20	Dean P&D
17	SATAT: Event Organization - Environmental awareness camps Green Brigade, Say ‘No’ to plastic, Switch off when not in use, Clean and Green, Carbon foot print by (student groups headed by the faculty)	Regular basis	Dean P&D

18	Social & Industry Connect: Student Internship Program in association with Unnath Bharat Abihyan	15-30 days	Dean SA
19	Social & Industry Connect: Industry Connect		Industry Connect Office, Dean SA
20	JEEVAN KAUSHAL: FDP on Thinking skills - Life Skills Education	AY 2020-21 Odd semester	Dean-Skilling
21	JEEVAN KAUSHAL: FDP on Social skills -Life skills education	AY 2020-21 Even semester	Dean-Skilling
22	JEEVAN KAUSHAL: Life skills education to 2018, 2019 admitted batches of UG Engg, UG-BBA, B Com, Pharmacy etc... and PG Engg, PG Mgmt students	AY 2020-21 Odd semester	Dean-Skilling
23	LOCF: Faculty Development Programs/ LOCF Certification Programs	6 weeks	Dean-Academics
24	Deeksharambh: Induction programme for students		Dean-Academics

New activities

25	Delegation of incentives to Faculty for their contribution in qualitative publication of papers	Once in Calendar Year	Dean-R&D
26	Circulating the list of indexed journals such as Scopus, web of sciences and other peer reviewed journals to the faculty	Once in a semester	Dean-R&D
27	STRIDE: Awareness program about the scheme to all faculty members regarding the modalities, thrust areas, funding mechanisms, different components, formats		Dean-R&D