

K L UNIVERSITY

Calendar of Events for ACADEMIC YEAR 2017 - 18 (For ENGINEERING Programs)

Event	Dates	Responsibility
April-2017		
Semester Readiness Program for A. Y. 2017 - 18 - Odd Semester	24-04-2017 to 24-05-2017	Principal - Academic Staff College (Dr. V. Rajesh) & Dean, Academics (Dr. N. Venkatram)
New Faculty Induction Program by KLU-ASC	27-04-2017 to 26-05-2017	Principal, Academic Staff College (Dr. V. Rajesh) & Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Teaching Loads finalization for 2017-18 Odd Semester by all departments and submission to Dean Academics	29-04-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
May-2017		
Questionnaire for Feedback on Curriculum from: 1). Alumni, 2). Employers, 3). Academic Peers, 4). Parents and 5). Students	1st Week, May - 2017	Dean, Academics (Dr. N. Venkatram)
Collection of recommendations from the departments for textbooks and journals to be procured by central library for Odd Semester	2nd Week, May - 2017	Dean, Planning & Development (Dr. K. Sarat Kumar)
2016 - 17 Batch Placement Success Meet	10-05-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
National Technology Day Celebrations by all Engg. departments	11-05-2017	All HoD's
Commencement of Summer Term Classes for A. Y. 2016 - 17	11-05-2017	Dean, Academics (Dr. N. Venkatram)
University Research Board Meeting	2nd Week, May - 2017	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh), Dean, R & D (Dr. K. L. Narayana)
Submission of Specialization wise faculty requirement by departments to Dean, Faculty & Staff Affairs	12-05-2017	All HoD's
Collection of Specialization wise faculty requirement from All HoD's	12-05-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
KLUEEE 2017 Counseling (Phase - I)	14-05-2017 to 17-05-2017	Convener, KLUEEE, 2017
Social Media Campaign & Live TV Programs	3rd Week, May - 2017	Dean, Planning & Development (Dr. K. Sarat Kumar)
World Telecom Day	17-05-2017	HoD - ECE (Dr. A. S. C. S. Sastry)
Release of Faculty Recruitment Advertisement	17-05-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Collection of feedback on Curriculum from: 1). Alumni, 2). Employers, 3). Academic Peers, 4). Parents, 5). Students and consolidation of the same for being put up to BoS	On or before 20-05-2017	All HoD's
Faculty Training in the software relevant to the department	3rd Week, May-2017	All HoD's
Last date for obtaining quotations for approved equipment / furniture / software etc. as per 2017 - 18 approved budget.	3rd Week, May-2017	All HoD's, Dean - P&D (Dr. K. Sarat Kumar) with the support of GM (AO) (Mr. Prasad)
Department Academic Committee (DAC) Meetings Week	22-05-2017 to 27-05-2017	All HoD's

Event	Dates	Responsibility
Odd Sem-Courses, Question Paper Sets submission to review committee by course coordinators	23-05-2017	All HoD's
A. Y. 2017 - 18 - Odd Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in KLU-LMS	24-05-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
A. Y. 2017 - 18 - Odd Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	24-05-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
Odd Sem-Courses, Question Paper Sets submission to Exam Section	24-05-2017	Special Officer, Exams & Evaluation (Dr. A. Vani), Dean, Academics (Dr. N. Venkatram) & All HoD's
Taking approvals for quotations called for related to equipment / furniture / software etc. as per 2017 - 18 approved budget.	4th Week, May-2017	All HoD's, Dean - P&D (Dr. K. Sarat Kumar) with the support of GM (AO) (Mr. Prasad)
KLUEEE 2017 Counseling (Phase - II)	28-05-2017	Convener, KLUEEE, 2017
Last Date for Receiving of Applications for faculty positions	27-05-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Boad of Studies (BoS) Meetings Week	27-05-2017 to 10-06-2017	All HoD's
Summer Break for Faculty and Staff	28-05-2017 to 25-06-2017	Registrar (Dr. T. Umamaheswara Rao)
Declaration of A. Y. 2016 - 17 - Even Sem End Examination Results	30-05-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
World anti-tobacco day celebrations by CEA	31-05-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)

