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 2021-22
Jul-21

S.No	Event	Dates	Responsibility
1	Online FDP conduction	01.07.2021	HOD-ECM
2	Online subject based seminar for faculty	01.07.2021	HOD-ECM
3	Finalization of Time Tables	01.07.2021	Dean - Skill Development/ Dean-Academics/Principals, HODs
4	College Development Committee Meeting	02.07.2021	College of LAW
5	College Advisory Committee Meeting	03.07.2021	College of LAW
6	Lecture Plan & Delivery Audit	1st Week, July-2021	All HODs
7	Administrative Files Audit by Department Team (Once in a month)	1st Week, July-2021	All HODs
8	Practicals (Laboratories) & Skill Audit	1st Week, July-2021	All HODs
9	Department Advisory Board Meeting	1st Week, July-2021	All HODs
10	IQAC internal meeting	1st Week, July-2021	Dean-Quality
11	DDC&LDC Committee	1st Week, July-2021	All HODs
12	Classroom resources audit	1st Week, July-2021	All HODs
13	Faculty Orientation Lectures	1st Week, July-2021	All HODs
14	Quarterly (apr-june) Report	1st Week, July-2021	All Deans
15	Circular for Dean's 4th Quarterly audit (apr-june)	1st Week, July-2021	Dean-Quality
16	Circular for audit of Central facilities	1st Week, July-2021	Dean-Quality
17	Conduction of entrance exam and Interviews-Ph.D	1st week and 3rd Week-July -2021	Dean R&D
18	Registration Authentication (III B.Tech Students)	04.07.2021 to 05.07.2021	Pincipal & HoDs, Dean - Academics & Pro VC
19	Scholarship Data Collection	05.07.2021	Dean - Placements & Progression
20	Monthly Audit Report Statistics to be submitted by Departments	05.07.2021	All HODs
21	Course Handout Approval (Level-1 & 2) II Year Courses	05.07.2021	Dean -Academics
22	Course Handout Approval for III & IV B Tech (Level-1 & 2)	05.07.2021	Pincipal & HoDs, Dean - Academics
23	Registration (II B.Tech Students) (September & November admitted Batch)	05-07-2021& 06-07-2021	Pincipal & HoDs, Dean - Academics & Pro VC
24	Registration Authentication (IV B.Tech Students)	05.07.2021 to 06.07.2021	Pincipal & HoDs, Dean - Academics & Pro VC
25	Registrations (II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III,IV,V -BBA LLB, B.Arch programs)	05.07.2021 to 06.07.2021	All HODs, Dean - Academics & Dean - MHS

26	Classwork commencement (II B.Tech Students - September & November admitted batch)	07.07.2021	Dean -Academics& Pro VC
27	Commencement of class work (IV B.Tech)	07.07.2021	Pincipal & HoDs, Dean - Academics & Pro VC
28	Commencement of class work (II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III,IV,V -BBA LLB, B.Arch programs)	07.07.2021	Pincipal & HoDs, Dean - Academics & Pro VC
29	Placement Training	5th July 2021 to 30th July 2021	CSS HOD
30	Regular Class Work	5th July 2021 to 30th July 2021	CSS HOD
31	Webinar -Interaction with IAS Officers	07.07.2021	Arts HOD
32	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	09.07.2021	HoD-CSE
33	Extension Activity	10.07.2021	Architecture HOD
34	Department Antiragging Committee Meeting	10.07.2021	All-HODs
35	Workshops/ guest lectures / seminars committee meeting	10.07.2021	Chemistry HOD
36	Workshops/ guest lectures / seminars/industry connect committee meeting	10.07.2021	Chemistry HOD/ HOD College of Law
37	Final Approved(Third Level) Course Handouts upload on ERP(II Year Courses)	10.07.2021	Dean -Academics
38	Final Approved(Third Level) Course Handouts upload on ERP(III and IV Year Courses)	10/7/2021	Dean -Academics ,Principal,CoE,All HoD's ,
39	Classwork commencement (III B.Tech Students)	12.07.2021	Dean -Academics & Pro VC
40	Registrations (II B.Tech Students) January admitted Batch)	12-07-2021& 13-07-2021	Pincipal & HoDs, Dean - Academics & Pro VC
41	Meeting with Pro - Vice Chancellor	12.07.2021	HOD-Commerce
42	Classwork commencement (II B.Tech Students - January admitted batch)	14.07.2021	Dean -Academics& Pro VC
43	Consultancy Brochure Design	2nd Week, July-2021	All HODs and Planning & Development Incharge
44	Alumini Meeting	2nd Week, July-2021	All HODs
45	Issue of Appraisal Forms to Faculty and Non Teaching Staff (more than ONE Year service in KLU)	2nd Week, July 2021	Dean-F&SA
46	Meeting with RPAC's and Preparation of agenda points for URB	2nd Week, July 2021	Dean R&D
47	Re-Constitution of IQAC Advisory Committee	2nd Week, July 2021	Dean-Quality & Registrar

48	Awareness Program on academic flexiblilites	2nd Week, July 2021	Dean-Academics, all HODs
49	List of Faculty Incharges from Departments for Hobby Clubs and Extension Activities	2nd Week, July 2021	All HoDs & Dean (Student Affairs)
50	List of Programme officers from Departments for NSS	2nd Week, July 2021	All HoDs & Dean (Student Affairs)
51	World Zoonoses Day by YRC	2nd Week, July 2021	Dean - Student Affairs
52	TLP Workshops	2nd Week, July 2021	All HODs
53	Involving interested Faculty and students in the KLEF - SVR activities	2nd Week, July 2021	CEO, Smart Village Revolution (KLEF-SVR)
54	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
55	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
56	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
57	ERP Audit for Research/Profile/Leaves	2nd Week, July 2021	ALL HODs
58	Issue of handbooks to all I/IV B.Tech. 2021- 21 admitted students	2nd Week, July 2021	Dean, Academics
59	HOD meeting with Faculty & Staff	2nd Week, July 2021	All-HODs
60	Audit of Central facilities	2nd & 3rd Week,July 2021	Dean-Quality
61	Research Group Meetings	14.07.2021	Hod-CSE
62	MESA - Welcoming 2nd Years	15.07.2021	HOD-ME
63	Admission Counselling	15/7/2021-19/7 /2021 (BBA) 22/7/2021-25/7/2021 - (MBA)	MBA HOD
64	Campus Placement Drive - Season - 1 (for Engineering)	15th July 2021 to 30th 01-07-2021	Dean, Placements & Progression

65	PRACTICE SCHOOL - Orientation & documentation at the Campus	3rd Week, July-2021	Dean, Academics & Dean, Placements & Progression
66	University Research Board Meeting	3rd Week, July 2021	Dean, R & D
67	Meeting with Monthly report In charges	3rd Week, July 2021	Dean-Quality
68	Submission of Faculty and Non Teaching Staff Appraisal Forms (Completed morethan ONE Year service in KLU)	3rd Week, July 2021	ALL HODs
69	Student Progression Analysis	3rd Week, July 2021	Dean, Placements & Progression
70	Conduction of Sensitizing programes by Hobby Clubs/CEA/YRC/NSS	3rd Week, July 2021	Dean (Student Affairs)
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 Vijayawada Rural	3rd Week, July 2021	CEO, Smart Village Revolution (KLEF-SVR)
72	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
73	CSRG FDP	19.07.2021 to 23-07-2021	HOD-ECE
74	Department Library Committee Meeting	19.07.2021	All HODs
75	Meeting with Pro - Vice Chancellor	19.07.2021	Commerce
76	Webinar Motivational Session with IAS Officers	19.07.2021	Arts HOD
77	Internal Faculty Development Program	19th July 2021 to 24th July 2021	CSS HOD
78	SPRG Webinar	21.07.2021	HOD-ECE
79	Orientation programme on SRP Phase -I (for effective CO-PO mapping, BTL, quesiton papers)	22-07-2021 24-07-2021 (4hours per day in 3 days)	Dean - Skill Development/Dept BCA
80	Guest Lecture for II & III BSc HM	24.07.2021	HOD - MBA
81	Alumini Guest Lecture	24.07.2021	HOD-ECE
82	Counseling Report Verification by Department Team (Once in a month)	4th Week, July 2021	All HODs
83	Faculty Orientation Lectures	4th Week, July 2021	All HODs
84	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	4th Week, July 2021	Dean-F&SA
85	Collection of Specialization wise faculty requirement from All HODs (Recruitment for EVEN Sem)	4th Week, July 2021	Dean-F&SA
86	Quality Circles (Students) meeting-01	4th Week, July 2021	Dean-Quality

87	Sending Feedback from Quality Circles-students-01 to the concerned Deans	4th Week, July 2021	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 2021	Dean, Placements & Progression
89	Annual report on Placement for previous Academic Year	4th Week, July 2021	Dean-P & P
90	Registration of volunteers intoCEA/NSS/YRC	4th Week, July 2021	Dean (Student Affairs)
91	SWEAR Analysis	4th Week, July 2021	All HODs
92	2020-21 cumulative Monthly Audit Report (Annual Report) Statistics to be submitted by Departments to Dean Quality	4th Week, July 2021	All HODs
93	Parent meeting	4th Week, July 2021	All HODs
94	HOD meeting with Faculty & Staff	4th Week, July 2021	All-HODs
95	KL Panorama- kl newsletter-Quarterly	4th Week, July 2021	Associate Dean -Publishing
96	Organizing Guest Lecture (3 per semester. One by Academician, one by industry expert and one by Alumini)	4th Week, July 2021	All HODs
97	Department Sports Committee Meeting	4th Week, July 2021	All HODs
98	NSS - Use of Solar Desalination Still	4th Week, July 2021	HOD-ME
99	Grouping of Students into Research Groups	4th Week, July 2021	All HODs
100	Formation of Final Year Project Batches	4th Week, July 2021	All HODs
101	Department Canteen Committee Meeting	4th Week, July 2021	All HODs
102	Department Transport Committee Meeting	4th Week, July 2021	All HODs
103	Student Grievances Committee Meeting	4th Week, July 2021	All HODs
104	Department Website Update	4th Week, July 2021	All HODs
105	Allocation and display of Projects / Term Papers guide to the students	4th Week, July 2021	All HODs
106	Orientation program with MoU memebr Industry experts.	4th week July 2021	HOD-CE
107	Central facilities Non conformance Report to concern Dean	4th Week, July 2021	Dean-Quality
108	Central facilities Non conformance Report reply to Dean Quality	4th Week, July 2021	All Deans
109	Audit on Dean's 4th Quarterly (apr-june) Report	4th Week,July 2021	Dean Quality
110	Dean's 4th Quarterly audit Non conformance Report to concern Dean	4th Week,July 2021	Dean-Quality
111	Department Hostels Committee Meeting	26.07.2021	All HODs
112	Commencement of Technical Club Activities	26.07.2021	HOD-ECE
113	R&D Meeting	26.07.2021	HOD-ECE
114	Kargil Vijay Diwas Celebrations	26.07.2021	Dean (Student Affairs)
115	NSS - Waste Management	29.07.2021	HOD-ME
116	Webinar Motivational Lecture	29.07.2021	Arts HOD

117	First evaluation reports	30.07.2021	Dean - Skill Development
118	Circular for Department Audits (August month)	Last week of July	Dean-Quality
119	Internal Funding Projects Notification	Last week of July	Dean R&D
120	Certificate Courses Slots	26-07-2021 to 07-08-2021 (ODD SEM), 27-12-2021 to08-01-2022 (EVEN SEM) (2021-22 ODD SEM & EVEN SEM)	Dean - Skill Developmen
121	Research Group Meetings	26.07.2021	HoD-CSE
122	Research Diary Submission & Verification	26.07.2021	HoD-CSE
123	Counesling reports verification by Dept Team	26.07.2021	HoD-CSE
124	Adminstrative Files audit by dept team	26.07.2021	HoD-CSE
125	Dean's 4th Quarterly audit Non conformance Report reply to Dean Quality	5th Week,July 2021	All Deans
126	Compliances report by IQAC	Last week of July	Dean-Quality
127	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
128	"Once More by Swara club "	Monthly Event	Dean (Student Affairs)
129	Students compliant and grivances about evaluation, analysis report, action taken	July, 2021 & Jan, 2021	Dean Acadmics & Controller of Examinations
130	Proposed FDP on AI based	2021 July	Dean - Skill Development/ECM Dept
131	Guest Lecture - Pharmaceutics	Jul-21	Dean - Skill Development/Pharmacy College
132	The Training for students	Jul-21	Dean - Skill Development/DEPT ME
133	Consultancy/Social Entrepreneurship from your Skill Centre.	Jul-21	Dean - Skill Development/DEPT ME
134	Orientation of EV HUB facilities	Jul-21	Dean - Skill Development/DEPT EEE
135	Department Development Committee Meeting	July 2021	HoD EEE
136	Report on Dean's visit to Hyderabad campus	Jul-21	All Deans

AUGUST-2021

S.No	Event	Dates	Responsibility
1	Departmental Association Activities (Once in 2 weeks)	02.08.2021	BT
2	Meeting with Pro - Vice Chancellor	02.08.2021	HOD-Commerce
3	Faculty Social Profile Building	02.08.2021	HOD - CSE
4	Certificate Course Work (III B.Tech)	02.08.2021 TO 07.08.2021	Pincipal & HoDs, Dean - Academics & Pro VC
5	Certificate Course Work (IV B.Tech)	02.08.2021 TO 07.08.2021	Pincipal & HoDs, Dean - Academics & Pro VC
6	Certificate course week (II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III,IV,V -BBA LLB, B.Arch programs)	02.08.2021 TO 07.08.2021	ALL HODs, Dean - Academics & Dean - MHS
7	Departmental talk	03.08.2021	HOD - CSE
8	Monthly Audit Report to be submitted by Departments	05.08.2021	HOD - EEE
9	Counseling Report Verification by Department Team (Once in a month)	05.08.2021	All HODs
10	Research Days	05.08.2021	HOD - CSE
11	International Conference on Intelligent and Smart Computing in Data Analytics (ISCDA)	5th August to 8th August 2021	HOD - CSE
12	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	06.08.2021	HOD - CSE
13	Registration of students into clubs	07.08.2021	BHM - HOD
14	Faculty Orientation Lectures	1st Week, August 2021	All HODs
15	Administrative Files Audit by Department Team (Once in a month)	1st Week, August 2021	HOD - CSE
16	Call for Best Teacher Award (BTA)	1st Week, August 2021	All HODs and Dean -F&SA
17	IQAC files updation	1st week, August -2021	All HODs
18	National Immunization Awareness Month	1st week, August -2021	HOD - Pharmacy
19	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 -2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
20	Placement Training	1st week, August -2021	HOD - CSS
21	Antiragging awareness program	1st week, August -2021	All HODs
22	IQAC internal meeting	1st week, August -2021	Dean - Quality
23	Spot valuation of Pre PhD examination	1st week, August -2021	Dean - Research & Development
24			
25	Finalization of Convener, Co-Convener and Organization Committee for SAMYAK - 2021	1st week, August -2021	Dean - Research & Development & Registrar
26	Orientation Programme to NSS Volunteers	1st week, August -2021	Dean - Student Affairs
27	Anti-Ragging Awareness Program	1st week, August -2021	Dean - Student Affairs
28	National Immunization Awareness Month by YRC	1st week, August -2021	Dean - Student Affairs
29	NCC Selection or Enrolment	1st week, August -2021	Dean - Student Affairs
30	Registration of students into clubs	1st week, August -2021	Dean - Student Affairs
31	Work-shop on "Safety, Security and threat awareness"	1st week, August -2021	Convener-Women's Forum & Dean (Student Affairs)
32	Circular for audit of Central facilities	1st Week, August 2021	Dean-Quality
33	Allocation of Student Counsellors and Display in Dept. Notice Boards	1st week of August 2021	Dean -Academics & All HODs
34	Meeting with Pro - Vice Chancellor	09.08.2021	HOD - Commerce

35	RESEARCH METHODOLOGY WEBINAR	09.08.2021	Architecture HOD
36	Training cum orientation programme on LMS and ERP (For the benefit of new faculty)	09.08.2021	Dean - Skill Development/DEPT BA IAS
37	Certificate Course Work (II B.Tech)	09.08.2021 to 14.08.2021	Pincipal & HoDs, Dean - Academics & Pro VC
38	Content Preparation for Quant Module	9th August to 21st August 2021	HOD - CSS
39	Workshops/ guest lectures / seminars committee meeting	10.08.2021	HOD - Chemistry
40	Student Affair Committee Meeting	10.08.2021	All HODs
41	Fixing the Action Plan on Legal Aid Clinic Programmes	10.08.2021	College of Law
42	Addressing Student Grievances (Twice in a month)	10.08.2021	All HODs
43	Course Meeting	11.08.2021	All CC's and all HODs
44	Research Days	12.08.2021	HOD - CSE
45	Registration of II & III MHS program. (Except B. Pharmacy, M.Pharmacy, BBA LL.B, LL.B, B.Architecture, B.Sc (Hons.) Agriculture.)	12-08-2021 TO 14-08-2021	Pincipal & HoDs, Dean - Academics & Pro VC
46	CSRG Workshop	13.08.2021 to 16-08-2021	HOD-ECE
47	Subject Based Seminar for Faculty (all Research Groups)	14.08.2021	HOD - ME
48	Department Transport Committee Meeting	14.08.2021	All HODs
49	Extension Activity	14.08.2021	Architecture HOD
50	Guest Lecture to M. Sc students	14.08.2021	HOD - Chemistry
51	Lab monitoring committee meeting	14.08.2021	All HODs
52	Periodic Research Opportunities Exploration	14.08.2021	All HODs
53	Research Group Meetings	14.08.2021	HoD-CSE
54	Guest Lecture for IV B.Tech. (R&M Group)	2nd week, August 2021	HOD - ME
55	Action Plan on Consultancy	2nd week, August 2021	All HODs
56	LMS/ERP committee meeting	2nd week, August 2021	All HODs
57	Discipline committee meeting	2nd week, August 2021	All HODs
58	ERP Audit for Research/Profile/Leaves	2nd week, August 2021	All HODs
59	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 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
60	HoD Meeting with Department Faculty and staff	2nd week, August 2021	All HODs
61	Release of Faculty Recruitment Advertisement	2nd week, August 2021	Dean-F&SA
62	Research publications, citation, Reviews of the departments	2nd week, August 2021	Dean - Research & Development
63	Formation of University level Advisory Committee for Hobby Clubs/CEA/YRC/NSS	2nd week, August 2021	Dean - Student Affairs
64	Swachh Bharath Programmee by NSS	2nd week August 2021	Dean - Student Affairs
65	Raghavam event -Bellary Raghava Birth Anniversary by Hobby clubs	2nd week August, 2021	Dean - Student Affairs
66	Organizing subject based workshop/seminar/conference for faculty - One in each semester (Engineering)	2nd week, August 2021	HOD - CE
67	MULYAPRAVAH: One day Induction, orientation and refresher programs (to Faculty & Staff)	2nd week, August 2021	Dean -Academics ,Principal,All HoD's ,

68	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- 2021 to 1st Week, February-2022	Dean - P&P
69	Audit of Departments	2nd & 3rd Week of August 2021	Dean - Quality
70	Audit of Central facilities	2nd & 3rd Week,August 2021	Dean-Quality
71	Independence Day Celebrations Hobbyclubs/NCC	15.08.2021	Dean - Student Affairs
72	Independence Day Celebrations	15.08.2021	Assoc. Dean, Sports & Games & Dean (Student Affairs)
73	Category wise admissions(gender, nation wise, disable students, sports, other reservations)	16-08-2021	Registrar
74	Classwork commencement (MHS) except I year	16-08-2021	Dean -Academics & Pro VC
75	Course Handout Approval (Level-1 & 2) -MHS	4/8/2021	Dean -Academics
76	Final Approved(Third Level) Course Handouts upload on ERP(II and III Year Courses)-MHS	7/8/2021	Dean -Academics
77	MERG FDP	16.08.2021 to 20.08.2021	HOD-ECE
78	Course Meeting	18.08.2021	All CC's and all HODs
79	orientation programme on LMS and ERP	18.08.2021	Dean - Skill Development/DEPT COMMERCE
80	Department Library Committee Meeting	19.08.2021	All HODs
81	Two-Day Online Workshop on Photography/Filmmaking	19-08-2021& 20-08-2021	HOD - Fine Arts
82	Department Sports Committee Meeting	20.08.2021	All HODs
83	Faculty Grievances Committee	20.08.2021	All HODs
84	Webinar by Faculty	20.08.2021	HOD - CSE
85	Department Association Activity by FOCUS Student Body (Twice in a month) -	20.08.2021	HOD - CSE
86	CSE DAC Meeting (Once in a month)	20-08-2021	HOD - CSE
87	II B.Tech. - Industrial Visit - Section 1	3rd Week, August-2021	HOD - ME
88	Student Grieveance committee meeting	3rd Week, August-2021	All HODs
89	Webinar on Non Linear PDE's	3rd Week, August-2021	HOD - Mathematics
90	Children's Eye Health and Safety	3rd Week, August-2021	Pharmacy HOD
91	Children's Eye Health and Safety by YRC	3rd Week, August 2021	Dean - Student Affairs
92	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-2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
93	Finalization of Convener for Convocation-XI	3rd Week, August 2021	Registrar
94	Circular for Quality Circle (Faculty) meeting-01	3rd Week, August 2021	Dean - Quality
95	Mega Blood Donation Camp	3rd Week, August 2021	Dean - Student Affairs
96	Plantation Drive by NCC	3rd Week, August 2021	Dean - Student Affairs
97	Plantation Programmes by NSS	3rd Week, August 2021	Dean - Student Affairs
98	Health awareness program on obesity and other issues	3rd Week, August 2021	Convener-Women's Forum
99	Submission of BTA Recommendations by HoD	3rd Week, August 2021	All HODs & Dean-F&SA, Dean- Academics
100	Parents Meeting for 2nd Years	3rd Week, August-2021	All HODs

101	MULYAPRAVAH: Outreach Program on Human Values and Professional Ethics (To students)	3rd Week, August-2021	Dean -Academics ,Principal,All HoD's ,
102	Preliminary Feedback (TLP) from students (II,III,IV B.Tech)	3rd Week, August-2021	All HoD's , Principal & Dean Academics
103	Issue of Handbooks to all 2021-22 admitted students	3rd week of August 2021 (tentatively)	Dean -Academics
104	Deeksharambh: Induction programme for students	3rd week of August 2021 (tentatively)	Dean-Academics
105	Registration Authentication of all UG and PG,1st year students Engineering & MHS	3rd week of August 2021 (tentatively)	Dean -Academics & Pro VC
106	Final Approved(Third Level) Question Papers of all programs	3rd week of August 2021	All HoD's , Principal & Dean Academics
107	Sem In - I Theory Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	23-08-2021	Dean -Academics, COE
108	Meeting with Pro - Vice Chancellor	23-08-2021	HOD - COMMERCE
109	Medical camp in Pinapaka panchayat	23-08-2021	CEO, Smart Village Revolution (KLEF-SVR)
110	Department Canteen Committee Meeting	23-08-2021	All HODs
111	Content Preparation for Reasoning Module	23.08.2021 to 31.08.2021	HOD - CSS
112	II B.Tech. - Industrial Visit - Section 4	24.08.2021	HOD - ME
113	Addressing Student Grievances (Twice in a month)	24.08.2021	All HODs
114	II & III BSc HM. - Industrial Visit	24.08.2021	BHM - HOD
115	second evaluation reports	25.08.2021	Dean - Skill Development
116	Guest Lecture/Industry connect lecture/webinar/workshop (Tentatively)	25.08.2021	College of Law
117	Course Meeting	25.08.2021	All CC's and all HODs
118	Research Day	26.08.2021	HOD - CSE
119	Department Hostels Committee Meeting	26.08.2021	All HODs
120	Finalization of Guest for SAMYAK	26.08.2021	Dean - Research & Development & Registrar
121	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	27.08.2021	HOD - MBA
122	Sem-In-Project Review-I with Regular Class-Work / Online Workshop on Photography, Graphic Designing	27-08-2021 to 29-08-2021	HOD - Fine Arts
123	NSS - Solar & Power Generation	28.08.2021	HOD - ME
124	Hobby Club s/NSS Activity	28.08.2021	Architecture HOD
125	Department research commitee Meeting (Once in a month)	28.08.2021	All HODs
126	Alumini Meeting	28.08.2021	HOD-ECE
127	Alumini Guest Lecture	28.08.2021	HOD-ECE
128	III B.Tech. Industrial Visit - Section 1	4th Week, August 2021	HOD - ME
129	HoD Meeting with Department Faculty and staff	4th Week, August 2021	All HODs
130	II B.Tech. - Industrial Visit and III B.Tech. - Industrial Visit	4th Week, August 2021	BT HOD
131	Non conformance Report to all department HODs and Principal	4th Week, August 2021	Dean - Quality
132	Non conformance Report reply from HODs to principal and principal to Dean-Quality	4th Week, August 2021	Principal
133	Quality Circle (Faculty) meeting-01	4th Week, August 2021	Dean - Quality
134	Finalising the Increments for Faculty and Non Teaching Staff	4th Week, August 2021	Dean-F&SA

135	Declaration of Pre Ph.D. Examination Results	4th Week, August 2021	Dean - Research & Development & Controller of Exams
136	World Photography day celebrations by Photography Club	4th Week, August 2021	Dean - Student Affairs
137	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 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
138	II B.Tech. - Industrial Visit - Section 2	4th Week, August 2021	HOD - ME
139	Faculty Orientation Lectures	4th Week, August 2021	All HODs
140	Central facilities Non conformance Report to concern Dean	4th Week, August2021	Dean-Quality
141	Central facilities Non conformance Report reply to Dean Quality	4th Week, August2021	All Deans
142	Preliminary Sharing Feedback Report with HoDs (II,III,IV B.Tech)	4th week of August 2021	All HoD's , Principal & Dean - Academics
143	Preliminary Feedback Analysis & Action Taken Report from HoDs (II,III,IV B.Tech)	4th week of August 2021	All HoD's , Principal & Dean - Academics
144	Parent -Teacher Association meeting (Engineering)	4th week of August 2021	All HoD's , Principal & Dean - Academics
145	Project/Term Paper Reviews I	4th week, August -2021	Dean - Academics
146	Classwork commencement of all UG and PG,1st year students Engineering & MHS	4th week AUGUST 2021 (tentatively)	Dean -Academics & Pro VC
147	Orientation program with MoU memebr Industry experts.	4th week, August -2021	HOD-CE
148	National Sports Day Celebrations by dept. of Physical Education	29.08.2021	Assoc. Dean, Sports & Games & Dean (Student Affairs)
149	Department Website Update	30.08.2021	All HODs
150	MESA - Think Positive Thursday	30.08.2021	HOD - ME
151	IQAC Internal Audit	30.08.2021	HOD - ECE
152	Meeting with Pro - Vice Chancellor	30.08.2021	HOD - COMMERCE
153	Lecture New Students-Welcome & Motivation	30.08.2021	ARTS HOD
154	Sem In I Theory Examination (IV B.Tech)	30.08.2021 to 02.09.2021	All HoD's , Principal & Dean - Academics
155	Submisssion of IV B.Tech Outcome Attainment template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	30.08.2021	Dean - Academics, All HOD's
156	Dept Counselling Comitte Meeting	31.08.2021	HOD - ECE
157	Department Development Committee Meeting	31.08.2021	BHM - HOD
158	IQAC files updation	31.08.2021	College of Law
159	RPAC meeting	31.08.2021	HOD - Chemistry

160	Uploading of admission data on KLEF Website	31.08.2021	Registrar
161	Research Groups Meeting	31.08.2021	HoD-CSE
162	Research Diary Submission & Verification	31.08.2021	HoD-CSE
163	Counesling reports verification by Dept Team	31.08.2021	HoD-CSE
164	Adminstrative Files audit by dept team	31.08.2021	HoD-CSE
165	III B.Tech. - Industrial Visit - Section 2	5th Week, August-2021	HOD - ME
166	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year students)	5th Week, August 2021	BCA HOD
167	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 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
168	Circular for Department Audits (September month)	5th Week, August 2021	Dean - Quality
169	Research Groups Meeting	5th Week, August 2021	All HODs
170	List of I-year Engineering students admissions data for submission to AICTE	August/2021	Registrar
171	Online workshop for faculty	August/2021	HOD-ECM
172	Annual report on examination	August/2021	Dean - Academics & Controller of Examinations
173	Annual report on internships/ project work	August/2021	Dean Placements
174	Revision/ updation of counsultancy policy	August-2021	Dean - Research & Development
175	Proposed subject based seminar for faculty on Python essentials and Applications	August/2021	Dean - Skill Development/ECM Dept
176	Guest Lecture - Pharmachemistry	August/2021	Dean-Skill Development/Pharmacy College
177	Workshop - Pharmacology	August/2021	Dean-Skill Development/Pharmacy College
178	The Training for students - Certification courses	August/2021	Dean - Skill Development/Dept ME
179	Consultancy/Social Entrepreneurship from your Skill Centre.	August/2021	Dean - Skill Development/Dept ME
180	Webinar/Guest Lectures from industry experts relevant to your Skill Centre.	August/2021	Dean - Skill Development/Dept ME
181	Testing of POWER Converter for 2 wheeler	August/2021	Dean - Skill Development/Dept EEE
182	Orientation programme on LMS and ERP	August/2021	Dean - Skill Development / DEPT BBA
183	NSS Activity	August/2021	Dean - Skill Development / DEPT BBA
184	Report on Dean's visit to Hyderabad campus	August-2021	All Deans
185	Orientation programme on LMS and ERP	August/2021	Dean - Skill Development/Dept BCA
186	Insurance of All Equipments	Yearly - August 2021	P&D
187	Pre Ph.D. Exams / Reviews for Batches I to XX	August-2021	Dean - R&D
188	Breast feeding week in the villages	one day in each village	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
189	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's

SEPTEMBER -2021

S.No	Event	Dates	Responsibility
1	Course Meeting	01.09.2021	All CC's and all HODs
2	Content Preparation for Reasoning Module	01.09.2021 to 04.09.2021	HOD - CSS
3	Placement Training	01.09.2021 to 30.09.2021	HOD - CSS
4	Subject based Seminar	02.09.2021	HOD - Commerce
5	Subject based Seminar	02.09.2021	College of Law
6	Research Day	02.09.2021	CSE HOD
7	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	03.09.2021	CSE HOD
8	News Letter submission	04.09.2021	All HoD's
9	Teachers Day Tejomayam	04.09.2021	HOD-ECE
10	Counseling Report Verification by Department Team (Once in a month)	1st Week, September 2021	All HoD's
11	Faculty Orientation Lectures	1st Week, September 2021	All HoD's
12	Last Date for Receiving of Applications for faculty positions	1st Week, September 2021	Dean-F&SA
13	Maintenance of Solar, Windmills, Biogas Plant	1st Week, September 2021	Dean - Planning & Development
14	IQAC internal meeting	1st Week, September 2021	Dean-Quality
15	Circular for the audit of Central facilities	1st Week, September 2021	Dean-Quality
16	Circular for External Exam cell Audit	1st Week, September 2021	Dean-Quality
17	Circular for 37th IQAC Advisory Committee meeting	1st Week, September 2021	Dean-Quality
18	Women's empowerment –principles in Practice	1st Week, September 2021	Convener-Women's Forum
19	Industrial visit (Virtual Tour)	1st Week, September 2021	CE
20	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Mylavaram mandal	1st Week, September 2021	CEO, Smart Village Revolution (KLEF-SVR)
21	Alumini Meeting	1st Week, September 2021	All HoD's
22	NIRF ranking, committee formation	1st Week, September 2021	Registrar
23	AQAR 2020-21 data from all functionaries to Dean Quality	1st Week, September 2021	All functionaries
24	Administrative Files Audit by Department Team (Once in a month)	1st week of September 2021	All HODs
25	Preliminary Feedback (TLP) from MHS Students	1st week of September 2021	All HoD's , Principal & Dean - Academics
26	Declaration of the list of Best Teacher Award (BTA) for the A.Y. 2020-2021	1st week of September 2021	Dean-Academics
27	Monthly Audit Report Statistics to be submitted by Departments	05.09.2021	All HoD's

28	Teacher's Day Celebrations	05.09.2021	All HoD's
29	Teachers Day Celebration by Hobby Clubs	05.09.2021	Dean - Student Affairs
30	Conduction of Sem-In I Exams (II & III B.Tech)	06.09.2021 to 09.09.2021	All HoD's ,Dean -Academics ,Principal & Controller of Examinations
31	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	06.09.2021	Dean - Academics, All HOD's
32	Conduction of Sem-in I Exams (II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III,IV,V - BBA LLB, B.Arch programs)	06.09.2021 to 09.09.2021	All HODs, Dean - Academics, Dean - MHS & Controller of Examinations
33	Submisssion of II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III, IV, V - BBA LLB, B.Arch programs, Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	06.09.2021	Dean - Academics
34	Skill Based Project EXPO/Competation (One Per Each Department)	6th to 18 th Sept 2021 - 2Days can be scheduled within these Dates by each Department (2021-22 ODD SEM)	Dean - Skill Development
35	Departmental talk(R&D)	07.09.2021	CSE HOD
36	Addressing Student Grievances (Twice in a month)	07.09.2021	All HoD's
37	LMS/ERP committee meeting	08.09.2021	All HoD's
38	Seminar	08.09.2021	Arts HOD
39	Course Meeting	08.09.2021	all CC's and all HODs
40	International Literacy Day celebrations	08.09.2021 to 09.09.2021	Convener-Women's Forum & Dean (Student Affairs)
41	Two Day Workshop on Animation	08.09.2021 & 09.09.2021	HOD - Fine Arts
42	Discipline committee meeting	09.09.2021	All HoD's
43	Department Library Committee Meeting	09.09.2021	All HoD's
44	Workshops/ guest lectures / seminars committee meeting	10.09.2021	Chemistry HOD
45	Department Sports Committee Meeting	10.09.2021	All HoD's
46	MESA - Fri-Yay	10.09.2021	HOD-ME
47	Notification for Planning and Monitoring Board Meeting	10.09.2021	Dean - P&D & Registrar
48	World Anti-Suicide Day by YRC	10.09.2021	Dean (Student Affairs)
49	In-Sem Exam - I (Tentatively)	10.09.2021 to 12.09.2021	College of Law, Commerce, Hotel management & Controller of Exams
50	Extension Activity	11.09.2021	Architecture HOD
51	Periodic Research Opportunities Exploration	11.09.2021	All HODs
52	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in G. Kondurul	2nd week, September 2021	CEO, Smart Village Revolution (KLEF-SVR)
53	Workshop / Seminar / Conference	2nd week, September 2021	Mathematics HOD

54	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd week, September 2021	Dean-F&SA
55	IQAC-Workshop/Seminar (One-day)	September 2021	Dean-Quality
56	Seminar on Career Planning and entrepreneurship for women students	2nd week, September 2021	Convener-Women's Forum
57	Swachh Bharath Programmes by NSS	2nd week of September, 2021	Dean (Student Affairs)
58	Plantation Programmes by NSS	2nd week of September, 2021	Dean (Student Affairs)
59	Swachhata hi seva (Sereis of Program) by NCC	2nd week of September, 2021	Dean (Student Affairs)
60	Rice Challenge by CEA & Aastha Club	2nd week of September, 2021	Dean (Student Affairs)
61	HOD meeting with Faculty & Staff	2nd Week, September 2021	All-HODs
62	MULYAPRAVAH: Feedback	2nd week of September 2021	Dean -Academics ,Principal,All HoD's ,
63	5 Days FDP	2nd week of September 2021	HOD-CE
64	Audit of Departments	2nd & 3rd Week, September 2021	Dean-Quality
65	Audit of Central facilities	2nd & 3rd Week, September 2021	Dean-Quality
66	Mid-Term review of Practice School-I for Y17 Batch B.Tech. Students	2nd & 3rd Week, September 2021	Dean, Placements & Progression
67	Mega Event by Hobby Clubs - Nruthya (Narthana Club)	2nd & 3rd Week, September 2021	Dean (Student Affairs)
68	Gender Sensitization Awareness Program	2nd & 3rd Week, September 2021	Assoc. Dean, Grievances & Dean (Student Affairs)
69	Mid-Term review of Practice School-I for Y17 Batch B.Tech. Students	2nd & 3rd Week, September 2021	Dean, Placements & Progression
70	Department Canteen Committee Meeting	13.09.2021	All HoD's
71	Department Transport Committee Meeting	13.09.2021	All HoD's
72	ERP Audit for Research/Profile/Leaves	13.09.2021	All HODs
73	Submisssion of IV B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to ODA	13.09.2021	All HoD's, Dean -Academics, Principal
74	Refresher Program/Workshop/FDP on Teaching practices and Methodology.	13-09-2021 to 16-09-2021	Dean - Skill Development/Dept BA IAS
75	Refresher Program/Workshop/FDP Cloud Computing/Data Science/Airtifical Intelligence /any other relevant area)	13-09-2021 to 17-09-2021	Dean - Skill Development/Dept BCA
76	Student Grievances Committee Meeting	14.09.2021	All HoD's
77	Lab monitoring committee	14.09.2021	All HODs
78	Parents Meeting for 3rd Years	14.09.2021	CSE HOD
79	Research Group Meetings	14.09.2021	HoD-CSE
80	Engineers Day Celebrations	15.09.2021	All Engg HoD's
81	Engineer's Day Celebrations by FOCUS Student Body	15.09.2021	CSE
82	Course Meeting	15.09.2021	All CC's and all HODs
83	Engineers day by Hobby Clubs	15.09.2021	Dean (Student Affairs)
84	Research Day	16.09.2021	CSE HOD

85	World Ozone Day	16.09.2021	CE HOD
86	Induction Classes for newly admitted students for one week	16.08.2021	College of Law
87	MERG Workshop	16.09.2021 to19.09.2021	HOD-ECE
88	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	17.09.2021	CSE HOD
89	Notification for Finance Committee Meeting	17.09.2021	Registrar & Finance Officer
90	Webinar by Faculty	17.09.2021	CSE HOD
91	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to DAO	18.09.2021	Dean - Academics, All HOD's
92	Interviews for faculty positions	3rd Week, September 2021	Dean-F&SA & All HODs
93	External Exam cell Audit	3rd Week, September 2021	Dean-Quality
94	37th IQAC Advisory Committee meeting	3rd Week, September 2021	Dean-Quality
95	Circular for Quality Circles (Students) meeting -02	3rd Week, September 2021	Dean-Quality
96	National Cholesterol Education by YRC	3rd Week, September 2021	Dean (Student Affairs)
97	Letters Postage to Parents about their wards attendance and marks till test-1 for Odd Sem courses- By each department respectively	3rd Week, September 2021	All HoD's
98	Department Academic Committee meeting	3rd Week, September 2021	All HoD's
99	National Cholesterol Education	3rd Week, September 2021	Pharmacy HOD
100	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Reddigudem	3rd Week, September 2021	Mr. P. Sai Vijay, CEO, Smart Village Revolution (KLEF-SVR)
101	Non conformance Report on External Exam cell Audit to COE	3rd week, September 2021	Dean-Quality
102	Preliminary Sharing Feedback Report with MHS HoDs	3rd week of September 2021	All HoD's , Principal & Dean - Academics
103	Call for registrations from students for Competitive exams coaching from Center for Competitive Exams (All India Bar Exam)	3rd Week, September 2021	Dean, Placements & Progression
104	Medical camp in Naguluru	20.09.2021 by Andhra hospitals	CEO, Smart Village Revolution (KLEF-SVR)
105	Motivational Class	20.09.2021	Arts HOD
106	Seminar	20.09.2021	CSE HOD
107	College Development Committee Meeting	20.09.2021	College of Law
108	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to DAO	20.09.2021	All HoD's, Dean -Academics, Principal

109	Submisssion of II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III, IV, V - BBA LLB, B.Arch programs, Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to DAO	20.09.2021	All HoD's, Dean -Academics, Principal
110	Third evaluation reports	20.09.2021	Dean - Skill Development
111	Department Development Committee Meeting	20.09.2021	All HoD's and Dean P&D
112	SPRG FDP	20.09.2021 to 24.09.2021	HOD-ECE
113	Content Preparation For Verbal Module	20.09.2021 to 30.09.2021	CSS HOD
114	Gurazada Apparao Birth Anniversary by Hobby clubs	21.09.2021	Dean (Student Affairs)
115	Addressing Student Grievances (Twice in a month)	21.09.2021	All HODs
116	Start of Remedial Classes for Slow Learners after Submisssion of II & III B.Tech Outcome Attainment Report of Sem In I & Formative Analysis to DAO.	22.09.2021 to 26.09.2021	All HoD's, Dean -Academics, Principal
117	Start of Remedial Classes for Slow Learners after Submisssion of II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III, IV, V - BBA LLB, B.Arch programs, Outcome Attainment Template of Sem In I & Formative Analysis to DAO.	22.09.2021 to 26.09.2021	All HoD's, Dean -Academics, Principal
118	Course Meeting	22.09.2021	all CC's and all HODs
119	Department Hostels Committee Meeting	23.09.2021	All HoD's
120	Research Day	23.09.2021	CSE HOD
121	Planning and Monitoring Board Meeting	24.09.2021	Dean - P&D & Registrar
122	Notification for Board of Management Meeting-01	24.09.2021	Registrar
123	Guest Lecture to M. Sc students	24.09.2021	Chemistry HOD
124	NSS Day Celebrations by NSS	24.09.2021	Dean (Student Affairs)
125	World Pharmacist Day	25.09.2021	Pharmacy HOD
126	Parents Meeting	25.09.2021	College of Law
127	Alumini Guest Lecture	25.09.2021	HOD-ECE
128	Department research commitee Meeting (Once in a month)	25.09.2021	All HODs
129	Entrepreneurship Activity	4th week, September 2021	HOD-ME
130	Faculty Orientation Lectures	4thWeek, September 2021	All HoD's
131	Non conformance Report to all department HODs and Principal	4th week, September 2021	Dean-Quality
132	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, September 2021	Principal
133	Non conformance Report reply on External Exam cell Audit from COE to Dean Quality	4th week, September 2021	Controller of Examinations
134	Quality Circles (Students) meeting-02	4th week, September 2021	Dean-Quality
135	Sending Feedback from Quality Circles (Students)-02 to the concerned Deans	4th week, September 2021	Dean-Quality

136	Parent portal credentials for their ward data access	4th week, September 2021	ERP Incharge
137	Data for NIRF ranking from all functionaries	4th week, September 2021	All functionaries
138	Departmental Association Activities (Once in 2 weeks)	4th week, September 2021	All HoD's
139	Research Group Meeting	4th week, September 2021	All HODs
140	Rain water harvesting at every school in the village, Road side plantation, House plantation, Kitchen Garden, Tree plantation in Vijayawada rural	4th week, September 2021	CEO, Smart Village Revolution (KLEF-SVR)
141	HOD meeting with Faculty & Staff	4th Week, September 2021	All-HODs
142	Central facilities Non conformance Report to concern Dean	4th Week, September 2021	Dean-Quality
143	Central facilities Non conformance Report reply to Dean Quality	4th Week, September 2021	All Deans
144	Parent -Teacher Association meeting in MHS department	4th week of September 2021	All HoD's , Principal & Dean - Academics
145	Preliminary Feedback Analysis & Action Taken Report from HoDs (MHS)	4th week of September 2021	All HoD's , Principal & Dean - Academics
146	Project/Term Paper Reviews II	4th Week, September 2021	All HoD's ,Dean -Academics & Principal
147	Orientation program with MoU memebr Industry experts.	4th Week, September 2021	HOD-CE
148	Tourism Day-Department Activity	26.09.2021	BHM HOD
149	Lab Sem-In Exam Evaluation (IV B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs /	27.09.2021	Dean -Academics, COE
150	Department Website Update	27.09.2021	All HODs
151	CSRG Workshop	27.09.2021 & 30.09.2021	HOD-ECE
152	Course Meeting	29.09.2021	All Course Co-ordinators & All HODs
153	World Heart Day celebrations by NSS	29.09.2021	Dean - Student Affairs
154	RPAC meeting	30.09.2021	HOD - Chemistry
155	Workshop	30.09.2021	Arts HOD
156	Research Day	30.09.2021	HOD - CSE
157	Research Group Meetings	30.09.2021	HOD - CSE
158	Research Diary Submission & Verification	30.09.2021	HOD - CSE
159	Counesling reports verification by Dept Team	30.09.2021	HOD - CSE
160	Adminstrative Files audit by dept team	30.09.2021	HOD - CSE
161	Circular for Department Audits (October month)	5th week of September 2021	Dean-Quality
162	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 2021	CEO, Smart Village Revolution (KLEF-SVR)