June-2017		
Faculty Recruitment Interviews	1st Week, June-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh) & All HoD's
World Environment Day Celebrations	05-06-2017	Assoc. Dean, Strategic Development (Mr. P. Prasanth) & Assoc. Dean, Maintenance (Mr. P. Vijay Kumar)
Placing orders for approved quotations called for related to equipment / furniture / software etc. as per 2017 - 18 approved budget.	June 05, 2017	All HoD's
Last Date for Applying for Revaluation for A. Y. 2016-17 - Even Sem	06-06-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
PG Admissions Notification and Press Release for A. Y. 2017 - 18	09-06-2017	Director, Admissions (Mr. P. Srinivasulu), Assoc. Dean, Admissions (Dr. Chandulal) & Registrar (Dr. T. Umamaheswara Rao)
World day against child labor celebrations by CEA	12-06-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Declaration of Revaluation Results for A. Y. 2016 - 17 - Even Semester	13-06-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
Placing orders for approved quotations called for related to equipment / furniture / software etc. as per 2017 - 18 approved budget.	2nd Week, June-2017	All HoD's, Dean - P&D (Dr. K. Sarat Kumar) with the support of GM (AO) (Mr. Prasad)

Event	Dates	Responsibility
PG Admission Counseling for A. Y. 2017 - 18	16-06-2017 to 08-07-2017	Director, Admissions (Mr. P. Srinivasulu) & Assoc. Dean, Admissions (Dr. Chandulal)
Initiation of International Conference Works by Departments of ECE, CSE, ECSE, CE	3rd Week, June-2017	HoD's - ECE, CSE, ECSE, CE
Ph.D. Admission Test for XIII Batch	18-06-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
Induction program for all I/IV B.Tech. 2017 admitted students	19-06-2017 to 30-06-2017	Dean, Academics (Dr. N. Venkatram)
Ph.D. Admission Test Result Declaration for XIII Batch	20-06-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
International Yoga Day Celebrations by Dept. of Physical Education	21-06-2017	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
International Day against Drug Abuse and Illicit Trafficking	26-06-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Academic Council Meeting	27-06-2017	Registrar (Dr. T. Uma Maheswara Rao) & Dean, Academics (Dr. N. Venkatram)
Preparation of department wise placement brochure for A. Y. 2017 - 18	4th Week, June-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Calibration of the equipment before the beginning of the semester	4th Week, June-2017	All HoD's
Conduction of Supplementary/Summer Term End Semester Exams	27-06-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
Non-Teaching Staff Skill Upgradation Program	27-06-2017 to 30-06-2017	All HoD's, Principal, Academic Staff College (Dr. V. Rajesh)
Conducting Department wise refresher courses for Faculty	27-06-2017 to 30-06-2017	All HoD's, Principal, Academic Staff College (Dr. V. Rajesh)
Department Development Committee (DDC) Meetings Week	4th Week, June-2017	All HoD's & Dean, Planning & Development (Dr. K. Sarat Kumar)
Start of Spot Valuation for End Semester Exams for A. Y. 2016 - 17 - Summer Semester	29-06-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean, Academics (Dr. N. Venkatram)
Registrations for Practice School-I for Y14 Batch B.Tech students	29-06-2017	Dean, Academics (Dr. N. Venkatram) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Board of Management Meeting	30-06-2017	Registrar (Dr. T. Umamaheswara Rao)

July-2017

Organizing Faculty Orientation Lectures (One each week)	July-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	July-2017	All HoD's
Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	July-2017	All HoD's