163	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-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)
164	Industrial Visit for B.Tech 2nd year and 3rd year students	September-2021	HOD - ECM
165	Workshop for B.Tech/M.Tech students	September-2021	HOD - ECM
166	List of I-year Non-Engineering students admissions data	September-2021	Registrar
167	Webinar-II on the industry releveant skill sets-opportunities.	September-2021	Dean-Skill Development/College of LAW
168	ADOBE workshop	September-2021	Dean - Skill Development/ School of Architecture
169	Industrial Visit for B.Tech 2nd year and 3rd year students	September-2021	HOD - EEE
170	Report on Dean's visit to Hyderabad campus	September-2021	All Deans
171	K L Horizon-student Magazine(Half Year)	September-2021	Associate Dean -Publishing
172	Once More by Swara club	Monthly Event	Dean - Student Affairs
173	Compliance report on Calendar of Activities to Registrar	Last day of Month	All Functionaries & All HoD's

OCTOBER-2021

S.No	Event	Dates	Responsibility
1	NSS - Go Green Initiative	01.10.2021	All HODs
2	Finance Committee Meeting	01.10.2021	Registrar & Finance Officer
3	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	01.10.2021	CSE HOD
4	National Voluntary Blood Donation day celebrations by NSS	01.10.2021	Dean - Student Affairs
5	Gandhi Jayanthi	02.10.2021	All HODs
6	Swatch Bharat Day Celebrations	02.10.2021	College of Law
7	Content Preparation for Verbal Module	01.10.2021 to 04.10.2021	CSS HOD
8	Placement Training	01.10.2021 to 26.10.2021	CSS HOD
9	Department Advisory Meeting (Once in a month)	02.10.2021	All HODs
10	Faculty Orientation Lectures	1st week, October 2021	All HODs
11	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
12	1st Construction Status Review	1st week, October 2021	Dean - Planning & Development
13	Internal audit on AQAR 2020-21	1st week, October 2021	Dean Quality
14	IQAC internal meeting	1st week, October 2021	Dean-Quality
15	Administrative Files Audit by Department Team (Once in a month)	1st week, October 2021	All HODs
16	Quarterly (Jul -Sep) Report	1st Week, October 2021	All Deans
17	Circular for 1st Quarterly (July-Sep) audit	1st Week, October 2021	Dean-Quality
18	Circular for audit of Central facilities	1st Week, October 2021	Dean-Quality
19	LOCF: Faculty Development Programs/ LOCF Certification Programs	1st week of October 2021	Dean -Academics ,Principal,All HoD's ,
20	All 1st year Sem-in-I Exams(UG and PG,1st year students Engineering & MHS)	1st week of October 2021(tentatively)	Dean -Academics ,Principal,CoE,All HoD's ,
21	LOCF: Faculty Development Programs/ LOCF Certification Programs	1st week of October 2021	Dean -Academics ,Principal,All HoD's ,
22	Meeting with Pro - Vice Chancellor	04.10.2021	HOD - Commerce
23	Lab sem In Exam evaluation along with regular class work (IV B.Tech)	04.10.2021 to 09.10.2021	Dean, Academics, All HoD's, COE
24	Sem In I examination (II & III MHS)	04.10.2021 to 08.10.2021	Dean -Academics ,Dean - MHS,CoE,All HoD's ,
25	Faculty Social Profile Building	04.10.2021	All HODs
26	Sem-In Test- I evaluation along with Regular Class-Work	04.10.2021 to 09.10.2021	Fine Arts
27	Start of Remedial Classes for Slow Learners after In-Semester Evaluation-II Year B.Tech-10 days of after completion of In-Sem Exam-I	04.10.2021 to 09.10.2021	All HoD's ,Dean -Academics ,Principal & CoE
28	MESA - Technical Tuesday	05.10.2021	HOD-ME
29	Addressing Student Grievances (Twice in a month)	05.10.2021	All HODs
30	Monthly Audit Report Statistics to be submitted by Departments	05.10.2021	All HODs
31	Departmental talk	05.10.2021	CSE
32	Course Meeting	06.10.2021	All Course Co-ordinators & All HODs

33	Lecture	06.10.2021	Arts HOD
34	Research Day	07.10.2021	CSE
35	Board of Management Meeting-01	08.10.2021	Registrar
36	LMS/ERP committee meeting	08.10.2021	All HODs
37	Lab Sem-In Exam Evaluation (II & III B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs	09.10.2021	Dean -Academics, COE
38	Discipline committee meeting	09.10.2021	All HODs
39	Extension Activity	09.10.2021	Architecture HOD
40	Periodic Research Opportunities Exploration	09.10.2021	All HODs
41	HOW TO WRITE PAPER WEBINAL	09.10.2021	Architecture HOD
42	Workshops/ guest lectures / seminars committee meeting	09.10.2021	HOD - Chemistry
43	Research Groups Meeting	09.10.2021	HOD - CSE
44	Alumni Meeting	09.10.2021	HOD-ECE
45	HoD meeting with Faculty & Staff	2nd Week, October 2021	All HODs
46	Departmental Association Activities (Once in 2 weeks)	2nd Week, October 2021	All HODs
47	5 Days Refresher Program	2nd Week, October 2021	HOD-CE
48	Three days program for Non Teaching staff	2nd Week, October 2021	HOD-CE
49	Parent - Teacher Meeting	2nd Week, October 2021	Commerce
50	Library Books Purchases and Planning for Even Semester	2nd Week, October 2021	Librarian & Dean-P&D
51	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	2nd Week, October 2021	Dean-F&SA
52	Role of Youth in National Building	2nd Week, October 2021	Dean - Student Affairs
53	International Infection Prevention Week by YRC	2nd Week, October 2021	Dean - Student Affairs
54	Parents Interaction	2nd week, October 2021	HoD- Pharmacy
55	Gandhi Jayanti Celebrations by Hobby Clubs and NCC (Literary Event)	2nd Week, October 2021	Dean - Student Affairs
56	Awareness program on Breast cancer	2nd Week, October 2021	Convener-Women's Forum
57	International Infection Prevention Week	2nd Week, October 2021	Pharmacy-HOD
58	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, October 2021	CEO, Smart Village Revolution (KLEF-SVR)
59	Audit on I Quarterly (Jul -Sep) Report	2nd Week, October 2021	Dean Quality
60	I Quarterly audit Non conformance Report to concern Dean	2nd Week, October 2021	Dean-Quality
61	5Days FDP	2nd Week, October 2021	HOD-CE
62	Audit of Departments	2nd &4th Week, October 2021	Dean-Quality
63	Audit of Central facilities	2nd & 4th Week, October 2021	Dean-Quality
64	Dussera Vacation	11.10.2021 to 16.10.2021	Registrar

65	World Food Day Department Activity	16-10-2021	HOD - BHM
66	Medical camp in Pulluru	18.10.2021	CEO, Smart Village Revolution (KLEF-SVR)
67	ERP Audit for Research/Profile/Leaves	18.10.2021	All HODs
68	Parents Meeting for 4th Years	18.10.2021	All HODs
69	Lab Sem-In exam evaluation along with Regular class work -II & III B.Tech	18.10.2021 to 23.10.2021	Dean-Academics, COE
70	Lab Sem-In exam evaluation along with Regular class work -(II, III & IV B.Pharmacy, II M.Pharmacy, III LLB, II, III,IV,V -BBA LLB, B.Arch programs)	18.10.2021 to 23.10.2021	All HODs, Dean - Academics & Dean - MHS
71	Skill Assements by experts from relevent skill Academies to be planned and Conducted between	18 th to 23rd OCT 2021 (ODD SEM), 7th to 12th March 2022 (EVEN SEM)(2021-22 ODD & EVEN SEM)	Dean - Skill Development
72	Organizing Seminar/Workshop/conference	19.10.2021	HOD - Chemistry
73	Presentation by Students	19.10.2021	Arts HOD
74	Lab monitoring committee	19.10.2021	HOD - Chemistry
75	CSRG Seminar	19.10.2021	HOD-ECE
76	Guest Lecture to M. Sc students	19.10.2021	HOD - Chemistry
77	Submission of performance & Academic outcomes on University activity montoring portal	19.10.2021	Registrar
78	Fourth evaluation reports	19.10.2021	Dean - Skill Development
79	Course Meeting	19.10.2021	All Course Co-ordinators & All HODs
80	Research Days	19.10.2021	HOD - CSE
81	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	19.10.2021	HOD - CSE
82	Webinar by Faculty	19.10.2021	HOD - CSE
83	Last Date for payment of Examination Fee for A. Y. 2021-21 - Odd Semester without fine	19.10.2021	Controller of Examinations
84	Workshop (Tentatively)	19.10.2021	HOD - Commerce
85	Koneru Lakshmaiah memorial Third All India Moot Court Competition	19.10.2021 to 20.10.2021	College of Law
86	Sem In - II Theory Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	20.10.2021	Dean -Academics, COE
87	Department Canteen Committee Meeting	20.10.2021	All HODs
88	Department Transport Committee Meeting	20.10.2021	All HODs
89	Workshop	20.10.2021	HOD - CSE
90	Orinetation programme on DATA SCIENCE	20.10.2021	Dean - Skill Development/Dept BCA
91	Orinetation programme on SPSS pertain to iputting sceondary data, primary data and corresponding tools.	20.10.2021	Dean - Skill Development/Dept. BA IAS
92	Orinetation programme on SPSS pertain to iputting sceondary data, primary data and corresponding tools.	20.10.2021	Dean - Skill Development/Dept. Commerce
93	Research Day	21.10.2021	HOD - CSE
94	MESA - Social Saturday	23.10.2021	HOD-ME
95	Department Day	23.10.2021	HOD-ME
96	CSE DRC Meeting (Once in a month)	23.10.2021	HOD - CSE
97	SPRG Seminar	23.10.2021	HOD-ECE
98	Alumni Guest Lecture	23.10.2021	HOD-ECE
99	Project/Term Paper Reviews III	4th Week, October 2021	Dean -Academics ,Principal,All HoD's
100	MULYAPRAVAH: 2-Day Annual activity plan for value promotion activities (To Students)	4th Week, October 2021	Dean -Academics ,Principal,All HoD's

101	Submisssion of I year (UG and PG,1st year students Engineering & MHS) Outcome Attainment Report of SemIn I & Formative Analysis (CO1 & CO2) to ODA	4th week of October 2021(tentatively)	Dean -Academics ,Principal,CoE,All HoD's
102	Start of Remedial Classes for Slow Learners after In-Semester Evaluation for I year (UG and PG,1st year students Engineering & MHS)	4th week of October 2021(tentatively)	All HoD's, Dean -Academics ,Principal
103	1st Stock Verification (Technical Maintenance and Electrical Projects, Construction)	4th week, October 2021	Dean -P&D
104	Circular for Quality Circle (Faculty) meeting-02	4th week, October 2021	Dean-Quality
105	Workshop on IPR	4th week, October 2021	Dean - R&D
106	Self Defence Training to NCC SW cadets and Grils by NCC &NSS	4th week, October 2021	Dean - Student Affairs
107	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	4th week, October 2021	CEO, Smart Village Revolution (KLEF-SVR)
108	AQAR compliance report to concern Deans	4th week, October 2021	Dean - Quality
109	Ist Quarterly audit Non conformance Report reply to Dean Quality	4th Week, October 2021	All Deans
110	TLP Academic Audit-I	4th week of October 2021(Engineerng) 4th week of October(MHS)	Dean-Academics
111	Organizing professional Society related acitivity - One in each semester	4th week of October 2021	All HODs
112	Faculty Orientation Lectures	4th week of October 2021	All HODs
113	Department Library Committee Meeting	4th week of October 2021	All HODs
114	Department Hostels Committee Meeting	4th week of October 2021	All HODs
115	Counseling Report Verification by Department Team (Once in a month)	4th week of October 2021	All HODs
116	Department Sports Committee Meeting	4th week of October 2021	All HODs
117	Professional Society Related Activity	4th week of October 2021	HOD-ME
118	Finalization of teaching loads for Even Sem of 2021-22 by departments and submission to Dean Academics	4th week, October 2021	Dean -Academics, All HODs
119	HoD meeting with Faculty & Staff	4th week, October 2021	All HODs
120	Non conformance Report to all department HODs and Principal	4th week, October 2021	Dean-Quality
121	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, October 2021	Principal
122	Quality Circle (Faculty) meeting-02	4th week, October 2021	Dean-Quality
123	KLU - IIEC Events	4th week, October 2021	Director Development
124	KL Panorama- KL newsletter-Quarterly	4th week, October 2021	Associate Dean -Publishing
125	Webinar	4th week, October 2021	HoD-Pharmacy
126	Hobby Club s/NSS Activity	4th week, October 2021	All HODs
127	Research group meeting	4th week, October 2021	All HODs
128	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, October 2021	CEO, Smart Village Revolution (KLEF-SVR)
129	Circular for effective Quality Mandate of UGC	4th week of Oct, 2021	Dean Quality through Registrar
130	verification on Acdemic counseling activity and sending report to Dean Academics	4th week of Oct, 2021	All HODs

131	Central facilities Non conformance Report to concern Dean	4th Week, October 2021	Dean-Quality
132	Central facilities Non conformance Report reply to Dean Quality	4th Week, October 2021	All Deans
133	Sem end Feedback (TLP)	4th Week, October 2021	Dean-Academics
134	Meeting with Pro - Vice Chancellor	25.10.2021	HOD - Commerce
135	Student Grievances Committee Meeting	25.10.2021	All HODs
136	Start of Remedial Classes for Slow Learners after In-Semester Evaluation(MHS)-10 days of after completion of In-Sem Exam-I (II & III YEARS MHS	25.10.2021 to 30.10.2021	All HoD's, Dean -Academics & Principal
137	Last Date for payment of Examination Fee for A. Y. 2021 - 21 - Odd Semester with fine	26.10.2021	Controller of Examinations
138	Course Meeting	26.10.2021 to 27.10.2021	All Course Co-ordinators & All HODs
139	Conduction of Sem-In II Exams (IV B.Tech)	27.10.2021 to 30.10.02021	All HoD's ,Dean -Academics ,Principal & CoE
140	Submisssion of IV B.Tech Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	27.10.2021	Dean - Academics, All HOD's
141	Sem In - II Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	27.10.2021	Dean -Academics, COE
142	Departmental Association Activities (Once in 2 weeks)	27.10.2021	All HODs
143	Workshop	28.10.2021	Arts HOD
144	Research Days	28.10.2021	HOD - CSE
145	MERG Seminar	28.10.2021	HOD-ECE
146	Department Association Activity by FOCUS Student Body (Twice in a month) -	29.10.2021	HOD - CSE
147	Class-Work / Webinar Series on Animation	29.10.2021 to 01.11.2021	Fine Arts
148	Final Evaluation reports	30.10.2021	Dean - Skill Development
149	RPAC meeting	30.10.2021	HOD - Chemistry
150	Dept Counselling Committee Meeting	30.10.2021	All HODs
151	Research Group Meetings	30.10.2021	HoD-CSE
152	Research Diary Submission & Verification	30.10.2021	HoD-CSE
153	Counesling reports verification by Dept Team	30.10.2021	HoD-CSE
154	Adminstrative Files audit by dept team	30.10.2021	HoD-CSE
155	Last Instruction day (IV B.Tech)	30.10.2021	All HoD's ,Dean -Academics & Principal
156	Sardar Vallabhbhai Patel Birth Anniversary by Hobby clubs	31.10.2021	Dean - Student Affairs
157	Circular for Department Audits (November month)	5th week, October 2021	Dean-Quality
158	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
159	Project Expo	5th week, October 2021	All HODs
160	Meeting with Pro - Vice Chancellor	31.10.2021	HOD - Commerce
161	Department Website Update	31.10.2021	HOD - CSE
162	Vigilance Awareness Week	31.10.2021 to 05.11.2021	Dean-Quality
163	Preparation Holidays (IV B.Tech)	31.10.2021 to 07.11.2021	All HoD's ,Dean -Academics & Principal
164	ISO 9001:2015, ISO 20000 certification	October-2021	Dean-Quality

165	Mega Event by Hobby Clubs - Raga (Swara Club)	October-2021	Dean - Student Affairs
166	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" Pre: 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-2021	Physics HOD
167	Seminar on Research Related Activities	October-2021	ECM HOD
168	National Level Event (Workshop)	October-2021	HOD - EEE
169	SAMYAK 2K20-21	October-2021	Dean-R & D
170	Finalization of teaching loads for Even Sem of 2021-21 by departments and submission to Dean Academics	October-2021	All HODs
171	National Level Event (Seminar/Workshop/Conference) - One each semester	October-2021	BT, Mathematics,BCA,MBA
172	Department day	October-2021	HOD - BCA, MBA
173	proposed Guest Lecture for students on Role of IOT in Agriculture forming	October-2021	Dean - Skill Development/ECM Dept
174	Workshop - Pharmacology	October-2021	Dean-Skill Development/Pharmacy College
175	Certificate Chemistry	October-2021	Dean-Skill Development/Pharmacy College
176	FDP	October-2021	Dean-Skill Development/Pharmacy College
177	The Training for students	October-2021	Dean - Skill Development/Dept ME
178	Consultancy/Social Entrepreneurship from your Skill Centre.	October-2021	Dean - Skill Development/Dept ME
179	Student Certifications	October-2021	Dean - Skill Development/Dept ME
180	ADOBE workshop	October-2021	Dean - Skill Development/ School of Architecture
181	Battery Pack formation as per the specification	October-2021	Dean - Skill Development/Dept EEE
182	Orinetation programme on SPSS pertain to iputting sceondary data, primary data and corresponding tools.	October-2021	Dean - Skill Development / Dept BBA
183	NSS Activity	October-2021	Dean - Skill Development / Dept BBA
184	Report on Dean's visit to Hyderabad campus	October-2021	All Deans
185	FDP on Contemporary insights of Human Resource Management	October-2021	Dean - Skill Development / Dept BBA
186	Addressing Student Grievances (Twice in a month)	October-2021	All HODs
187	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's
188	Department Development Committee Meeting	last week of October-2021	All HODs

189	Report on Activities conducted for promotion of universal values (NAAC - 7.1.17)	Oct-2021 & Apr-2022	Principal, ASC
190	Conferences by each department	1-National (Odd Sem)& 1-International (Even Sem)	HOD's and Dean R&D

November-2021

S.No	Event	Dates	Responsibility
1	Sem End Theory Exams (IV B. Tech) Schedule Release and Environment Creation in LMS / ERP	01.11.2021	Dean - Academics, All HODs & COE
2	Department Advisory Meeting (Once in a month)	02.11.2021	All HODs
3	HR Requirements Preparation	02.11.2021	All HODs
4	Departmental talk	02.11.2021	HOD - CSE
5	Addressing Student Grievances (Twice in a month)	02.11.2021	HOD - CSE
6	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	03.11.2021	Dean - Academics, All HOD's
7	Faculty Social Profile Building	03.11.2021	HOD - CSE
8	Course Meeting	03.11.2021	All HODs
9	Declaration of Detention Lists of IV B.Tech.	03.11.2021	All HoD's, Dean -Academics & Principal
10	Conduction of Sem-In II Exams (II & III B.Tech)	03.11.2021 to 06.11.2021	All HoD's, Dean -Academics, Principal & CoE
11	Monthly Audit Report Statistics to be submitted by Departments	05.11.2021	All HODs
12	Submission of Consolidated student performance report	05.11.2021	Dean - Skill Development
13	Last Instruction Day for II & III B.Tech.	06.11.2021	All HoD's, Dean -Academics & Principal
14	Preparation Holidays for II & III B.Tech students	07-11-2021 to 14-11-2021	All HoD's, Dean -Academics & Principal
15	Faculty Orientation Lectures	1st week of November 2021	All HODs
16	HoD meeting with Faculty & Staff	1st week, November 2021	All HODs
17	Administrative Files Audit by Department Team (Once in a month)	1st week, November 2021	All HODs
18	1st Stock Verification (Water and Waste Management	1st week, November 2021	Dean - P&D
19	Department Academic Committee Meeting	1st week, November 2021	All HODs
20	IQAC internal meeting	1st week, November 2021	Dean - Quality
21	World Quality Day events (Quiz / Essay writing competitions, etc.)	1st week, November 2021	Dean - Quality
22	Internal Funding Projects reviews	1st week, November 2021	Dean - R&D
23	NCC Day celebrations by NCC	1st week, November 2021	Dean - Student Affairs
24	Social development Activities in Five Mandal Sports compitetion, celebrating village day, Arts festival celebrations, felicitating village elders in Mylavaram Mandal	1st week, November 2021	CEO, Smart Village Revolution (KLEF-SVR)
25	Circular for audit of Central facilities	1st Week, November 2021	Dean-Quality
26	StakeHolders Feedback	1st week, November 2021	All HoD's, Dean -Academics & Principal
27	Sem End Theory Exams (II & III B. Tech) Time table release	08.11.2021	Dean - Academics & COE
28	CSRG Guest Lecture	08.11.2021	HOD-ECE
29	Meeting with Pro - Vice Chancellor	08.11.2021	HOD - Commerce
30	LMS/ERP committee meeting	08.11.2021	All HODs
31	Faculty Social Profile Building	08.11.2021	HOD - CSE
32	Departmental Association Activities (Once in 2 weeks)	08.11.2021	All HODs

33	Sem End Theory Exams (IV B.Tech)	08.11.2021 to 20.11.2021	All HODs, Dean -Academics, Principal & CoE
34	Postage of Letters to Parents about their wards Marks & Attnd.	09.11.2021	All HODs
35	Discipline committee meeting	09.11.2021	All HODs
36	National Immunization Day celebrations by NSS	10.11.2021	Dean - Student Affairs
37	Lecture	10.11.2021	HOD - Arts
38	Workshops/ guest lectures / seminars committee meeting	10.11.2021	HOD - Chemistry
39	Sports compitetion, celebrating village Day, Arts festival celebrations, felicitating village elders in Reddigudem Mandal	10.11.2021	CEO, Smart Village Revolution (KLEF-SVR)
40	Works shop on Excel	10.11.2021	HOD-Commerce
41	Training programme on effective use of Technology and Teaching Resources including certain online sources.	10.11.2021	Dean - Skill Development/Dept BA IAS
42	Sem In II Examinations (II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program)	10.11.2021 to 13.11.2021	All HoD's ,Dean -Academics, Dean-MHS ,Principal & CoE
43	Submisssion of II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	10.11.2021	Dean - Academics
44	Submission of Condonation/Detention Lists (III B.Tech)	10.11.2021	All HODs
45	World Quality Day celebrations	11.11.2021	Dean - Quality
46	Submisssion of IV B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3 & CO4) to ODA	11.11.2021	All HoD's, Dean -Academics, Principal
47	Submission of Condonation, Detention Lists of II B.Tech.	11.11.2021	All HoD's, Dean -Academics & Principal
48	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	12.11.2021	HOD - CSE
49	Guest Lecture (Tentatively)	12.11.2021	HOD-Commerce
50	Guest Lecture	12.11.2021	HOD-Commerce
51	Last Instruction day (II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program)	13.11.2021	All HoD's, Dean -Academics, Dean-MHS ,Principal & CoE
52	Start of Spot Valuation	13.11.2021	Controller of Examinations
53	Lab monitoring committee	13.11.2021	All HoDs
54	Extension Activity	13.11.2021	HOD - Architecture
55	MERG Guest Lecture	13.11.2021	HOD-ECE
56	Submisssion of III, IV B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3, CO4,CO5) to ODA	13.11.2021	All HoD's ,Dean -Academics ,Principal & CoE
57	Sem-In Test-II	13.11.2021 to 16.11.2021	HOD - Fine Arts
58	All stakeholders Feedback report and action taken report - Placing in the website	2nd Week, November 2021	All HODs, Dean -Academics,
59	Last date of sharing Feedback Report with HoDs	2nd week, November 2021	Dean - Academics
60	Notification for BoS meeting	2nd Week, November 2021	All HODs
61	1st Stock Verification (Systems and Hardware and Network)	2nd Week, November 2021	Dean - P&D
62	Audit of Departments	2nd & 3rd weeks of November 2021	Dean - Quality
63	Semester Readiness Program for A. Y. 2021-21 Even Semester	2nd Week, November 2021	Dean - Academics

64	Sponsored Research Projects review week by JRF's	2nd Week, November 2021	Dean - R&D
65	International Conference Poster Release	2nd Week, November 2021	All HODs
66	World Antibiotic Awareness Week	2nd Week, November 2021	HOD - Pharmacy
67	External audit on AQAR 2020-21	2nd Week, November 2021	Dean - Quality
68	AQAR compliance reply from concern Deans	2nd week, November 2021	Dean - Quality
69	End semFeedback Analysis & Action Taken Report	2nd week, Nov 2021	Dean-Academics
70	DAC Meeting & Stakeholder feedback Analysis and ATR	2nd week, Nov 2021	All HoD's ,Dean -Academics ,Principal
71	Audit of Central facilities	2nd & 3rd Week, November 2021	Dean-Quality
72	World Diabetics Day celebrations by NSS	14.11.2021	Dean - Student Affairs
73	Preparation Holidays (II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program)	14.11.2021 to 21.11.2021	All HoD's, Dean -Academics, Dean-MHS ,Principal & CoE
74	Conduction of Sem End Theory Exams (II B.Tech)	15-11-2021 to 27-11-2021	All HoD's ,Dean -Academics ,Principal & CoE
75	Sem End Exams (III B.Tech) Theory	15.11.2021 to 27.11.2021	All HODs, Dean -Academics, Principal & CoE
76	Lab Sem-End Exam Evaluation (IV B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs	15.11.2021	Dean -Academics, All HoD's, COE
77	Alumini Guest Lecture	15.11.2021	HOD - ECE
78	Meeting with Pro - Vice Chancellor	15.11.2021	HOD - Commerce
79	Counseling Report Verification by Department Team (Once in a month)	15.11.2021	HOD - CSE
80	Social development Activities in Five Mandal Sports compitetion, celebrating village Day, Arts festival celebrations, felicitating village elders in Vijayawada Rural Mandal	15.11.2021	CEO, Smart Village Revolution (KLEF-SVR)
81	ERP Audit for Research/Profile/Leaves	15.11.2021	All HoDs
82	Training programme on universal human values	15.11.2021	Dean - Skill Development/Dept BCA
83	Facutly and student orientation programme on Legal Aspects in Modern Business	15.11.2021	Dean - Skill Development / Dept BBA
84	Training programme on universal human values	15.11.2021	Dean - Skill Development/Dept Commerce
85	Training programme on universal human values	15.11.2021	HOD-Commerce
86	Research Group Meetings	15.11.2021	HoD-CSE
87	Lab Sem In Exam evaluation along with regular class work (MHS-II and III years)	15-11-2021 to 20-11-2021	All HoD's ,Dean -Academics ,Principal & CoE
88	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3 & CO4) to DAO	16.11.2021	Dean - Academics, All HOD's
89	Guest Lecture on Media Laws- National Press Day (Tentatively)	16.11.2021	College of Law
90	College Level Committee Meetings(Library, Sports, Canteen, etc)	16.11.2021	College of Law
91	Preparation holidays	17.11.2021 & 18.11.2021	HOD - Commerce
92	Declaration of Detention list (II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program)	18.11.2021	All HoD's ,Dean -Academics, Dean-MHS ,Principal & CoE

93	Motivational Session with IAS Officers	19.11.2021	HOD - Arts
94	Webinar by Faculty	19.11.2021	HOD - CSE
95	SPRG Guest Lecture	20.11.2021	HOD-ECE
96	Alumni Guest Lecture	20.11.2021	HOD-ECE
97	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd week, November 2021	Dean - P&D
98	Academic research review week for Full time Scholars	3rd week, November 2021	Dean - R&D
99	Evaluation Reforms - Faculty Training – OBE – 'A Design Down" process	3rd week of November 2021	Dean -Academics, Principal, CoE & All HoD's
100	Evaluation Reforms -Analysis of students grievances pertaining to Examinations & Evaluation - Brainstorm meeting	3rd week of November 2021	Dean -Academics, Principal, CoE & All HoD's ,
101	Evaluation Reforms -Analysis of implementing evaluation reforms and their Impact - Meeting	3rd week of November 2021	Dean -Academics, Principal, CoE & All HoD's
102	MULYAPRAVAH: One week Workshop and training programmes on human values and professional ethics with assessment and certification (to Faculty & Staff)	3rd week of November 2021	Dean -Academics, Principal & All HoD's
103	SRP for Even Semester of 2021 - 22	3rd week, November 2021	Dean -Academics & All HODs
104	TLP Academic Audit-II	3rd week of November 2021(Engineerng) 4th week of November(MHS)	Dean -Academics
105	Final review of Practice School-I for Y18 Batch B.Tech. Students	3rd week and 4th week , November 2021	Placements
106	Sem End Lab exams (IV B.Tech)	22-11-2021 to 27-11-2021	All HoD's, Dean -Academics, Principal & CoE
107	Sem End Lab Examinations (II & III B.Tech) Schedule Release, Environment Creation in LMS / ERP, and guidelines to all HODs	22.11.2021	Dean -Academics, COE
108	Medical camp in Sitarampuram tanda by Andhra hospitals	22.11.2021	CEO, Smart Village Revolution (KLEF-SVR)
109	Sem end Theory examinations (II, III & IV B.Pharmacy, II M.Pharmacy Programs, III-LLB, II, III, IV & V BBA-LLB, B.Architecure Program)	22.11.2021 to 4.12.2021	All HoD's, Dean -Academics, Dean-MHS, Principal & CoE
110	Course Exit Feedback	22-11-2021 to 27-11-2021	Dean -Academics, All HODs
111	Lab development committee meeting	23.11.2021	All HODs
112	Departmental Association Activities (Once in 2 weeks)	25.11.2021	All HODs
113	Declaration of Detention List	25.11.2021	HOD - Fine Arts
114	International Day for the Elimination of Violence against Women	25.11.2021	Convener - Women's Forum & Dean - Student Affairs
115	Submisssion of II B.Tech Outcome Attainment Report of SemIn II & Formative Analysis (CO3, CO4,CO5) to ODA	25.11.2021	All HoD's, Dean -Academics, Principal & CoE
116	Inter Departmental Visit	25.11.2021 to 30.11.2021	All HODs
117	Samvidhan Diwas Celebrations	26.11.2021	College of Law
118	Notification for Academic Council Meeting	26.11.2021	Dean(Academics) & Registrar
119	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	26.11.2021	HOD - CSE
120	CSE DRC Meeting (Once in a month)	27.11.2021	HOD - CSE

121	SIP for the AY 2019-2021 for the batches of Y 16,Y 17,Y 18,Y 19 of BBA LL.B & Y 19 of LL.B Commences from	27.11.2021	College of Law
122	Sem End Exams	27.11.2021	HOD - Fine Arts
123	Hobby Club s/NSS Activity	27.11.2021	HOD - Architecture
124	R&D Meeting	27.11.2021	HOD - ECE
125	Data submission by all Deans for effective quality mandate of ugc to Dean Quality	4th week, November 2021	All Deans
126	BOS Meeting	4th week, November 2021	All HoDs
127	Stock Verification (Laboratories) by the end of Odd and Even Semesters	4th week, November 2021	Dean - P&D
128	Non conformance Report to all department HODs and Principal	4th week, November 2021	Dean - Quality
129	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, November 2021	Principal
130	Consultancy projects activities of the department	4th week, November 2021	Dean - R&D
131	HoD meeting with Faculty & Staff	4th week, November 2021	All HODs
132	Central facilities Non conformance Report to concern Dean	4th Week, November 2021	Dean-Quality
133	Central facilities Non conformance Report reply to Dean Quality	4th Week, November 2021	All Deans
134	MULYAPRAVAH: Value audit of human values and professional ethics	4th week of November 2021	Dean -Academics, Principal, & All HoD's
135	BOS week	4th week of November 2021	Dean -Academics & All HODs
136	Reporting week for Newly Recruited Faculty	4th week, November 2021	Dean-F&SA & All HODs
137	Faculty Orientation Lectures	4th week, November 2021	All HODs
138	Faculty Satisfactory Survey	4th week, November 2021 (tentatively)	Dean -Academics & All HODs
139	Meeting with Pro - Vice Chancellor	29.11.2021	HOD - Commerce
140	Workshop	29.11.2021	HOD - Arts
141	Department Website Update	29.11.2021	All HODs
142	Research Group Meetings	29.11.2021	HoD-CSE
143	Research Diary Submission & Verification	29.11.2021	HoD-CSE
144	Counesling reports verification by Dept Team	29.11.2021	HoD-CSE
145	Adminstrative Files audit by dept team	29.11.2021	HoD-CSE
146	Sem End Lab Examination (II & III B.Tech)	29.11.2021 to 04.12.2021	Dean -Academics, All HoD's, CoE
147	CSRG FDP	29.11.2021 to03-12-2021	HOD - ECE
148	Student Satisfaction Survey (SSS) from selected students	29-11-2021 to 04-12-2021(During end sem labs)	Dean -Academics & All HODs
149	Sem In II Examinations (II & III MHS Programs)	30.11.2021 to 04.12.2021	All HoD's, Dean -Academics, Dean-MHS, Principal & CoE
150	Submisssion of II & III MHS Programs Outcome Attainment Template of Sem-In II & Formative Analysis (CO3, CO4) to Dean-MHS	30.11.2021	Dean -Academics
151	Research Group Meetings	30.11.2021	HOD - CSE
152	Addressing Student Grievances (Twice in a month)	30.11.2021	All HODs
153	Submission of Semester End Report	30.11.2021	HOD - ME
154	Dept Counselling Comitte Meeting	30.11.2021	HOD - ECE

155	Swachh Bharath Programmes by NSS	November-2021	Dean - Student Affairs
156	World Antibiotic Awareness Week by YRC	November-2021	Dean - Student Affairs
157	Sports compitetion, celebrating village Day, Arts festival celebrations, felicitating village elders in G.Konduru Mandal	November-2021	CEO, Smart Village Revolution (KLEF-SVR)
158	Sports compitetion, celebrating village Day, Arts festival celebrations, felicitating village elders in Ibrahim Patnam Mandal	November-2021	CEO, Smart Village Revolution (KLEF-SVR)
159	online workshop for faculty	November-2021	HOD - ECM
160	National Level Event (Seminar)	November-2021	HOD - EEE
161	59th National Pharmacy Week	November-2021	HOD - Pharmacy
162	workshop for faculty on AI & Machine Learning	November-2021	Dean - Skill Development/ECM Dept
163	Guest Lecture - Pharm D	November-2021	Dean-Skill Development/Pharmacy College
164	Workshop - Chemistry	November-2021	Dean-Skill Development/Pharmacy College
165	Consultancy/Social Entrepreneurship from your Skill Centre.	November-2021	Dean - Skill Development/Dept ME
166	Faculty Training / Certification	November-2021	Dean - Skill Development/Dept ME
167	Faculty Training / Certification	November-2021	Dean-Skill Development/College of Law
168	ADOBE workshop	November-2021	Dean - Skill Development/ School of Architecture
169	Battery pack performance determination	November-2021	Dean - Skill Development/Dept EEE
170	Report on Dean's visit to Hyderabad campus	November-2021	All Deans
171	Compliance report on Calendar of Activities to Registrar	Last day of Month	All Functionaries & All HoD's

December-2021

S.No	Event	Dates	Responsibility
1	World Anti-AIDS Day -awareness	01.12.2021	HOD - Pharmacy
2	World Anti-AIDS Day celebrations by NSS and YRC	01.12.2021	Assoc. Dean - Extension Activities & In-Charge - NSS/CEA
3	Department Advisory Commite Meeting (Once in a month)	02.12.2021	All HODs
4	News Letter submission	02.12.2021	All HODs
5	Internal Faculty Development Programme	02.12.2021 to 15.12.2021	HOD - CSS
6	Even Sem Registration (IV B.Tech Students)	02.12.2021 to 04.12.2021	Principal & HoDs, Dean - Academics & Pro VC
7	Lecture Plan & Delivery Audit	02.12.2021 to 04.12.2021	All HODs
8	Practicals & Skill Audit	02.12.2021 to 04.12.2021	All HODs
9	Faculty Social Profile Building	03.12.2021	All HODs
10	Notification for Board of Management Meeting-02	03.12.2021	Registrar
11	Alumni Meeting	04.12.2021	HOD-ECE
12	Guest Lecture	04.12.2021	HOD - Commerce
13	Last Instruction Day of MHS Students except 1st Year	04.12.2021	Dean -Academics, Dean - MHS & Principal
14	Laboratories Audit	04.12.2021	All HODs
15	Administrative Files Audit by Department Team (Once in a month)	1st Week, December 2021	All HODs
16	Faculty Orientation Lectures	1st Week, December 2021	All HODs
17	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
18	Ph.D Reviews	1st Week, December 2021	All HODs
19	1st Review of AMC's for equipment under Technical Maintenance and Electrical Projects and which ever needed	1st Week, December 2021	Dean - P & D
20	IQAC internal meeting	1st Week, December 2021	Dean-Quality
21	Circular for 38th IQAC Advisory Committee meeting	1st Week, December 2021	Dean-Quality
22	Circular for audit of Central facilities	1st Week, December 2021	Dean-Quality
23	Submission of AQAR 2020-21	1st Week, December 2021	Dean-Quality
24	Lab Internal Exam (UG and PG,1st year students Engineering & MHS)	1st Week, December 2021	All HoD's, Dean -Academics, Principal & CoE

25	Preparation Holidays of MHS Students except 1st Year	05-12-2021 to 12-12-2021	Dean -Academics, Dean - MHS & Principal
26	Meeting with Pro - Vice Chancellor	06.12.2021	HOD - Commerce
27	Webinar Motivational Session with IAS Officers	06.12.2021	HOD - Arts
28	Finalization of Guest for SURABHI 2021	06.12.2021	Convener-SURABHI, Dean-SA & Registrar
29	Monthly Audit Report Statistics to be submitted by Departments	06.12.2021	All HODs
30	Commencement of Class work for IV B.Tech	06.12.2021	Dean -Academics, All HODs, Pincipal & Pro-VC
31	Sem End Lab Examinations (II, III & IV MHS Program)	06.12.2021 to 11.12.2021	Dean-Academics, All HoD's, Principal, & CoE
32	Departmental talk	07.12.2021	HOD - CSE
33	Submission of Condonation, Detention Lists of (MHS) except Ist year	07.12.2021	Dean -Academics, Dean-MHS & Principal
34	FDP	07.12.2021 to 11.12.2021	HOD - CSE
35	Department Libraries Stock Verification	07.12.2021	All HODs
36	Stock Verification (Laboratories) by the end of Odd Semester	08.12.2021	All HODs
37	LMS / ERP committee meeting	08.12.2021	All HODs
38	Even Semester Registrations (II & III B.Tech Students)	09-12-2021 to 11-12-2021	Dean -Academics, All HODs, Pincipal & Pro VC
39	A.Y. 2021-22 Even Semester – Course handout upload in ERP by the Course Coordinators	10.12.2021	All HODs
40	Human Right's Day celebrations by NSS	10.12.2021	Assoc. Dean - Extension Activities & In-Charge NSS/CEA
41	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	10.12.2021	HOD - CSE
42	Academic Council Meeting	10.12.2021	Dean-Academics & Registrar
43	Finalization of Guest for Women's Day	11.12.2021	Convener - Women's Forum & Dean - Student Affairs
44	Periodic Research Opportunities Exploration	11.12.2021	All HODs
45	Departmental Association Activities (Once in 2 weeks)	11.12.2021	All HODs
46	Extension Activity	11.12.2021	Architecture HOD
47	Campus Placement Drive - Season - 2	11.12.2021 to 30.12.2021	Dean, Placements & Progression
48	HoD meeting with Faculty & Staff	2nd Week, December 2021	All HODs
49	Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	2nd Week, December 2021	All HODs
50	National Energy Conservation Day	2nd Week, December 2021	HOD - EEE
51	Organizing International Conference	2nd Week, December 2021	HOD - EEE

52	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
53	Collection of Pre PhD subject's data from departments	2nd Week, December 2021	Dean - R&D
54	Start of Registrations for placements for Y17 Batch Students	2nd Week, December 2021	Dean P&P
55	Workshop on Gender sensitization	2nd Week, December 2021	Convener-Women's Forum & Dean (Student Affairs)
56	Review & Implementation of Quality mandate UGC	2nd Week, December 2021	Dean - Quality
57	Consolidated reoport on the conduction of Certification Courses offered to studetns	2nd week of December 2021	Dean-Academics, All HoD's & Principal
58	Last Instruction Day for all 1st year UG and PG students (Engineering & MHS)	2nd week of December 2021	Dean-Academics, All HoD's & Principal
59	Audit of Central facilities	2nd & 3rd Week, December 2021	Dean-Quality
60	A.Y. 2021-22 Even Semester – Course handout approval in ERP by DAO	10.12.2021	Dean-Academics, All HoD's & Principal
61	Department Advisory Board Meeting (Once in an Academic Year)	13.12.2021	HOD - MBA
62	Meeting with Pro - Vice Chancellor	13.12.2021	HOD - Commerce
63	Architectural conference proposed	13.12.2021	Architecture HOD
64	ERP Audit for Research/Profile/Leaves	13.12.2021	All HODs
65	Classwork commencement (II & III B.Tech Students)	13.12.2021	Dean-Academics, All HoD's, Principal & Pro VC
66	Sem End Theory Examinations (II & III MHS Program)	13.12.2021 to 24.12.2021	Dean-Academics, All HoD's, Principal & COE
67	Registration (II, III & IV MHS)	13.12.2021 to 14.12.2021	Dean-Academics, All HoD's, Principal & Pro VC
68	FDP on Technical skills: 1. Word; 2. excel; 3. MIS; 4. PPTs	13.12.2021 to 16.12.2021	Dean - Skill Development / Dept.-BA IAS
69	FDP on Technical skills: 1. Advanced EXCEL; 2. Block Chain; 3. Cloud accounting	13.12.2021 to 17.12.2021	Dean - Skill Development / Dept.-Commerce, HOD-Commerce
70	FDP on Sampling Methods & Exploratory Data Analysis	13.12.2021 to 17.12.2021	Dean - Skill Development/Dept.-BCA
71	National Energy Conservation Day	14.12.2021	Assoc. Dean - Extension Activities & Dean - Student Affairs
72	Refresher Course	14.12.2021	HOD - CSE
73	Addressing Student Grievances (Twice in a month)	14.12.2021	All HODs
74	Commencement of class work (II, III & IV MHS)	15.12.2021	Dean-Academics, All HoD's, Principal & Pro VC
75	Submission of report to Registrar on - Analysis of students appearing for competitive exams and options for higher studies	15.12.2021	Dean - Placements & Progression

76	FDP	15.12.2021 to 19.12.2021	HOD - CSE
77	Submisssion of II & III MHS Programs Outcome Attainment Report of Sem-In II & Formative Analysis (CO3, CO4) to DAO	16.12.2021	Dean -Academics, All HoD's & Principal,
78	Organizing Faculty Orientation Lectures	16.12.2021	All HODs
79	Lecture	16.12.2021	HOD-Arts
80	Board of Management Meeting -02	17.12.2021	Registrar
81	Webinar by Faculty	17.12.2021	HOD - CSE
82	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
83	List of Holidays Release for Calendar Year 2022	3rd week, December 2021	Registrar
84	38th IQAC Advisory Committee meeting	3rd week, December 2021	Dean-Quality
85	Intramurals for Faculty and Staff	3rd week, December 2021	Assoc. Dean-Sports & Games & Dean-Student Affairs
86	Submission of Condonation, Detention Lists of all 1st year UG and PG students (Engineering & MHS)	3rd week of December 2021	Dean-Academics, All HoD's & Principal
87	Preparation Holidays for all 1st year UG and PG students (Engineering & MHS)	3rd week of December 2021	Dean-Academics, All HoD's & Principal
88	Medical camp in Sabjapadu	20.12.2021	CEO, Smart Village Revolution (KLEF-SVR)
89	finalization of Time Tables	20.12.2021	Dean - Skill Development
90	Ph.D. Admission Test for XX Batch	20.12.2021	Dean - R & D
91	Practice School -(Engineering) Orientation & Registration	20-12-2021 to 24-12-2021	Dean-Academics, Dean-Placements
92	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Soft Skills	21.12.2021	All HODs
93	TLP Workshops	21.12.2021	HOD - CSE
94	National Mathematics Day (Srinivasa Ramanujan's Birth Day)	22.12.2021	HOD - Mathematics
95	Legal Aid Camp/ Clinik	22.12.2021	HOD LAW
96	BAR COUNCIL OF INDIA- RENEWAL APPLICATION TO BE FILED.	22.12.2021	HOD LAW
97	Orientation for 2nd & 4th Year	23.12.2021	HOD-ECE
98	Cake Mela - 2021 Department Activity	23.12.2021 to 31.12.2021	HOD - BHM
99	Placement Training	23.12.2021 to 31.12.2021	HOD - CSS
100	Kisan Diwas	24.12.2021	CEO, Smart Village Revolution (KLEF-SVR)
101	Orientation for 3rd Year	24.12.2021	HOD-ECE