Event	Dates	Responsibility
Academic Registrations for both UG (Engineering) and PG (Engineering - II Year) for A. Y. 2017 - 18 - Odd Semester	03-07-2017	Dean, Academics (Dr. N. Venkatram)
Commencement of Class work for both UG (Engineering) and PG (Engineering - II Year) for A. Y. 2017 - 18 - Odd Semester	05-07-2017	Dean, Academics (Dr. N. Venkatram)
Issue of handbooks to all I/IV B.Tech. 2017 admitted students	05-07-2017	Dean, Academics (Dr. N. Venkatram)
Commencement of Practice School-I for Y14 Batch B.Tech. Students	05-07-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Reporting week for Newly recruited faculty	1st Week, July-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh) & All HoD's
Department Advisory Board Meeting (Once an Academic Year)	1st Week, July-2017	All HoD's
Constitution of Internal Quality Assurance Committee	1st Week, July-2017	Dean, Quality (Dr. Ch. Hanumantha Rao) & Registrar (Dr. T. Umamaheswara Rao)
Consultancy brochures Designs	1st Week, July-2017	All HoD's & Dean, Planning & Development (Dr. K. Sarat Kumar)
Ph.D. Registrations for XIII Batch	07-07-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
Finalization of Guest for Women's Day	08-07-2017	Convener - Women's Forum & Dean - Student Affairs
Online submission of Review Application to NAAC	08-07-2017	NAAC Core Committee, Registrar (Dr. T. Umamaheswara Rao)
KLU/ KLCE Alumni Silver Jubilee Celebrations for 1988-92 batch	08-07-2017 & 09-07-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Pre Ph.D. Course Work for XIII Batch	08-07-2017 to 12-07-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
Issue of Faculty and Staff Appraisal Forms	08-07-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Academic Registrations for PG Engineering (I/II) for A. Y. 2017 - 18 - Odd Semester	10-07-2017	Dean, Academics (Dr. N. Venkatram)
Finalization of Convener for KLUEEE 2018	10-07-2017	Registrar (Dr. T. Umamaheswara Rao)
Finalization of Convener for VII Convocation	10-07-2017	Registrar (Dr. T. Umamaheswara Rao)
Reviews of Summer Internship Program for Y15 admitted batch	10-07-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Commencement of Class work for PG Engineering (I/II) for A. Y. 2017 - 18 - Odd Semester	12-07-2017	Dean, Academics (Dr. N. Venkatram)
Scholarship Data Collection	12-07-2017 to 15-07-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Formation of batches for Final Year Projects / Term Papers	2nd Week, July-2017	All HoD's
Grouping of students into various research groups of the department	2nd Week, July-2017	All HoD's

Event	Dates	Responsibility
Call for registrations from students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	2nd Week, July-2017	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Audit of Central/Dean Offices	2nd Week, July-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Campus Placement Drive - Season - 1 (for Engineering)	12-07-2017 to 30-10-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Pre Ph.D. Exams / Reviews for Batches I to XII	14-07-2017 to 16-07-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
Collection of Self Appraisal forms from Faculty & Staff	15-07-2017	All HoD's
Release of Notification for VII Convocation	15-07-2017	Registrar (Dr. T. Umamaheswara Rao), Special Officer, Exams & Evaluation (Dr. A. Vani)
Finalization of Guest for VII Convocation	15-07-2017	Registrar (Dr. T. Umamaheswara Rao), Convener, VII Convocation
Starting of 2018 Admissions Brochure work	17-07-2017	Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLUEEE, 2018
Collection of Faculty & Staff Appraisals from HoD's	17-07-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Student Progression Analysis	17-07-2017 to 22-07-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Allocation of Student Counsellors and Display in Dept. Notice Boards	19-07-2017	Associate Dean, Counseling (Dr. D. Prasanna Kumar), Dean, Academics (Dr. N. Venkatram) & All HoD's
Allocation of Projects / Term Papers to the students	3rd Week, July-2017	All HoD's
Audit of Department Offices	3rd Week, July-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Preliminary Feedback on faculty by students – Online process (Engg.)	20-07-2017 to 22-07-2017	Dean, Academics (Dr. N. Venkatram)
Kargil Vijay Diwas Celebrations	26-07-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Registrations of students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	4th Week, July-2017	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Finalization of Convener, Co-Convener and Organization Committee for SAMYAK - 2017	29-07-2017	Dean R & D (Dr. K. L. Narayana) & Registrar (Dr. T. Umamaheswara Rao)
Finalization of Increments for Faculty and Staff	31-07-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
1st In-Semester Evaluation for UG (Engineering) for A. Y. 2017 - 18 - Odd Semester	31-07-2017 to 04-08-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
New Faculty Orientation Program by KLU-ASC	31-07-2017 to 04-08-2017	Principal, Academic Staff College (Dr. V. Rajesh) & Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)