102	National Consumer's Rights Day	24.12.2021	College of Law
103	Department Association Activity by FOCUS Student Body (Twice in a month) -	24.12.2021	HOD - CSE
104	Kisan Diwas	24.12.2021	Assoc. Dean-Extension Activities & Dean-Student Affairs
105	Hobby Clubs / NSS Activity	24.12.2021	Architecture HOD
106	HoD meeting with Faculty & Staff	4th week, December 2021	All HODs
107	Faculty Orientation Lectures	4th week, December 2021	All HODs
108	Department Website Update	4th week, December 2021	All HODs
109	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
110	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, December 2021	Principal
111	Issue of Medical insurance cards	4th Week, December 2021	Dean - Faculty & Staff Affairs
112	Anti-Discrimination Awareness Program	4th Week, December 2021	Assoc. Dean, Grievances & Dean (Student Affairs)
113	Central facilities Non conformance Report to concern Dean	4th Week, December 2021	Dean-Quality
114	Central facilities Non conformance Report reply to Dean Quality	4th Week, December 2021	All Deans
115	Conduction of Sem End Exams for all first Years (UG and PG,1st year students Engineering & MHS)	4th Week, December 2021	Dean -Academics ,Principal,CoE,All HoD's ,
116	CSE DRC Meeting (Once in a month)	27.12.2021	HOD - CSE
117	Meeting with Pro - Vice Chancellor	27.12.2021	HOD - Commerce
118	Research groups meeting	27.12.2021	Architecture HOD
119	Workshop	27.12.2021	Arts HOD
120	PhD admission Interviews	27.12.2021	Dean - R&D
121	R&D Meeting	27.12.2021	HOD-ECE
122	Student Progression Analysis	27.12.2021 to 30.12.2021	Dean-T&P
123	KLU/ KLCE Alumni Silver Jubilee Celebrations	27.12.2021 to 30.12.2021	Director-Alumni Relations
124	Scholarship Data Collection	27.12.2021 to 30.12.2021	Dean-T&P
125	Certificate course week for II & III B.Tech	27.12.2021 to 01.01.2022	Dean -Academics, All HoD's & Principal
126	Certificate course week (II, III & IV MHS)	27.12.2021 to 01.01.2022	Dean -Academics, Dean-MHS & Principal
127	Department Development Committee Meeting	28.12.2021	All HODs

128	Departmental Association Activities (Once in 2 weeks)	28.12.2021	All HODs
129	Resume Writing Training to III Year Placement Eligible Students	28.12.2021	HOD-ME
130	Research Groups Meetings	28.12.2021	HOD - CSE
131	Addressing Student Grievances (Twice in a month)	28.12.2021	All HODs
132	Global Certifications Review	28.12.2021 to 31.12.2021	HOD - CSE
133	Department Sports Committee Meeting	29.12.2021	All HODs
134	Department Canteen Committee Meeting	29.12.2021	All HODs
135	Department Transport Committee Meeting	29.12.2021	All HODs
136	Student Grievances Committee Meeting	29.12.2021	All HODs
137	verification on Acdemic counseling activity and sending report to Dean Academics	29.12.2021	All HODs
138	Research Group Meetings	29.12.2021	HOD-CSE
139	Ph.D. Admission Test Result Declaration for XX Batch	30.12.2021	Dean - R & D
140	RPAC meeting	30.12.2021	HOD - Chemistry
141	Research Group Meeting	30.12.2021	HOD - Chemistry
142	Department Library Committee Meeting	30.12.2021	All HODs
143	Department Hostels Committee Meeting	30.12.2021	All HODs
144	Dept Counselling Comitte Meeting	30.12.2021	HOD-ECE
145	Research Groups Meeting	31.12.2021	HOD-CSE
146	Research Diary Submission & Verification	31.12.2021	HOD-CSE
147	Counesling reports verification by Dept Team	31.12.2021	HOD-CSE
148	Adminstrative Files audit by dept team	31.12.2021	HOD-CSE
149	Circular for Department Audits (January month)	5th Week, December 2021	Dean-Quality
150	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 2021	CEO, Smart Village Revolution (KLEF-SVR)
151	National Level Event (Seminar/Workshop/Conference) - One each semester	December 2021	HOD - CE
152	online FDP conduction	December 2021	HOD - ECM
153	online subject based seminar for faculty	December 2021	HOD - ECM
154	Formation of Committee for release of List of Holidays for Calendar Year 2021	December 2021	Registrar
155	Formation of Committee for release of List of Holidays for Calendar Year 2021	December 2021	Registrar
156	Flag day fund raising event by NCC	December 2021	Dean - Student Affairs
157	Mega Event by Hobby Clubs - Movie Magic (Chalana Chitra Club)	December 2021	Assoc. Dean-Extension Activities & Dean-Student Affairs
158	Finalization of Convener, Co-Convener and Organization Committee for SURABHI - 2021	December 2021	Dean-Students Affairs & Registrar

159	FDP on Blockchain Technology	December 2021	Dean-Skill Development/ECM Dept.
160	FDP -Cology	December 2021	Dean-Skill Development/Pharmacy College
161	FDP	December 2021	Dean - Skill Development/ME Dept.
162	Consultancy/Social Entrepreneurship from your Skill Centre.	December 2021	Dean - Skill Development/ME Dept.
163	The Training and certification for faculty	December 2021	Dean - Skill Development/ME Dept.
164	Battery Management System Overview	December 2021	Dean - Skill Development/Dept. EEE
165	Report on Dean's visit to Hyderabad campus	December 2021	All Deans
166	KLUEEE- Processes initiation & appointment of Convener	December 2021	Registrar
167	Compliance report on Calendar of Activities to Registrar	Last day of Month	All Functionaries & All HoD's

**January-2022**			
S.No	**Event**	**Dates**	**Responsibility**
1	Last date to submission of Library books indent for the current semester	01.01.2022	All HODs
2	Cake Mela - 2022 Department Activity	01.01.2022	HOD - BHM
3	Global Certifications Review	01.01.2022 & 03.01.2022	HOD - CSE
4	Placement Training	01.01.2022 to 31.01.2022	HOD - CSS
5	Administrative Files Audit by Department Team (Once in a month)	1st Week, January 2022	All HODs
6	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 2. Gather elders, youth, and children to do the exercise regularly like running/ walking/ yoga 3. Organize seminars / workshops / for village people about behavioral change aspects in Mylavaram Mandal	1st week, January 2022	CEO, Smart Village Revolution (KLEF-SVR)
7	Allocation of Student Counsellors and Display in Dept. Notice Boards	1st week, January 2022	Dean, Academics & All HODs
8	Quarterly (Oct-Dec) Report	1st Week, January 2022	All Deans
9	Circular for audit of Central facilities	1st Week, January 2022	Dean-Quality
10	Circular for 2nd Quarterly audit	1st Week, January 2022	Dean-Quality
11	Pre Ph.D. Course Work for XX Batch	1st Week, January 2022	Dean - R&D
12	Alumni meeting	1st week , January 2022	All HODs
13	LMS/ERP committee meeting	1st week , January 2022	All HODs
14	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	1st week , January 2022	All HODs
15	Counseling Report Verification by Department Team (Once in a month)	1st week , January 2022	All HODs
16	Course Instructors meeting with course Co-ordinators (weekly Once)	1st week , January 2022	All HODs
17	Five year strategic plan	1st week of Jan, 2022	Dean P&D & Registrar
18	Faculty Orientation Lecture	1st Week, January 2022	All HODs
19	Last date for submission of Budget for next Financial Year	03.01.2022	All Functionaries & All HODs
20	Skill Development Workshop	03.01.2022	HOD - Arts
21	Industrial Visit for II/IV B.Tech. - Sec - 2	03.01.2022	HOD-ME
22	Ph.D. Registrations for XX Batch	03.01.2022	Dean - R&D
23	2021 Pass out batch Souvenir Release	03.01.2022	All HODs
24	Faculty Social Profile Building	03.01.2022	HOD - CSE
25	Department website update	03.01.2022	All HODs
26	Industrial Visit	03.01.2022	All HODs
27	Department Development Committee meeting	03.01.2022	All HODs
28	MESA - Technical Tuesday	04.01.2022	HOD-ME
29	Departmental talk	04.01.2022	HOD - CSE
30	Guest lecture/training programme on content development and skill	04.01.2022	Dean - Skill Development / Dept. BA IAS
31	Course Handout Approval -MHS	05.01-2022	Dean, Academics
32	Orientation on Industrial Training	05.01-2022	HOD Commerce
33	1. MERG 2. Guest lecture	06.01.2022	HOD-ECE
34	National Conference (Tentatively)	06.01.2022 & 07.01.2022	College of Law
35	National Conference (Tentatively)	06.01.2022 & 07.01.2022	HOD - Commerce
36	Even Semester Registrations of all II & III year MHS	06-01-2022 to 08-01-2022	Dean -Academics, Pincipal & HoDs & Pro VC
37	Pre Ph.D. Exams / Reviews for Batches I to XIX	07.01.2022 /3rd week, January 2022	Dean - R & D
38	CSRG International Conference	07.01.2022 to 08.01.2022	HOD-ECE
39	NSS - Electricity Management	08.01.2022	All HODs

40	Workshops/ guest lectures / seminars committee meeting	08.01.2022	HOD - Chemistry
41	Discipline committee meeting	08.01.2022	HOD - Chemistry
42	Research Group Meetings	08.01.2022	HOD - CSE
43	Webinar - Motivational Lecture	08.01.2022	HOD - Arts
44	Meeting with Pro - Vice Chancellor	08.01.2022	HOD - Commerce
45	Periodic Research Opportunities Exploration	08.01.2022	HOD - CSE
46	CSRG Guest Lecture	8.01.2022	HOD - ECE
47	Guest Lecture	08.01.2022	HOD Commerce
48	HoD meeting with Faculty & Staff	2nd Week, January 2022	All HODs
49	IQAC internal meeting	2nd Week, January 2022	Dean - Quality
50	Addressing Student Grievances (Twice in a month)	2nd Week, January 2022	All HODs
51	Meeting with RPAC's and Preparation of agenda points for URB	2nd Week, January 2022	Dean - R&D
52	Industry Connect Program	2nd Week, January 2022	HOD-ME
53	Rangoli and Kites Festival by Hobby Clubs	2nd Week, January 2022	Dean (Student Affairs)
54	Close of Placements Registrations for Y18 Batch Students	2nd Week, January 2022	Dean - Placements
55	Five year strategic plan	2nd Week, January 2022	Dean P&D, Registrar
56	Audit on 2nd Quarterly (Oct-Dec) Report	2nd Week, January 2022	Dean Quality
57	2nd Quarterly audit Non conformance Report to concern Dean	2nd Week, January 2022	Dean-Quality
58	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 2022	CEO, Smart Village Revolution (KLEF-SVR)
59	National Youth day Celebrations by Hobby Clubs and NSS	2nd week of January-2022	Dean (Student Affairs)
60	Swachh Bharath Programmes by NSS	2nd week of January-2022	Dean (Student Affairs)
61	Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	2nd week of January-2022	Dean (Student Affairs)
62	Collection of Specialization wise faculty requirement from All HODs (Recruitment for ODD Sem)	2nd Week, January 2022	Dean-F&SA
63	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, January 2022	All HODs
64	Department Academic Committee Meeting	2nd week, January 2022	All HODs
65	Preliminary Feedback (TLP) from students (II,III,IV B.Tech)	2nd week, January 2022	Dean -Academics, All HoD's & Principal
66	Introduction of new courses, programmes (survey)	2nd week, January 2022	Dean - Academics & Registrar
67	University Research Board Meeting	2nd Week, January 2022	Dean - Research & Development
68	LAB MONITORING COMMITTEE	2nd week, January 2022	All HODs
69	Departmental Association Activities (Once in 2 weeks)	2nd week, January 2022	All HODs
70	Audit of Central facilities	2nd & 3rd Week, January 2022	Dean-Quality
71	Audit of Departments (Semester Audit)	2nd & 3rd Weeks, January 2022	Dean - Quality
72	Pongal Vacation	10.01.2022 to 15.01.2022	Registrar
73	First evaluation reports	17.01.2022	Dean - Skill Development
74	NSS Activity	17.01.2022	HOD Commerce

75	Medical camp in T. Gannavaram by Andhra hospitals	17.01.2022	CEO, Smart Village Revolution (KLEF-SVR)
76	Classwork commencement (MHS) except I year	17.01.2022	Dean, Academics & Pro VC
77	Department Library Committee Meeting	20.01.2022	All HODs
78	Sem In - I Theory Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	20.01.2022	Dean -Academics, COE
79	Department Sports Committee Meeting	21.01.2022	All HODs
80	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Coding	21.01.2022	HOD-ME
81	National workshop for Students	21.01.2022	HOD - ECM
82	Academic Counseling Board Meeting	22.01.2022	All HODs
83	Career Counseling Committee Meeting	22.01.2022	All HODs
84	Hobby Clubs / NSS Activity	22.01.2022	HOD - Architecture
85	Parents Meeting	22.01.2022	HOD-ECE
86	Guest Lecture to M.Sc students	22.01.2022	HOD - Chemistry
87	SPRG Guest Lecture	22.01.2022	HOD-ECE
88	R&D Meeting	22.01.2022	HOD-ECE
89	DRC Meeting (Once in a month)	22.01.2022	HOD - CSE
90	Non conformance Report to all department HODs & Principal	4th Week, January 2022	Dean - Quality
91	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, January 2022	Principal
92	Quality Circle (Students) meeting-03	4th Week, January 2022	Dean - Quality
93	Sending Feedback from Quality Circles (Students) to the concerned Deans	4th Week, January 2022	Dean - Quality
94	Thyroid Awareness Program	4th week, January 2022	HOD - Pharmacy
95	Registration of all 1st year UG and PG students (Engineering & MHS)	4th week, January 2022	Dean, Academics & Pro VC
96	Registration Authentication of all 1st year UG and PG students (Engineering & MHS)	4th week, January 2022	Dean, Academics & Pro VC
97	Classwork commencement of all 1st year UG and PG students (Engineering & MHS)	4th week, January 2022	Dean, Academics & Pro VC
98	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	4th week, January 2022	CEO, Smart Village Revolution (KLEF-SVR)
99	Circular for Quality Circles (Students) meeting -03	4th week, January 2022	Dean Quality
100	Quarterly audit Non conformance Report reply to Dean Quality	4th Week, January 2022	All Deans
101	Final Approved (Third Level) Question Papers of all programs	4th week, January 2022	All HoD's, Principal & Dean - Academics
102	Parents Meeting for 2nd Years	4th week, January 2022	All HODs
103	Industry Connect Program/ Expert talk	4th week, January 2022	All HODs
104	Alumni Guest Lecture	4th week, January 2022	All HODs
105	ERP Audit for Research/Profile/Leaves	4th week, January 2022	All HODs
106	HOD's Compliance report	4th week, January 2022	All HODs
107	Course Instructors meeting with course Co-ordinators (weekly Once)	4th week, January 2022	All HODs

108	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 2022	CEO, Smart Village Revolution (KLEF-SVR)
109	Central facilities Non conformance Report to concern Dean	4th Week, January 2022	Dean-Quality
110	Central facilities Non conformance Report reply to Dean Quality	4th Week, January 2022	All Deans
111	Preliminary Feedback Report Sharing with HoDs (II, III, IV B.Tech)	4th Week, January 2022	All HoD's, Principal & Dean - Academics
112	Project/Term Paper Reviews I	4th Week, January 2022	Dean - Academics
113	HoD meeting with Faculty & Staff	4th Week, January 2022	All HODs
114	Addressing Student Grievances (Twice in a month)	4th Week, January 2022	All HODs
115	Thyroid Awareness Program KLEF - SVR	4th week, January 2022	CEO, Smart Village Revolution (KLEF-SVR)
116	RPAC meeting	4th week, January 2022	All HODs
117	Research Groups Meeting	4th week, January 2022	All HODs
118	Faculty Orientation Lecture	4th week, January 2022	All HODs
119	Course Instructors meeting with course Co-ordinators (weekly Once)	4th week, January 2022	All HODs
120	Thyroid Awareness Program by YRC	4th week, January 2022	Dean -Student Affairs
121	KL Panorama- KL Newsletter-Quarterly	4th week, January 2022	Associate Dean -Publishing
122	Netaji Subhas Chandra Bose Birth Anniversary by Hobby clubs	23.01.2022	Dean -Student Affairs
123	Department Hostels Committee Meeting	24.01.2022	All HODs
124	Addressing of Research Backlog Faculty meeting with Pro-Vice chancellor	24.01.2022	HOD - CSE
125	Research groups meeting	24.01.2022	HOD - Architecture
126	Workshop	24.01.2022	HOD - Arts
127	SPRG refresher program	24.01.2022 to 28.01.2022	HOD-ECE
128	Student Grievances Committee Meeting	25.01.2022	All HODs
129	National Voters Day	25.01.2022	HOD - CE
130	National Voters Day	25.01.2022	Dean-Student Affairs
131	Schedule for Course Delivery by foreign faculty	25.01.2022	HOD - MBA
132	Republic Day Celebrations	26.01.2022	Assoc. Dean-Sports & Games, Assoc. Dean-Extention Activites & Dean-Student Affairs, All HODs
133	Two-Day WorkShop on Cinematography / 3D Animation / Advertising	26-01-2022& 27-01-2022	HOD - Fine Arts
134	Two-Day WorkShop on Cinematography / 3D Animation / Advertising	26-01-2022 & 27-01-2022	BSC Visual Communication and BFA
135	Sem In I Examination (IV B.Tech)	27.01.2022 to 29.01.2022	Dean -Academics, All HoDs, Pincipal & COE
136	Submisssion of IV B.Tech Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	27.01.2022	Dean - Academics, All HOD's
137	MESA - Think Positive Thursday	27.01.2022	HOD-ME
138	IQAC files updation	27.01.2022	All HODs
139	Department Canteen Committee Meeting	27.01.2022	All HODs
140	FOL	27.01.2022	HOD-ME
141	Department Transport Committee Meeting	28.01.2022	All HODs

142	Guest lecture/training programme on content development & pedagogy	28.01.2022	Dean - Skill Development / Dept BBA
143	NSS Activity	28.01.2022	Dean - Skill Development / Dept BBA
144	Guest lecture/training programme on content development & pedagogy	28.01.2022	Dean - Skill Development / Dept Commerce
145	Notification for Academic Council Meeting	28.01.2022	Dean-Academics & Registrar
146	Guest lecture/training programme on content development & pedagogy	28.01.2022	HOD Commerce
147	Yantrik	28&29 Jan-2022	HOD-ME
148	Alumni Guest Lecture	29.01.2022	HOD-ECE
149	NSS - Farming Techniques	29.01.2022	All HODs
150	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 2022	CEO, Smart Village Revolution (KLEF-SVR)
151	Course Instructors meeting with Course Co-ordinators (weekly Once)	5th week, January 2022	All HODs
152	Circular for Department Audits (February month)	5th Week, January 2022	Dean - Quality
153	Counesling reports verification by Dept Team	5th Week, January 2022	All HOD
154	Awareness program on Skin care	5th Week, January 2022	Convener-Women's Forum & Dean-(Student Affairs)
155	Lab sem In Exam evaluation (IV B.Tech) portal creation in LMS / ERP, guidelines to all HODs	31.01.2022	Dean -Academics
156	Meeting with Pro - Vice Chancellor	31.01.2022	HOD - Commerce
157	Submission of Compliance report on Academic Calendar Year of events to the Registrar	31.01.2022	All Functionaries
158	Research Group Meetings	31.1.2022	HoD-CSE
159	Research Diary Submission & Verification	31.1.2022	HoD-CSE
160	Adminstrative Files audit by dept team	31.1.2022	HoD-CSE
161	Once More by Swara club	Monthly Event	Dean-Student Affairs
162	Guest Lecture on Business English Communication	January 2022	Dean - Skill Development / Dept BCA
163	Webinar/Guest Lecture/Industry connect letcure on Drafting, pleading etc	January 2022	Dean-Skill Development / College of Law
164	Battery State Estimation Algorithm	January 2022	Dean - Skill Development / Dept EEE
165	subject based seminar for faculty	January 2022	Dean - Skill Development/ECM Dept
166	Guest Lecture - Ceutics	January 2022	Dean-Skill Development / Pharmacy College
167	The Training for students	January 2022	Dean - Skill Development/Dept ME
168	Webinar/Guest Lectures from industry experts relevant to your Skill Centre.	January 2022	Dean - Skill Development / Dept ME
169	Consultancy/Social Entrepreneurship from your Skill Centre.	January 2022	Dean - Skill Development / Dept ME
170	Report on Dean's visit to Hyderabad campus	January 2022	All Deans
171	QS Ranking data submission from all functionaries to Dean Quality	January 2022	All Functionaries
172	Fixing dates for KLUEEE	Jan & Mar, 2022	Director, Admissions & Convener

173	Students compliant and grivances about evaluation, analysis report, action taken	January 2022	Dean Acadmics & Controller of Examinations
174	Compliance report on calendar of activities to Registrar	last day of Month	All Functionaries & All HODs

FEBRAUARY-2022

S.No	Event	Dates	Responsibility
1	World Wetlands Day	02.02.2022	HOD - CE
2	Department website update	02.02.2022	All HODs
3	Workshop / Seminar	03.02.2022	HOD - Commerce
4	Notification for Planning and Monitoring Board Meeting	04.02.2022	Dean - P&D & Registrar
5	College Day (College Event) (Tentatively)	04.02.2022	HOD - College of Law
6	CYNOSURE (Department Event) (Tentatively)	04.02.2022 & 05.02.2022	HOD - Commerce
7	Research Felicitation Day	05.02.2022	Dean - R&D
8	submission of IQAC data	05.02.2022	All HODs
9	Administrative Files Audit by Department Team (Once in a month)	1st Week, February 2022	All HODs
10	Release of Faculty Recruitment Advertisement	1st Week, February 2022	Dean-F&SA
11	Circular for Deans & Registrar's Office, Exam cell **AAA** Audits	1st Week, February 2022	Dean-Quality
12	Solid waste management in each panchayat of Mylavaram Mandal	1st Week, February 2022	CEO, Smart Village Revolution (KLEF-SVR)
13	Anti - Tobacco Day	1st Week, February 2022	HOD - Pharmacy
14	Spot valuation of Pre PhD examination	1st Week, February 2022	Dean R&D
15	Anti Tobacco Day and stop to junk food by YRC & NCC	1st Week, February 2022	Dean (Student Affairs)
16	IQAC internal meeting	1st Week, February 2022	Dean-Quality
17	2nd Construction Status Review	1st Week, February 2022	Dean P&D
18	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week, February 2022	All HODs
19	NSS ACTIVITY	1st Week, February 2022	All HODs
20	Faculty Orientation Lecture	1st Week, February 2022	All HODs
21	Department Sports Committee Meeting	1st Week, February 2022	All HODs
22	LMS/ERP committee meeting	1st Week, February 2022	All HODs
23	Counseling Report Verification by Department Team (Once in a month)	1st Week, February 2022	All HODs
24	Lab internal exams	1st Week, February 2022	All HODs
25	2nd Construction Status Review	1st Week, February 2022	Dean P&D
26	Circular for audit of Central facilities	1st Week, February 2022	Dean-Quality
27	Addressing Student Grievances (Twice in a month)	1st Week, February 2022	All HODs
28	Lab Sem-In Exam Evaluation (IV B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs /	07.02.2022	Dean -Academics, COE
29	Sem In - I Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	07.02.2022	Dean -Academics, COE
30	MESA - Motivational Monday	07.02.2022	HOD - ME
31	Faculty Social Profile Building	07.02.2022	HOD - CSE
32	Submisssion of IV B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to DAO	08.02.2022	Dean - Academics, All HOD's
33	Court Visit to Students	08.02.2022	HOD - College of Law
34	second evaluation reports	10.02.2022	Dean - Skill Development
35	Department Library Committee Meeting	10.02.2022	All HODs
36	Guest lecture/training programme on US taxation	11.2.2022	Dean - Skill Development / Dept. Commerce, HOD-Commerce
37	Guest lecture/training programme on paradigms of Marketing	11.2.2022	Dean - Skill Development / Dept. BBA

38	Guest lecture on Personality Development	11.2.2022	Dean - Skill Development / Dept. BCA
39	Academic Council Meeting	11.02.2022	Dean(Academics) & Registrar
40	Blood Donation Camp	11.02.2022	HOD- MBA
41	Notification for Finance Committee Meeting	11.02.2022	Registrar
42	Periodic Research Opportunities Exploration	12.02.2022	HOD - CSE
43	NSS - Importance of Education for Dropout Students	12.02.2022	All HODs
44	Subject Based Seminar for Faculty (all Research Groups)	12.02.2022	All HODs
45	Research Groups Meeting	12-02.2022	HOD - CSE
46	Industrial Visit for III/IV B.Tech. - Sec - 2	2nd week, February 2022	HOD - ME
47	Industrial Visit for III/IV B.Tech. - Sec - 3	2nd week, February 2022	HOD - ME
48	Sem-In-I Evaluation for 1st year Non Engineering and PG Engineering	2nd week, February 2022	Dean, Academics, Controller of Examinations
49	Lab Monitoring Committee meeting	2nd week, February 2022	All HODs
50	Blood Donation Camp	2nd week, February 2022	Assoc. Dean, Extension Activities & Dean - Student Affairs
51	Workshops / Guest lectures / Seminars committee meeting	2nd week, February 2022	HOD - Chemistry
52	Sending Proposal for organising South Zone Inter - University Tournamen to all India University Committee	2nd week, February 2022	Assoc. Dean, Sports & Games & Dean (Student Affairs)
53	Awareness program on "Legal rights for women"	2nd week, February 2022	Convener-Women's Forum & Dean-Student Affairs
54	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, February 2022	All HODs
55	Solid waste management in each panchayat of Mylavaram Mandal	2nd week, February 2022	CEO, Smart Village Revolution (KLEF-SVR)
56	Department Canteen Committee Meeting	2nd week, February 2022	All HODs
57	Department Transport Committee Meeting	2nd week, February 2022	All HODs
58	Student Grievances Committee Meeting	2nd week, February 2022	All HODs
59	HoD meeting with Faculty & Staff	2nd week, February 2022	All HODs
60	Start of Peer Mentoring to pre final year Placement Eligible Students by final Year Placed Students for Core	2nd week, February 2022	All HODs
61	Department Hostels Committee Meeting	2nd week, February 2022	All HODs
62	Mega Event by Hobby Clubs - Painting (Varna Club)	2nd week of February 2022	Assoc. Dean, Extension Activities
63	Mid-Term review of Practice School-II for Y18 Batch B.Tech. Students	2nd & 3rd Weeks, February 2022	Dean-Placements
64	Audit of Central facilities	2nd & 3rd Weeks, February 2022	Dean-Quality
65	Audit of Departments	2nd & 3rd Weeks, February 2022	Dean-Quality
66	Lab sem In Exam evaluation along with regular class work (IV B.Tech)	14.02.2022 to 19.02.2022	Dean -Academics, All HoD's, Principal & CoE
67	Sem-In I Theory Exams (II & III B.Tech)	14.02.2022 to 17.02.2022	Dean -Academics, All HoD's, Principal & CoE
68	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	14.02.2022	Dean - Academics, All HOD's
69	Meeting with Pro - Vice Chancellor	14.02.2022	HOD -Commerce
70	Motivational Class	14.02.2022	HOD - Arts

71	CSRG Workshop	14.02.2022 to 16.02.2022	HOD-ECE
72	Guest lecture/training programme on Effective acquisition of Information	15.02.2022	Dean - Skill Development/Dept BA IAS
73	Verification of targets met towards appearing competitive examinations and opting for higher education	15.02.2022	Dean - P&P
74	Sem In I Examination (II, III & IV MHS)	16.02.2022 to 19.02.2022	All HoD's , Principal & Dean - Academics
75	Planning and Monitoring Board Meeting	18.02.2022	Dean - P&D & Registrar
76	Notification for Board of Management Meeting-03	18.02.2022	Registrar
77	International Conference	18.02.2022	HOD - CSE
78	Audit of Deans, Exam cell & Registrar's Office (AAA)	3rd Weeks, February 2022	Dean-Quality
79	Research group meeting	3rd Week, February 2022	All HODs
80	Last Date for Receiving of Applications for faculty positions	3rd Week, February 2022	Dean-F&SA
81	Circular for Quality Circle- Faculty meeting-03	3rd Week, February 2022	Dean-Quality
82	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, February 2022	All HODs
83	ERP Audit for Research/Profile/Leaves	3rd Week, February 2022	All HODs
84	Heart health Awareness Program by YRC	3rd Week, February 2022	Dean (Student Affairs)
85	HOD's Compliance report	3rd Week, February 2022	All HODs
86	Organizing subject based workshop/seminar/conference for faculty -One in each semester	3rd Week, February 2022	All HODs
87	Heart health Awareness Program	3rd Week, February 2022	HOD - Pharmacy
88	Solid waste management in each panchayat of Mylavaram Mandal	3rd Week, February 2022	CEO, Smart Village Revolution (KLEF-SVR)
89	RPAC meeting	3rd Week, February 2022	All HODs
90	Industry Connect Program	3rd Week, February 2022	All HODs
91	AAA Non conformance Report to Deans, Exam cell & Registrar's	3rd Week, February 2022	Dean-Quality
92	5 Days Refresher Program	3rd Week, February 2022	HOD-CE
93	Preliminary Feedback Analysis & Action Taken Report from HoDs (II,III,IV B.Tech)	3rd Week, February 2022	All HoD's , Principal & Dean - Academics
94	Submisssion of III,IV B.Tech Outcome Attainment Report of SemIn I & Formative Analysis (CO1 & CO2) to ODA	21-02-2022	All HoD's ,Dean -Academics ,Principal & CoE
95	Declaration of Pre Ph.D. Examination Results	21.02.2022	Dean - R&D
96	Meeting with Pro - Vice Chancellor	21.02.2022	HOD - Commerce
97	Medical camp in Chandrala by Andhra hospitals	21.02.2022	CEO, Smart Village Revolution (KLEF-SVR)
98	Koneru Lakshmaiah Memorial Trophy	21.02.2022 to 25.02.2022	Assoc. Dean, Sports & Games & Dean (Student Affairs)
99	Start of Remedial Classes for Slow Learners after In-Semester Evaluation-III,IV B.Tech	21-02-2022	All HoD's, Dean -Academics, Principal & CoE
100	Parent - Teacher Meeting	21-02-2022	All HODs
101	CSRG refresher program	21.02.2022 to 25.02.2022	HOD-ECE
102	Guest Lecture to M. Sc students	23.02.2022	HOD - Chemistry
103	Workshop	23.02.2022	HOD - Arts
104	Finance Committee Meeting	25.02.2022	Registrar & Finance Officer
105	MESA - Sports Saturday	25.02.2022	HOD - ME

106	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to DAO	26.02.2022	Dean - Academics, All HOD's
107	NSS - Survey on Societal Problems	26.02.2022	All HODs
108	Alumini Guest Lecture	26.02.2022	HOD-ECE
109	Faculty Orientation Lecture	4th week, February 2022	All HODs
110	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	4th Week, February 2022	Dean-F&SA
111	Non conformance Report to all department HODs and Principal	4th Week, February 2022	Dean-Quality
112	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, February 2022	Principal
113	AAA Non conformance Report reply from Deans, Exam cell & Registrar's office to Dean Quality	4th Week, February 2022	Deans,COE & Registrar's
114	Quality Circle (Faculty) meeting-03	4th Week, February 2022	Dean-Quality
115	Course Instructors meeting with course Co-ordinators (weekly Once)	4th Week, February 2022	All HODs
116	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 2022	All HODs
117	SURABHI 2022	4th Week, February 2022	Convener-SURABHI, Dean, Students Affairs & Registrar
118	Meeting with parents of III year students	4th Week, February 2022	All HODs
119	Circular for Department Audits (March month)	4th Week, February 2022	Dean-Quality
120	Non conformance Report reply from Deans to Dean Quality	4th Week, February 2022	All Deans
121	Project/Term Paper Reviews II	4th Week, February 2022	All HoD's ,Dean -Academics ,Principal
122	Central facilities Non conformance Report to concern Dean	4th Week, February 2022	Dean-Quality
123	Central facilities Non conformance Report reply to Dean Quality	4th Week, February 2022	All Deans
124	HoD meeting with Faculty & Staff	4th week, February 2022	All HODs
125	Addressing Student Grievances (Twice in a month)	4th week, February 2022	All HODs
126	Postage of Letters to Parents about their wards Marks & Attnd.	28.02.2022	All HODs
127	Acdemic counseling activity report sending	28.02.2022	All HODs
128	National Science Day by CEA	28.02.2022	Dean (Student Affairs)
129	Research Group Meetings	28-02.2022	HoD-CSE
130	Research Diary Submission & Verification	28-02.2022	HoD-CSE
131	Counesling reports verification by Dept Team	28-02.2022	HoD-CSE
132	Adminstrative Files audit by dept team	28-02.2022	HoD-CSE
133	Recording the opinion of Prominent Visitors to the department.	February/2022	All HODs
134	National Level Event (Seminar / workshop / conference) - One in each semester	February/2022	All HODs
135	Admission related TV interviews, campaign etc. by highest authorities of University	Feb-Mar, 2022	Director - Admissions
136	Webinar on Legal Entreprenuership - a skilling event for students.	February/2022	Dean-Skill Development/College of Law
137	National workshop for Students on Bvlockchain Technology	February/2022	Dean - Skill Development/ECM Dept

138	Guest Lecture - Chemistry	February/2022	Dean-Skill Development/Pharmacy College
139	The Training for students	February/2022	Dean - Skill Development/Dept ME
140	Consultancy/Social Entrepreneurship from your Skill Centre.	February/2022	Dean - Skill Development/Dept ME
141	AUTODESK workshop	February/2022	Dean - Skill Development/ School of Architecture
142	EV charging System Overview	February/2022	Dean - Skill Development/Dept EEE
143	Report on Dean's visit to Hyderabad campus	February/2022	All Deans
144	National-Level Quality Conference/Seminar/workshop	February/2022	Dean-Quality
145	Compliance report on calendar of activities to Registrar	last day of Month	All Functionaries & All HODs

MARCH-2022

S.No	Event	Dates	Responsibility
1	Fixing dates for KLUEEE	Jan & Mar, 2022	Director, Admissions & Convener
2	MESA - Technical Tuesday	01.03.2022	HOD-ME
3	Placement Training	01.03.2022 to 30.03.2022	HOD - CSS
4	Workshops/ guest lectures / seminars committee meeting	01.03.2022 to 30.03.2022	All HODS
5	Conduction of Sem-in I Exams (II B.Tech)	02-03-2022 to 05-03-2022	All HoD's ,Dean -Academics ,Principal & CoE
6	News Letter submission	03.03.2022	HOD - Chemistry
7	Sem In - I Theory Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	03.03.2022	Dean -Academics, COE
8	Motivational Class	04.03.2022	HOD - Arts
9	Board of Management Meeting- 03	04.03.2022	Registrar
10	submission of IQAC data	05.03.2022	All HODs
11	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)	05.03.2022	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)
12	Project Expo	05.03.2022 to 10.03.2022	Dean, R & D
13	Administrative Files Audit by Department Team (Once in a month)	1st Week, March 2022	All HODs
14	Industrial Visit for IV/IV B.Tech. - Sec - 2	1st Week, March 2022	HOD-ME
15	Industrial Visit for IV/IV B.Tech. - Sec - 1	1st Week, March 2022	HOD-ME
16	Industrial Visit for IV/IV B.Tech. - Sec - 3	1st Week, March 2022	HOD-ME
17	Department Sports Committee Meeting	1st Week, March 2022	All HODS
18	Collection of External Panel Members for Faculty Ratification Interviews from All HODs	1st Week, March 2022	Dean-F&SA
19	Maintenance of Solar, Windmills, Biogas Plant	1st Week, March 2022	P&D
20	IQAC internal meeting	1st Week, March 2022	Dean-Quality
21	Circular for 39th IQAC Advisory Committee meeting	1st Week, March 2022	Dean-Quality
22	Department Library Committee Meeting	1st Week, March 2022	All HODS
23	National Nutrition Awareness Month by YRC	1st Week, March 2022	Dean (Student Affairs)
24	University Sports Week	1st Week, March 2022	Assoc. Dean, Sports & Games & Dean (Student Affairs)
25	Health camp on Haemoglobin testing in blood	1st Week, March 2022	Convener-Women's Forum & Dean (Student Affairs)
26	Entrepreneurship Activity for II B.Tech.	1st Week, March 2022	All HODS
27	Student Grievances Committee Meeting	1st Week, March 2022	All HODS
28	Department Hostels Committee Meeting	1st Week, March 2022	All HODS
29	Faculty Orientation Lecture	1st Week, March 2022	All HODS

30	Counseling Report Verification by Department Team (Once in a month)	1st Week, March 2022	All HODS
31	LMS/ERP committee meeting	1st Week, March 2022	All HODS
32	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week, March 2022	All HODS
33	Department National Level Techno Cultural Fest	1st Week, March 2022	HOD - EEE
34	In-Sem Exam - I	1st Week, March 2022	HOD - Architecture
35	Solid waste management in each panchayat of G. Konduru Mandal	1st Week, March 2022	CEO, Smart Village Revolution (KLEF-SVR)
36	Departmental talk	1st Week, March 2022	All HODS
37	Department website updation	1st Week, March 2022	All HODS
38	Circular for audit of Central facilities	1st Week, March 2022	Dean-Quality
39	TLP Academic Audit-I	1st Week, March 2022	Dean-Academics
40	Maintenance of Solar, Windmills, Biogas Plant	1st Week, March 2022	Dean P&D
41	Parent -Teacher Association meeting	1st Week, March 2022	All HoD's , Principal & Dean - Academics
42	Preliminary Feedback (TLP) from MHS Students	1st Week, March 2022	All HoD's , Principal & Dean - Academics
43	Addressing Student Grievances (Twice in a month)	1st Week, March 2022	All HODs
44	Sem-In-I Exams (II & III MHS)	07.03.2022 TO 11.03.2022	Dean -Academics ,Principal,CoE,All HoD's
45	Capacity Building Programme for Faculty	07.03.2022	HOD - College of Law
46	Meeting with Pro - Vice Chancellor	07.03.2022	HOD - Commerce
47	Faculty Social Profile Building	07.03.2022	HOD - CSE
48	KLU - IIEC Events	07.03.2022 to 08.03.2022	Director Development
49	Industrial Visit for IV/IV B.Tech. - Sec - 4	08.03.2022	HOD-ME
50	International Women's Day, Fem Flare 2K21	08.03.2022-09.03.2022	Convener - Women's Forum & Dean - Student Affairs
51	Finalization of List of CRT Eligible Students	09.03.2022	AllL HODS
52	Quant Content Preparation for CPT-2022	09.03.2022 to 15.03.2022	HOD- CSS
53	Orinetation programme on R-Programming, AMOS, E-Views.	10.03.2022	HOD-Commerce
54	Orinetation programme on R-Programming, AMOS, E-Views.	10.03.2022	Dean - Skill Development/Dept Commerce
55	Sem In II Examination- IV B.Tech	10.03.2022 to 12.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
56	Submisssion of IV B.Tech Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	10.03.2022	Dean - Academics, All HOD's
57	Orinetation programme on Presentation skills, web resources, material development etc	11.03.2022	Dean - Skill Development/Dept BA IAS
58	Workshop (Tentatively)	12.03.2022	HOD - Commerce
59	Last Instruction Day (IV B.Tech)	12.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
60	Workshop / Seminar / Conference	12.03.2022 and 13.03.2022	HOD - Chemistry
61	HoD meeting with Faculty & Staff	2nd Week, March 2022	All HODS

62	In-Sem Exam - II	2nd week, March 2022	HOD - Chemistry
63	Workshop / Seminar / Conference	2nd week, March 2022	HOD - Mathematics
64	Department Canteen Committee Meeting	2nd week, March 2022	All HODS
65	Department Transport Committee Meeting	2nd week, March 2022	All HODS
66	LAB MONITORING COMMITTEE	2nd week, March 2022	All HODs
67	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, March 2022	All HODs
68	Alumni Guest lecture	2nd week, March 2022	All HODs
69	Industry Connect Program	2nd week, March 2022	All HODs
70	Acdemic counseling activity report sending to Dean Academics	2nd week, March 2022	All HODs
71	Department Advisory Meeting (Once in a month)	2nd week, March 2022	All HODs
72	Meeting with parents of IV year	2nd week, March 2022	All HODs
73	NSS Extension Activity	2nd week, March 2022	All HODs
74	Solid waste management in each panchayat of G. Konduru Mandal	2nd week, March 2022	CEO, Smart Village Revolution (KLEF-SVR)
75	Workshop / Seminar / Conference	2nd week, March 2022	HOD - Mathematics
76	SURABHI	2nd week, March 2022	HOD - BT
77	Interviews for faculty positions	2nd week, March 2022	Dean-F&SA & All HODs
78	39th IQAC Advisory Committee meeting	2nd week, March 2022	Dean-Quality
79	5 Days FDP	2nd week, March 2022	HOD-CE
80	Audit of Departments	2nd & 3rd Weeks of March 2022	Dean-Quality
81	Audit of Central facilities	2nd & 3rd Weeks of March 2022	Dean-Quality
82	Preparation Holidays (IV B.Tech)	13.03.2022 and 20.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
83	Sem End Theory Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	14.03.2022	Dean -Academics, COE
84	Lab Sem-In Exam Evaluation (II & III B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs	14.03.2022	Dean -Academics, COE
85	Lab Sem-In Exam Evaluation (II, III & IV MHS) Environment Creation in LMS / ERP, guidelines to all HODs	14.03.2022	Dean -Academics, COE
86	Alumni Guest Lecture	14.03.2022	All HODs
87	Meeting with Pro - Vice Chancellor	14.03.2022	HOD - Commerce
88	Visiting a sight	14.03.2022	HOD - Arts
89	Declaration of Detention list (IV B.Tech)	15.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
90	Third evaluation reports	15.03.2022	Dean - Skill Development
91	Entrepreneurship Activity for III B.Tech.	15.03.2022	All HODS
92	Last date for Payment of End Sem Exam Fee	15.03.2022	All HODs
93	Guest Lecture to M. Sc students	15.03.2022	HOD - Chemistry
94	Submisssion of III,IV B.Tech Outcome Attainment Report of SemIn I & Formative Analysis (CO1 & CO2) to ODA	15-03-2022	All HoD's ,Dean -Academics ,Principal & CoE
95	Work Shop / National Conference	16.03.2022	HOD-Commerce

96	CSRG Seminar	16.03.2022	HOD-ECE
97	Start of Remedial Classes for Slow Learners after In-Semester Evaluation-II B.Tech	16.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
98	Reasoning Content Preparation for CPT-2022	16.03.2022 to 22.03.2022	HOD- CSS
99	R&D Meeting	19.03.2022	HOD-ECE
100	Submisssion of II,III,IV,V (MHS) Outcome Attainment Report of SemIn I & Formative Analysis (CO1 & CO2) to ODA	19.03.2022	Dean -Academics ,Principal,CoE,All HoD's ,
101	Submisssion of IV B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3 & CO4) to DAO	19.03.2022	Dean - Academics, All HOD's
102	In-Sem Exam - II EVALUATION	3rd Week, March 2022	HOD - Chemistry
103	Solid waste management in each panchayat of Ibrahim Patnam Mandal	3rd Week, March 2022	CEO, Smart Village Revolution (KLEF-SVR)
104	ERP Audit for Research/Profile/Leaves	3rd Week, March 2022	All HODS
105	2nd Stock Verification (Technical Maintenance and Electrical Projects, Construction)	3rd Week, March 2022	P&D
106	Active Learning Test-BBA-LLB, LLB	3rd Week, March 2022	Dean - Academics
107	Anti-Discrimination Awareness Program	3rd Week, March 2022	Dean (Student Affairs)
108	Entrepreneurship Activity for IV B.Tech.	3rd Week, March 2022	All HODS
109	Department Academic Committee Meeting	3rd Week, March 2022	All HODS
110	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	3rd Week, March 2022	All HODS
111	Project Expo	3rd Week, March 2022	All HODS
112	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, March 2022	All HODS
113	ERP Audit for Research/Profile/Leaves	3rd Week, March 2022	All HODS
114	Solid waste management in each panchayat of Ibrahim Patnam Mandal	3rd Week, March 2022	CEO, Smart Village Revolution (KLEF-SVR)
115	HOD's Compliance report on IQAC MONTHLY REPORT	3rd Week, March 2022	All HODS
116	2nd Stock Verification (Technical Maintenance and Electrical Projects, Construction)	3rd Week, March 2022	Dean P&D
117	Start of Remedial Classes for Slow Learners after In-Semester Evaluation(MHS)10 days of after completion of In-Sem Exam-I (II & III YEARS MHS)	3rd Week, March 2022	All HoD's ,Dean -Academics ,Principal & CoE
118	Start of Remedial Classes for Slow Learners after In-Semester Evaluation for I year (UG and PG,1st year students Engineering & MHS)	3rd week of March 2022(tentatively)	All HoD's ,Dean -Academics ,Principal & CoE

119	Finalization of teaching loads for ODD Sem of 2022-23 by departments and submission to Dean Academics	3rd Week, March 2022	Dean, Academics , All HODs
120	Submisssion of I year (UG and PG,1st year students Engineering & MHS) Outcome Attainment Report of SemIn I & Formative Analysis (CO1 & CO2) to ODA	3rd week of March 2022(tentatively)	Dean -Academics ,Principal,CoE,All HoD's ,
121	Preliminary Sharing Feedback Report with MHS HoDs	3rd Week, March 2022	All HoD's , Principal & Dean - Academics
122	Circular for Quality Circles (Students) meeting -04	3rd week, March 2022	Dean Quality
123	Orinetation programme on R-Programming	21.03.2022	Dean - Skill Development/Dept BCA
124	Sem End Lab Examination (IV B.Tech) Schedule Release and Environment Creation in LMS / ERP	21.03.2022	Dean -Academics, COE
125	Meeting with Pro - Vice Chancellor	21.03.2022	HOD - Commerce
126	Organizing parents' meet - Once in the Academic Year	21.03.2022	HOD - MBA
127	Sem End Theory Examinations (IV B.Tech)	21.03.2022 to 26.03.2022	Dean -Academics, All HoD's, Principal & COE
128	Lab Sem In Exam Evaluation along with regular class work (II & III B.Tech)	21.03.2022 to 26.03.2022	Dean -Academics, All HoD's, Principal, CoE
129	Lab Sem In Exam Evaluation along with regular class work (II, III & IV MHS)	21.03.2022 to 26.03.2022	Dean -Academics ,Principal,CoE,All HoD's ,
130	Project Expos Week	21 to 26 March 2022 (2022-22 Even sem)	Dean - Skill Development
131	Counselling report for slow learners and backlog students	21.03.2022 to 26.03.2022	All HoD's ,Dean -Academics ,Principal & CoE
132	Student EXIT Feedback (Only Final Years)	21.03.2022 to 26.03.2022	All HoD's ,Dean -Academics ,Principal
133	Last date for Payment of End Sem Exam Fee with Fine	22.03.2022	All HODS
134	World Water day celebrations by NSS	22.03.2022 to 23.03.2022	Dean (Student Affairs), HOD CE & HOD BHM
135	Alumini Guest Lecture	23.03.2022	HOD-ECE
136	Verbal Content Preparation for CPT-2022	23.03.2022 to 31.03.2022	HOD- CSS
137	Cultural Events	24.03.2022	HOD - Arts
138	Entrepreneurship development activities (one in each semester)	25.03.2022	HOD - MBA
139	SPRG Workshop	25.03.2022 to 27.03.2022	HOD-ECE
140	CSE DRC Meeting (Once in a month)	26.03.2022	HOD - CSE
141	Dept Counselling Comitte Meeting	26.03.2022	HOD-ECE
142	Non conformance Report to all department HODs and Principal	4th Week, March 2022	Dean-Quality
143	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th Week, March 2022	Principal
144	Central facilities Non conformance Report to concern Dean	4th Week, March 2022	Dean-Quality
145	Central facilities Non conformance Report reply to Dean Quality	4th Week, March 2022	All Deans

146	Quality Circles-students meeting -04	4th Week, March 2022	Dean-Quality
147	Sending Feedback of Quality Circles-students-04 from Dean Quality to concern Deans	4th Week, March 2022	Dean-Quality
148	Course Instructors meeting with course Co-ordinators (weekly Once)	4th Week, March 2022	All HODs
149	IQAC files updation	4th Week, March 2022	All HODs
150	RPAC meeting	4th Week, March 2022	All HODs
151	Solid waste management in each panchayat of Ibrahim Patnam Mandal	4th Week, March 2022	CEO, Smart Village Revolution (KLEF-SVR)
152	Non conformance Report reply to Dean Quality	4th Week, March 2022	Dean P&D
153	Project/Term Paper Reviews III	4th week of March 2022	All HoD's ,Dean -Academics ,Principal
154	HoD meeting with Faculty & Staff	4th Week, March 2022	All HODS
155	Addressing Student Grievances (Twice in a month)	4th Week, March 2022	All HODs
156	Meeting with Pro - Vice Chancellor	28.03.2022	HOD - Commerce
157	RESEARCH GROUP MEETING	28.03.2022	HOD - Architecture
158	Ph.D. Admissions Notification for XXI Batch	28.03.2022	Dean (R&D)
159	Sem End Lab Examinations (IV B.Tech)	28.03.2022 to 02.04.2022	Dean -Academics, All HoD's, Principal
160	Sem In - II Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	30.03.2022	Dean -Academics, COE
161	SPRG Seminar	30.03.2022	HOD-ECE
162	Compliance report on calendar of activities to Registrar	30.03.2022	All Functionaries & All HODs
163	Research Group Meetings	31.03.2022	HoD-CSE
164	Research Group Meetings	31.03.2022	HoD-CSE
165	Research Diary Submission & Verification	31.03.2022	HoD-CSE
166	Counesling reports verification by Dept Team	31.03.2022	HoD-CSE
167	Adminstrative Files audit by dept team	31.03.2022	HoD-CSE
168	MERG Seminar	31.03.2022	HOD-ECE
169	Circular for Department Audits (April month)	5th Week, March 2022	Dean-Quality
170	K L Horizon-student Magazine(Half Year)	March 2022	Associate Dean -Publishing
171	Report on Dean's visit to Hyderabad campus	March 2022	All Deans
172	Proposed National Level conference)	March 2022	Dean - Skill Development/ECM Dept
173	Guest Lecture - Ceutics	March 2022	Dean-Skill Development/Pharmacy College
174	The Training for students	March 2022	Dean - Skill Development/Dept ME
175	SkillingWorkshops/Bootcamps.	March 2022	Dean - Skill Development/Dept ME
176	Consultancy/Social Entrepreneurship from your Skill Centre.	March 2022	Dean - Skill Development/Dept ME
177	AUTODESK workshop	March 2022	Dean - Skill Development/ School of Architecture

178	Charging Converters	March 2022	Dean - Skill Development/Dept EEE
179	Orinetation programme on SAP certification	March 2022	Dean - Skill Development / Dept BBA
180	NSS Activity	March 2022	Dean - Skill Development / Dept BBA
181	MESA - Aloha	LAST WEEK OF INSTRUCTION	HOD-ME

APRIL-2022

S.No	Event	Dates	Responsibility
1	Sem end Feedback (TLP)	28-03-2022 to 02-04-2022- IV B.Tech 11-04-2022 to 16-04-2022-II & III B.Tech 18-04-2022 to 23-04-2022-MHS	Dean-Academics
2	Industry Connect Program	01.04.2022	All HODs
3	Placement Training	01.04.2022 to 09.04.2022	HOD - CSS
4	Administrative Files Audit by Department Team (Once in a month)	1st Week, April 2022	All HODs
5	Hostels Committee Meeting	1st Week, April 2022	All HODs
6	Grievances Committee Meeting	1st Week, April 2022	All HODs
7	Sports Committee Meeting	1st Week, April 2022	All HODs
8	Canteen Committee Meeting	1st Week, April 2022	All HODs
9	Transport Committee Meeting	1st Week, April 2022	All HODs
10	Library Committee Meeting	1st Week, April 2022	All HODs
11	Faculty Social Profile Building	1st Week, April 2022	HOD - CSE
12	Fire Service Week	1st Week, April 2022	Dean P&D
13	2nd Stock Verification (Water and Waste Management	1st Week, April 2022	Dean P&D
14	Finalization of Calendar of Events 2022-23	1st Week, April 2022	Dean-Quality, All Deans, Registrar-KLEF
15	IQAC internal meeting	1st Week, April 2022	Dean-Quality
16	Departmental Association Activities (Once in 2 weeks)	1st Week, April 2022	All HODs
17	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week, April 2022	All HODs
18	LMS/ERP committee meeting	1st Week, April 2022	All HODs
19	Department website updation	1st Week, April 2022	All HODs
20	Organizing Alumini Specific event in the deparment - Once in A.Y.	1st Week, April 2022	All HODs
21	Solid waste management in each panchayat of Reddigudem Mandal	1st Week, April 2022	CEO, Smart Village Revolution (KLEF-SVR)
22	Faculty Orientation Lecture	1st Week, April 2022	ALL HODs
23	Preliminary Feedback Analysis & Action Taken Report from MHS HoDs	1st Week, April 2022	All HoD's , Principal & Dean - Academics
24	TLP Academic Audit-II	1st Week, April 2022	Dean, Academics
25	All 1st year Sem-in-II Exams(UG and PG,1st year students Engineering & MHS)	1st week of April 2022(Tentatively)	All HoD's ,Dean -Academics ,Principal & CoE
26	Circular for audit of Central facilities	1st Week, April 2022	Dean-Quality
27	Quarterly (Jan-Mar) Report	1st Week, April 2022	All Deans
28	Circular for Quarterly audit	1st Week, April 2022	Dean-Quality
29	Addressing Student Grievances (Twice in a month)	1st Week, April 2022	All HODs
30	Internal Faculty Development Programme	04.04.2022 to 09.04.2022	HOD - CSS
31	Lab Internal Exam (II B.Tech)	04.04.2022 to 09.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
32	submission of IQAC data	05.04.2022	All HODs
33	Project Expo	05.04.2022	HOD - CSE
34	SPRG Webinar	06.04.2022	HOD-ECE
35	Sem In II Theory Examinatin (II & III B.Tech)	06.04.2022 to 09.04.2022	Dean -Academics, All HoD's, Principal & CoE

36	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	06.04.2022	Dean - Academics, All HOD's
37	1. MERG 2. Webinar	07.04.2022	HOD-ECE
38	World Health Day celebrations by NSS	07.04.2022	Dean - Student Affairs
39	Last Instruction Day for III B.Tech.	09.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
40	Periodic Research Opportunities Exploration	09.04.2022	HOD - CSE
41	Last Instruction Day for II B.Tech.	09.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
42	HoD meeting with Faculty & Staff	2nd week, April 2022	All HODs
43	IN-SEM EVALUATION (TEST-2)	2nd week, April 2022	Dean Academics, Controller of Examinations
44	2nd Stock Verification (Systems and Hardware and Network)	2nd week, April 2022	Dean P&D
45	World Immunization Awareness by YRC	2nd week, April 2022	Dean - Student Affairs
46	LAB MONITORING COMMITTEE	2nd week, April 2022	All HODs
47	Course Instructors meeting with course Co-ordinators (weekly Once)	2nd week, April 2022	All HODs
48	Last Date for payment of Examination Fee for A. Y. 2020- 21 - Even Semester without fine	2nd week, April 2022	All HODs
49	World Immunization Awareness	2nd week, April 2022	HOD - Pharmacy
50	Solid waste management in each panchayat of Reddigudem Mandal	2nd week, April 2022	CEO, Smart Village Revolution (KLEF-SVR)
51	Workshops/ guest lectures / seminars committee meeting	2nd week, April 2022	All HODs
52	Parent -Teacher Association meeting in MHS department	2nd week, April 2022	All HoD's , Principal & Dean - Academics
53	StakeHolders Feedback	2nd week, April 2022	All HoD's ,Dean -Academics ,Principal
54	Quarterly audit Non conformance Report to concern Dean	2nd week, April 2022	Dean-Quality
55	Audit on Quarterly (Jan-Mar) Report	2nd week, April 2022	Dean Quality
56	Audit of Departments	2nd & 3rd Week, April 2022	Dean-Quality
57	Audit of Central facilities	2nd & 3rd Week, April 2022	Dean-Quality
58	Preparation Holidays (II B.Tech)	10.04.2022 to 17.04.2022	All HoD's , Principal & Dean - Academics
59	PREPARATION HOLIDAYS FOR STUDENTS for III B.Tech	10.04.2022 to 17.04.2022	Dean-Academics
60	Meeting with Pro - Vice Chancellor	11.04.2022	HOD - COMMERCE
61	GUEST LECTURE ON RESEARCH	11.04.2022	HOD - Architecture
62	Fourth evaluation reports	11.04.2022	Dean - Skill Development
63	Placement Readiness Programme	11.04.2022 to 30.04.2022	HOD- CSS
64	Student Satisfaction Survey (SSS) from selected students	11.04.2022 to 16.04.2022	Dean, Academics, All HODs
65	Lab Sem In Exam Evaluation along with Regular class work (II & III MHS Program)	11.04.2022 to 16.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
66	Declaration of Detention Lists (III B.Tech.)	12.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
67	Training programme on Video lesson making and question bank making	12.04.2022	Dean - Skill Development/DEPT BA IAS

68	Declaration of Detention Lists (II B.Tech.)	14.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
69	Regular Class Work / Workshop on Animation, Advertising and Filmmaking	14.4.2022 to 15.4.2022	HOD - Fine Arts
70	Sem-In Test – II	14.4.2022 to 18.4.2022	HOD - Fine Arts
71	Motivational Class	15.04.2022	HOD - ARTS
72	Final Evaluation reports	15.04.2022	Dean - Skill Development
73	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	15.04.2022	Registrar
74	CSRG Webinar	16.04.2022	HOD-ECE
75	R & D Meeting	16.04.2022	HOD-ECE
76	Meeting with Pro - Vice Chancellor	16.04.2022	HOD - COMMERCE
77	Organizing Department Day	16.04.2022	HOD - MBA HOD
78	Research Groups Meeting	16.04.2022	Hod-CSE
79	Medical camp in Chandragudem by Andhra hospitals	16.04.2022	CEO, Smart Village Revolution (KLEF-SVR)
80	Faculty Ratification Interviews	3rd Week, April 2022	Dean-F&SA
81	Departmental Association Activities (Once in 2 weeks)	3rd Week, April 2022	All HODs
82	Course Instructors meeting with course Co-ordinators (weekly Once)	3rd Week, April 2022	All HODs
83	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 2022	All HODs
84	Lab monitoring committee meeting	3rd Week, April 2022	All HODs
85	ERP Audit for Research/Profile/Leaves	3rd Week, April 2022	All HODs
86	Solid waste management in each panchayat of Vijayawada Rural Mandal	3rd Week, April 2022	CEO, Smart Village Revolution (KLEF-SVR)
87	MERG Workshop	3rd Week, April 2022	HOD-ECE
88	SAP TRAINING TO MBA 1ST AND 2ND YEAR / BBA 3RD YEAR	3rd Week, April 2022	MBA HOD
89	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd Week, April 2022	Dean P&D
90	Circular for Quality Circle (Faculty) meeting-04	3rd Week, April 2022	Dean-Quality
91	Final review of Practice School-II for Y17 Batch B.Tech. Students	3rd & 4th week, April 2022	Dean, Placements & Progression
92	Last date of sharing end sem Feedback Report with HoDs	3rd & 4th week, April 2022	Dean-Academics
93	DAC Meeting & STakeholder feedback Analysis and ATR	3rd & 4th week, April 2022	All HoD's ,Dean -Academics ,Principal
94	Stakeholders feedback Analysis and ATR website updation	3rd & 4th week, April 2022	Dean Academics
95	Quarterly audit Non conformance Report reply to Dean Quality	3rd Week, April 2022	All Deans
96	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3 & CO4) to DAO	18.04.2022	Dean - Academics, All HOD's
97	World Heritage day celebrations by Hobby Clubs	18.04.2022	Dean - Student Affairs

98	Sem End Theory Examinations (II & III B.Tech)	18.04.2022 to 30.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
99	Submission of consolidated student performance report	20.04.2022	Dean - Skill Development
100	Sem In II Examinations (II, III & IV MHS)	20.04.2022 to 23.04.2022	All HoD's ,Dean -Academics ,Principal & CoE
101	Preparation Holidays/Practical Examination/Lab Assessment, Sem-End Lab Examination	20.04.2022 to 25.04.2022	HOD -Fine Arts
102	Train the Trainer on SBL, SBR and AFM by ACCA	21.04.2022	Dean - Skill Development/DEPT COMMERCE
103	Faculty Orientation programmes on Consumer Protection Rights	21.04.2022	Dean - Skill Development / DEPT BBA
104	Train the Trainer on SBL, SBR and AFM by ACCA	21.04.2022	1. Faculty coordinators - Dr. V.V.Madhav/Prof. Dr. A.V.N. Murty/Mr. S.V.N.M. Sastry 2. Spoc of skill development 3. HOD-Commerce
105	Training programme on IQAC	21.04.2022	Dean - Skill Development/Dept BCA
106	World Earth Day celebrations by NSS	22.04.2022	Dean - Student Affairs
107	Meeting with Pro - Vice Chancellor	22.04.2022	HOD - Commerce
108	RESEARCH GROUP MEETING	22.04.2022	HOD - Architecture
109	SPRG National conference	22.04.2022 to23.04.2022	HOD-ECE
110	Last Instruction Day (II, III & IV MHS)	23.04.2022	Dean -Academics ,Principal,CoE,All HoD's ,
111	Faculty Orientation Lecture	4th Week, April 2022	ALL HODs
112	PREPARATION HOLIDAYS FOR STUDENTS all Ist year students (UG and PG,1st year students Engineering & MHS)	4th week of April 2022(Tentatively)	Dean -Academics ,Principal,CoE,All HoD's ,
113	Stock Verification (Laboratories) by the end of Odd and Even Semesters	4th week, April 2022	Dean P&D
114	Non conformance Report to all department HODs and Principal	4th week, April 2022	Dean-Quality
115	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week, April 2022	Principal
116	Quality Circles (Faculty) meeting-04	4th week, April 2022	Dean-Quality
117	Future Plan of Action	4th week, April 2022	ALL HODs
118	Solid waste management in each panchayat of Vijayawada Rural Mandal	4th week, April 2022	CEO, Smart Village Revolution (KLEF-SVR)
119	Course Instructors meeting with course Co-ordinators (weekly Once)	4th week, April 2022	ALL HODs
120	Counseling Report Verification by Department Team (Once in a month)	4th week, April 2022	ALL HODs
121	External lab exams	4th week, April 2022	ALL HODs
122	Revision/ updation of seed money policy,notification, selection, sanction, final report, review on availed members	4th week, April 2022	R&D
123	International faculty exchange policy, call for applications, scrutiny, accepted, etc…,	4th week, April 2022	Director-International relations
124	KL Panorama- kl newsletter-Quarterly	4th week, April 2022	Associate Dean -Publishing

125	End sem Feedback Analysis & Action Taken Report	4th week, April 2022	Dean-Academics
126	Course Exit Feedback	4th week, April 2022	Dean -Academics, All HODs
127	Lab Internal Exam (MHS) Ist year	4th week of April 2022(Tentatively)	All HoD's ,Dean -Academics ,Principal & CoE
128	Faculty Satisfactory Survey	4th Week of April 2022	Dean, Academics, All HODs
129	Summer Term 2022 Applications Processing	4th Week of April 2022	Dean Academics
130	Central facilities Non conformance Report to concern Dean	4th Week, April 2022	Dean-Quality
131	Central facilities Non conformance Report reply to Dean Quality	4th Week, April 2022	All Deans
132	HoD meeting with Faculty & Staff	4th week, April 2022	ALL HODs
133	Addressing Student Grievances (Twice in a month)	4th week, April 2022	All HODs
134	Preparation Holidays (II, III & IV MHS)	24.04.2022 to 01.05.2022	Dean -Academics ,Principal,CoE,All HoD's ,
135	Sem End Lab Examinations (II & III B.Tech) Schedule Release, Environment Creation in LMS / ERP, and guidelines to all HODs	25.04.2022	Dean -Academics, COE
136	Sem In II Examinatin (II & III MHS)	26.04.2022 to 30.04.2022	Dean -Academics, Dean - MHS ,Principal,CoE,All HoD's ,
137	Submission of Condonation, Detention Lists of II, III & IV MHS	28.04.2022	Dean -Academics ,Principal,CoE,All HoD's ,
138	Alumini Guest Lecture	28.04.2022	HOD-ECE
139	Compliance report on calendar of activities to Registrar	30.04.2022	ALL FUNCTIONARIES & ALL HODs
140	Research Group Meetings	30.04.2022	HoD-CSE
141	Research Diary Submission & Verification	30.04.2022	HoD-CSE
142	Counesling reports verification by Dept Team	30.04.2022	HoD-CSE
143	Adminstrative Files audit by dept team	30.04.2022	HoD-CSE
144	Last Instruction Day for (MHS) except Ist year	30.04.2022	Dean -Academics ,Principal,CoE,All HoD's ,
145	Report on Dean's visit to Hyderabad campus	April/2022	All Deans
146	Release of new prospectous for lateral entry students admission and posting in website	April/2022	Director, Admissions & Convener
147	Release of syllabus and posting in website (including Aptitude, Verbal and Reasoning) for lateral entry students online exam	April/2022	Director, Admissions & Convener
148	Release of Application form and posting in website for lateral entry students online exam	April/2022	Director, Admissions & Convener
149	Releasing KLUEEE Counselling Schedule	April/2022	Director, Admissions & Convener
150	AICTE - Application for new courses and renewal-(submission)	April/2022	Dean Academics & Registrar
151	Revision/ updation of cyber policies (related to software usable by students)	April/2022	Dean P&D
152	Internal and external financial audit	April/2022	Registrar
153	Guest Lecture Phamacology	April/2022	Dean-Skill Development/Pharmacy College
154	The Training for students	April/2022	Dean - Skill Development/Dept ME

155	Student Certifications	April/2022	Dean - Skill Development/Dept ME
156	Consultancy/Social Entrepreneurship from your Skill Centre.	April/2022	Dean - Skill Development/Dept ME
157	The Training and certification for faculty	April/2022	Dean - Skill Development/Dept ME
158	4th Koneru Lakshmaiah National Moot Court Competition	April/2022	Dean-Skill Development/College of LAW
159	AUTODESK workshop	April/2022	Dean - Skill Development/ School of Architecture
160	Motor Control Algorithms for EV	April/2022	Dean - Skill Development/Dept EEE
161	Orientation for summer intenship	April/2022	HOD-Commerce
162	Report on Activities conducted for promotion of universal values (NAAC - 7.1.17)	Oct-2021 & Apr-2022	Principal, ASC

MAY-2022

S.No	Event	Dates	Responsibility
1	PREPARATION HOLIDAYS FOR STUDENTS for (MHS) except Ist year	01-05-2022 to 08-05-2022	Dean -Academics ,Principal,CoE,All HoD's ,
2	Sem End Lab examination (II & III B.Tech)	02-05-2022 to 07-05-2022	All HoD's ,Dean -Academics ,Principal & CoE
3	Sem End Theory Examinations (II, III & IV MHS)	02-05-2022 to 14-05-2022	All HoD's ,Dean -Academics ,Principal & CoE
4	Submission of Condonation, Detention Lists of (MHS) except Ist year	03.05.2022	Dean -Academics ,Principal,CoE,All HoD's ,
5	Lecture Session	04.05.2022	HOD - Arts
6	submission of IQAC data	05.05.2022	All HODs
7	Department Advisory Meeting (Once in a month)	0.318541667	HOD - CSE
8	Submisssion of II,III,IV,V (MHS) Outcome Attainment Report of SemIn II & Formative Analysis (CO3, CO4) to DAO	07.05.2022	Dean -Academics ,Principal,CoE,All HoD's ,
9	Administrative Files Audit by Department Team (Once in a month)	1st Week, May 2022	HOD - CSE
10	Department Academic Committee Meeting	1st Week, May 2022	All HODs
11	Nomination of member from corporate/executive as special invitee in BoS	1st Week, May 2022	All HODs
12	Notification for BoS meeting	1st Week, May 2022	All HODs
13	3rd Construction Status Review	1st Week, May 2022	P&D
14	2nd Review of AMC's for equipment under Technical Maintenance and Electrical Projects and which ever needed	1st Week, May 2022	P&D
15	Department Libraries Stock Verification	1st Week, May 2022	P&D
16	IQAC internal meeting	1st Week, May 2022	Dean-Quality
17	Internal Funding Projects reviews	1st Week, May 2022	Dean R&D
18	Finalization of Industries for Faculty Summer Internship program	1st Week, May 2022	Dean, Placements & Progression
19	Department website updation	1st Week, May 2022	All HODs
20	Departmental Association Activities (Once in 2 weeks)	1st Week, May 2022	All HODs
21	Non-Teaching Staff Skill Upgradation Program	1st Week, May 2022	All HODs
22	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Mylavaram	1st Week, May 2022	CEO, Smart Village Revolution (KLEF-SVR)
23	Guest Lecture on Labour Laws	1st Week, May 2022	HOD - College of Law
24	verification on Acdemic counseling activity and sending report to Dean Academics	1st Week, May 2022	All HODs
25	Faculty Orientation Lecture	1st Week, May 2022	
26	Counseling Report Verification by Department Team (Once in a month)	1st Week, May 2022	All HODs
27	Course Instructors meeting with course Co-ordinators	1st Week, May 2022	All HODs
28	LMS/ERP committee meeting	1st Week, May 2022	All HODs
29	Conduction of Sem End exams (UG and PG,1st year students Engineering & MHS)	1st week of May 2022 (Tentatively)	All HoD's ,Dean -Academics ,Principal & CoE
30	BOS week	1st week of May 2022	Dean, Academics, All HODs
31	MULYAPRAVAH: Review meeting for the inculcation of human values and professional ethics.	1st week of May 2022	Dean -Academics ,Principal,All HoD's ,

32	Circular for audit of Central facilities	1st Week, May 2022	Dean-Quality
33	Orientation programme on SRP Phase -I	09.05.2022 to 11.05.2022	Dean - Skill Development/DEPT BA IAS
34	Conduction of Sem End Exams - Theory (MHS) except Ist year	09.05.2022 to 21.05.2022	Dean -Academics ,Principal,CoE,All HoD's ,
35	CSRG Guest Lecture	10.05.2022	HOD-ECE
36	National Technology Day Celebrations by all Engg. departments	11.05.2022	All HODs
37	SPRG Guest Lecture	11.05.2022	HOD-ECE
38	End Semester Moot Court Exams (Clinical Papers) (Tentatively)	11.05.2022 to 15.05.2022	HOD - College of Law
39	International Mother's day celebrations	12.05.2022	Convener-Women's Forum & Dean (Student Affairs)
40	MERG Guest Lecture	12.05.2022	HOD-ECE
41	Practice Session	14.05.2022	Arts HOD
42	R&D Meeting	14.05.2022	HOD-ECE
43	Special Package Welfare Schemes to Eligible faculty	2nd Week, May 2022	Dean-F&SA
44	HoD meeting with Faculty & Staff	2nd Week, May 2022	All HODs
45	Library Books Purchases and Planning for Odd Semester	2nd Week, May 2022	P&D
46	Central Library Stock Verification	2nd Week, May 2022	Librarian, Associate Dean (E-Resources) , P&D
47	Registration for Summer Sem for 2022	2nd Week, May 2022	Dean, Academics
48	Commencement of Class work for Summer Term for 2022	2nd Week, May 2022	Dean, Academics, Controller of Examinations
49	Sponsored Research Projects review week by JRF's	2nd Week, May 2022	Dean R&D
50	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in G.Konduru	2nd Week, May 2022	CEO, Smart Village Revolution (KLEF-SVR)
51	Department Talk	2nd Week, May 2022	All HODs
52	CRT Training classes for Y17 Batch students	2nd Week, May-2022 to 3rd Week, June- 2022	Dean, Placements & Progression
53	Summer Internship Program for Engineering Program	2nd Week, May-2022 to 3rd Week, June- 2022	Dean, Placements & Progression
54	Audit of Central facilities	2nd & 3rd Week, May 2022	Dean-Quality
55	Research Group Meetings	16.5.2022	HoD-CSE
56	Medical camp in Jangalapalli by Andhra hospitals	16.05.2022	CEO, Smart Village Revolution (KLEF-SVR)
57	Information regarding introduction of new programs/course/departments/school/centres to UGC (Within one month after the BOM)	16.05.2022	Registrar
58	Sem End Lab Examinations (II, III & IV MHS)	16.05.2022 to 21.05.2022	All HoD's ,Dean -Academics ,Principal & CoE
59	Last Date for Completion and Submission of Proofs for Global Certification,in area of Specilization ,by each and every faculty of all Departments (Both Campuses)	16th MAY 2021 (2020-21 Even Sem)	Dean - Skill Development
60	End Sem Evaluation	16.05.21 to 20.05.21	HOD - College of Law
61	Summer Internship Program (Internship) - (BBA, B. COM(H), BHM)	17.05.2022 to 10.07.2022	BBA, B. COM(H), BHM

62	Summer Internship Program (Internship) - (MBA, M.SC. (F&C))	17.05.2022 to 05.08.2022	MBA, M.SC. (F&C)
63	FDP'S (Online /Offline -as per Situation):-For all Skill Courses offered in 2021-22,Course wise,with resourses persons for relevent skill center industries /SSC'S	17 to 22 May2021(5 Days is Mandatory) (2021-22 SRP)	Dean - Skill Development
64	Orientation programme on SRP Phase -I	19.05.2022 to 21.05.2022	Dean - Skill Development/Dept COMMERCE
65	Orientation programme on SRP Phase -I	19.05.2022 to 21.05.2022	Dean - Skill Development / Dept BBA
66	Orientation programme on SRP Phase -I (for effective CO-PO mapping, BTL, CHO, quesiton papers, on teaching pedagogy)	19.05.2022 to 21.05.2022 (4hours per day in 3 days)	.1. Faculty coordinator - Dr. S. Santha Kumari 2. Spoc of skill development 3. HOD-Commerce
67	Orientation programme on SRP Phase -I (for effective CO-PO mapping, BTL, quesiton papers	19.05.2022 to 21.05.2022	Dean - Skill Development/Dept BCA
68	Notification for Academic Council Meeting	20-05-2022	Dean(Academics) & Registrar
69	NSS Activity	20-05-2022	Dean - Skill Development / Dept BBA
70	Board of Studies Meeting	3rd week, May 2022	All HODs
71	Academic research review week by Full time Scholars	3rd week, May 2022	Dean R&D
72	HOD's Compliance report	3rd week, May 2022	All HODs
73	ERP Audit for Research/Profile/Leaves	3rd week, May 2022	All HODs
74	LAB MONITORING COMMITTEE	3rd week, May 2022	All HODs
75	Interviews for faculty positions	3rd week, May 2022	All HODs
76	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Vijayawada Rural	3rd week, May 2022	CEO, Smart Village Revolution (KLEF-SVR)
77	Sem End Lab Examinations (II & III MHS)	23.05.2022 to 28.05.2022	Dean -Academics ,Principal,CoE,All HoD's ,
78	Notification for Board of Management Meeting-04	27.05.2022	Registrar
79	IQAC files updation	27.05.2022	All HODs
80	Ph.D. Admissions Notification for XXI Batch	28.05.2022	Dean (R&D)
81	Faculty Orientation Lecture	4th Week, May 2022	All HODs
82	Stock Verification (Laboratories) by the end of Even Semester	4th week, May 2022	All HODs
83	RPAC meeting	4th week, May 2022	All HODs
84	Global Certifications Review	4th week, May 2022	HOD - CSE
85	CRT / Summer Term classes aplications	4th week, May 2022	All HODs
86	Summer CPT classes	4th week, May 2022	HOD - Mathematics
87	Review of Short Term Goals, Long Term Goals and other plans of departments	4th week, May 2022	HOD - BT
88	SRP Phase -I	4th week, May 2022	All HODs
89	Department wise Executive / Corporate Training Program	4th week, May 2022	All HODs

90	Consultancy projects activities of the department	4th week, May 2022	Dean R&D
91	Central facilities Non conformance Report to concern Dean	4th Week, May 2022	Dean-Quality
92	Central facilities Non conformance Report reply to Dean Quality	4th Week, May 2022	All Deans
93	HoD meeting with Faculty & Staff	4th Week, May 2022	All HODs
94	Summer Break for Faculty and Staff	4th May 2022 to 3rd week of June 2022	Registrar
95	Submisssion of I year (UG and PG,1st year students Engineering & MHS) Outcome Attainment Report of SemIn II & Formative Analysis (CO3,CO4) to DAO	4th week of May 2022 (Tentatively)	All HoD's ,Dean -Academics ,Principal & CoE
96	Compliance report on calendar of activities to Registrar	30.05.2022	All Functionaries & All HODs
97	World anti-tobacco day celebrations by CEA	31.5.2022	Dean (Student Affairs)
98	Research Group Meetings	31.5.2022	HoD-CSE
99	Research Diary Submission & Verification	31.5.2022	HoD-CSE
100	Counesling reports verification by Dept Team	31.5.2022	HoD-CSE
101	Adminstrative Files audit by dept team	31.5.2022	HoD-CSE
102	Establishment of Community Garden, Organic farming, Awareness on Anemia, Small scale industries, Digitalization, in Ibrahim Patnam	5th week of May 2022	CEO, Smart Village Revolution (KLEF-SVR)
103	Report on Dean's visit to Hyderabad campus	May/2022	All Deans
104	Revision/ updation of research promotion policy	May/2022	R&D
105	Code of conduct hand book updation (student, faculty, governing body,vc,principal)	May/2022	Registrar
106	Updating the list of journals in library	May/2022	Directir - Library
107	Conduction of KLUEEE Counselling	May/2022	Director, Admissions & Convener
108	Release of advertisement for Lateral Entry students online exam	May/2022	Director, Admissions
109	Fixing dates for Lateral Entry online exam	May-Jun, 2022	Director, Admissions & Convener
110	Releasing Lateral Entry students Counselling Schedule	May-Jun, 2022	Director, Admissions & Convener
111	Last Date for payment of Examination Fee for A. Y. 2019-20 - Even Semester without fine	May (tentatively)	MBA HOD
112	Submission of Condonation, Detention Lists for A. Y. 2019 - 20 - Even Semester	May (tentatively)	MBA HOD
113	FDP	May/2022	All HODs
114	2020 - 21 Batch Placement Success Meet	May/2022	Dean, Placements & Progression
115	Proposed SRP based FDP	May/2022	Dean-Skill Development
116	Guest Lecture -Cology	May/2022	Dean-Skill Development/Pharmacy College
117	Workshop - Ceutics	May/2022	Dean-Skill Development/Pharmacy College
118	Certificate Courses - Chemistry	May/2022	Dean-Skill Development/Pharmacy College
119	The Training for students	May/2022	Dean - Skill Development/DeptME
120	Consultancy/Social Entrepreneurship from your Skill Centre.	May/2022	Dean - Skill Development/Dept ME

| 121 | The Training and certification for faculty | May/2022 | Dean - Skill Development/Dept ME |
| 122 | EV chasis Design | May/2022 | Dean - Skill Development/Dept EEE |

JUNE-2022

S.No	Event	Dates	Responsibility
1	Extension Activities - Atleast 6/department/semester	One activity in every month	HOD's & Dean R & D
2	Academic Council Meeting	03.06.2022	Dean(Academics) &Registrar
3	Webinar - Interaction with IAS Officers	04.06.2022	Arts HOD
4	Administrative Files Audit by Department Team (Once in a month)	1st week, June 2022	All HODs
5	Organizing Extension activities which are service related	1st week, June 2022	All HODs
6	Department Advisory Board Meeting (Once in an Academic Year)	1st week, June 2022	All HODs
7	Department Libraries Stock Verification	1st week, June 2022	All HODs
8	IQAC internal meeting	1st week, June 2022	Dean-Quality
9	Circular for 40th IQAC Advisory Committee meeting	1st week, June 2022	Dean-Quality
10	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	1st week, June 2022	All HODs, Deans
11	Research publications, citation, Reviews of the departments	1st week, June 2022	HR Head
12	CRT/Summer Term Classes	1st week, June 2022	All HODs
13	Industrial training/ Internship for faculty	1st week, June 2022	All HODs
14	LMS/ERP committee meeting	1st week, June 2022	All HODs
15	Departmental Association Activities (Once in 2 weeks)	1st week, June 2022	All HODs
16	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	1st week, June 2022	All HODs
17	News Letter submission	1st week, June 2022	All HODs
18	Departmental Association Activities (Once in 2 weeks)	1st week, June 2022	All HODs
19	Faculty Orientation Lecture	1st week, June 2022	All HODs
20	Deputing Faculty for Workshops/Conference/Short term courses etc	1st week, June 2022	All HODs
21	Certificate Courses	1st week, June 2022	All HODs
22	Schedule for Course Delivery by foreign faculty	1st week, June 2022	All HODs
23	Circular for audit of Central facilities	1st week, June 2022	Dean-Quality
24	submission of IQAC data	05.06.2022	All HODs
25	World Environment Day Celebrations	05.06.2022	P&D
26	Board of Management meeting-04	10.06.2022	Registrar
27	Research Group Meetings	11.6.2022	HoD-CSE
28	HoD meeting with Faculty & Staff	2nd week, June 2022	All HODs
29	LAB MONITORING COMMITTEE	2nd week, June 2022	All HODs
30	SRP Phase -II	2nd week, June 2022	All HODs
31	lab internal exam	2nd week, June 2022	All HODs
32	Consolidated reoport on the conduction of Certification Courses offered to studetns	2nd week, June 2022	Dean -Academics ,Principal,CoE,All HoD's ,
33	SRP for ODD Semester of 2022-23	2nd week, June 2022	Dean, Academics, All HODs
34	Audit of Central facilities	2nd & 3rd Week, June 2022	Dean-Quality
35	World day against child labor celebrations by CEA	12.06.2022	Dean (Student Affairs)

36	Training program in Civil service syllabi mapping to our courses	13-06-2022 to14-06-2022	Dean - Skill Development/Dept BA IAS
37	Orientation programme on LMS and ERP	17-06-2022 &18-06-2022	Dean - Skill Development/Dept Commerce
38	Orientation programme on LMS and ERP	17-06-2022 &18-06-2022	Dean - Skill Development / Dept BBA
39	Orientation programme on LMS and ERP	17-06-2022 &18-06-2022	.1. Faculty coordinator - Mr. S.V.N.M. Sastry 2. Spoc of skill development 3. HOD-Commerce
40	Orientation programme on LMS and ERP	17-06-2022 &18-06-2022	Dean - Skill Development/Dept BCA
41	Submission of Identified Certificate courses to be Offered in 2022-22(ODD & EVEN semesters)-for recognized Global Certifying agencies/SSc'S/Skill Academies -along with per student cost ,by HOD'S to Dean skill Development for further processsing	18th JUNE 2022.(2022-22 ODD SEM)	Dean - Skill Development
42	40th IQAC Advisory Committee meeting	3rd week, June 2022	Dean-Quality
43	2nd In-Semester Evaluation for A. Y.2020-Summer Term	3rd week, June 2022	Dean, Academics, Controller of Examinations
44	HOD's Compliance report	3rd week, June 2022	All HODs
45	Faculty Orientation Lecture	4th week, June 2022	All HODs
46	Last Instruction day for A. Y. 2022 Summer Term	4th week of June 2022	Dean, Academics
47	Preparation of department wise placement brochure for A. Y. 2022 - 22	4th Week, June 2022	Dean, Placements & Progression
48	Sem - In- exam -II for summer term courses	4th Week, June 2022	All HODs
49	SRP Phase -III	4th Week, June 2022	All HODs
50	All stakeholders Feedback report and action taken report Placing in the website	4th Week, June 2022	All HODs
51	End Semester Exams for Summer Semester 2022	4th Week of June 2022	Controller of Exams & Dean, Academics
52	Central facilities Non conformance Report to concern Dean	4th Week, June 2022	Dean-Quality
53	Central facilities Non conformance Report reply to Dean Quality	4th Week, June 2022	All Deans
54	HoD meeting with Faculty & Staff	4th week, June 2022	All HODs
55	IQAC files updation	27.06.2022	All HODs
56	Compliance report on calendar of activities to Registrar	30.06.2022	All Functionaries & All HODs
57	Research Group Meetings	30.06.2022	HoD-CSE
58	Research Diary Submission & Verification	30.06.2022	HoD-CSE
59	Counesling reports verification by Dept Team	30.06.2022	HoD-CSE
60	Adminstrative Files audit by dept team	30.06.2022	HoD-CSE
61	Report on Dean's visit to Hyderabad campus	June-2022	All Deans
62	Orientation programme for all faculty/annual refresher training (1week minimum)	Nov- 2020, June-2021	Dean F&SA
63	International Yoga Day Celebrations by involving Dept. of Physical Education	June-2022	CEO, Smart Village Revolution (KLEF-SVR)
64	Circular to all functionaries regarding calendr of activities to be done in that particular month	1st day of JULY, 2020 - JUN, 2022	Registrar
65	committee formation for preparing calender of events of 2022 - 2022	June-2022	Registrar

66	Conduction of Lateral Entry students Counselling	June-2022	Director, Admissions & Convener
67	International Yoga Day Celebrations by Dept. of Physical Education	June-2022	Assoc. Dean, Sports & Games &Dean (Student Affairs)
68	Guest Lecture - Chmeistry	June-2022	Dean-Skill Development/Pharmacy College
69	FDPs	June-2022	Dean - Skill Development/Dept ME
70	Consultancy/Social Entrepreneurship from your Skill Centre.	June-2022	Dean - Skill Development/DEPT ME
71	The Training and certification for faculty	June-2022	Dean - Skill Development/Dept ME
72	Workshop on IPR filing and compliance	June-2022	Dean-Skill Development/College of Law
73	Internation Standards in EV technologies	June-2022	Dean - Skill Development/Dept EEE
74	Compliance report on calendar of events by the respective functionaries	Last day of JUN, 2022	All HODs, Deans, Registrar

Other Events

67	Sem In - I Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	07.02.2022	Dean -Academics, COE

139	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In I & Formative Analysis (CO1 & CO2) to HODs	27.10.2021	Dean - Academics, All HOD's

67	Sem In - II Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	07.02.2022	Dean -Academics, COE

139	Submisssion of II & III B.Tech Outcome Attainment Template of Sem In II & Formative Analysis (CO3 & CO4) to HODs	27.10.2021	Dean - Academics, All HOD's

67	Lab Sem-In Exam Evaluation (II & III B.Tech) Environment Creation in LMS / ERP, guidelines to all HODs	07.02.2022	Dean -Academics, COE
67	Sem End Lab Examinations (II & III B.Tech) Schedule Release, Environment Creation in LMS / ERP, and guidelines to all HODs	22.11.2021	Dean -Academics, COE
67	Sem End Theory Examination (II & III B.Tech) Schedule Release and Environment Creation in LMS / ERP	07.02.2022	Dean -Academics, COE

31	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In I & Formative Analysis (CO1 & CO2) to DAO	06.09.2021	Dean - Academics, All HOD's

31	Submisssion of II & III B.Tech Outcome Attainment Report of Sem In II & Formative Analysis (CO3 & CO4) to DAO	06.09.2021	Dean - Academics, All HOD's