August-2017

Event	Dates	Responsibility
Organizing Faculty Orientation Lectures (One each week)	August-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	August-2017	All HoD's
Anti-Ragging Awareness Program	1st Week, August - 2017	Assoc. Dean(s), Student Discipline (Dr. V. Krishna Reddy, Dr. K. R. S. Prasad)
Finalization of Guest for SAMYAK	05-08-2017	Dean R & D (Dr. K. L. Narayana) & Registrar (Dr. T. Umamaheswara Rao)
1st In-Semester Evaluation for I/II M.Tech. for A. Y. 2017 - 18 - Odd Semester	07-08-2017 to 12-08-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
Start of Remedial Classes for Slow Learners after 1st In-Semester Evaluation (for Engineering)	11-08-2017	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Action Plan on Consultancy from all Departments	2nd Week, August-2017	All HoD's
Organizing subject based workshop/seminar/conference for faculty - One in each semester (Engineering)	2nd Week, August-2017	All HoD's
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-2017 to 1st Week, February-2018	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Audit of Central/Dean Offices	2nd Week, August-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Independence Day Celebrations	15-08-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath), Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Audit of Department Offices	3rd Week, August-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Mega Blood Donation Camp	18-08-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
World Photography day celebrations by Photography Club	19-08-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Release of Convocation Hand Book	22-08-2017	Dean, Planning & Development (Dr. K. Sarat Kumar) & Registrar (Dr. T. Umamaheswara Rao)
Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	4th Week, August-2017	All HoD's
Board of Management Meeting	24-08-2017	Registrar (Dr. T. Umamaheswara Rao)
Installation of Ganesh, Pooja	25-08-2017	In-Charge Campus Maintenance (Mr. D. Nageswara Rao)
2nd In-Semester Evaluation for UG (Engineering) for A. Y. 2017 - 18 - Odd Semester	28-08-2017 to 01-09-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
National Sports Day Celebrations by dept. of Physical Education	29-08-2017	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Declaration of Pre Ph.D. Examination Results	30-08-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean R & D (Dr. K. L. Narayana)

Event	Dates	Responsibility
September-2017		
Organizing Faculty Orientation Lectures (One each week)	September-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	September-2017	All HoD's
Entrepreneurship development activities (One each semester)	September-2017	All HoD's
Ganesh Idol Nimmajan	04-09-2017	In-Charge Campus Maintenance (Mr. D. Nageswara Rao)
Ph.D. Admissions Notification for XIV Batch	04-09-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
2nd In-Semester Evaluation for I/II M.Tech. for A. Y. 2017 - 18 - Odd Semester	05-09-2017 to 09-09-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
Start of Remedial Classes for Slow Learners after 2nd In-Semester Evaluation	05-09-2017	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Gender Sensitization Awareness Program	1st Week, September - 2017	Assoc. Dean, Grievances (Dr. I. Govardhini)
Teacher's Day Celebrations by the University	05-09-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Mega Event by Hobby Clubs - Nruthya (Narthana Club)	11-09-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Mid-Term review of Practice School-I for Y14 Batch B.Tech. Students	11-09-2017 to 14-09-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Rice Challenge by Aastha Club	13-09-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Audit of Central/Dean Offices	2nd Week, September-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
VII Convocation	14-09-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Registrar (Dr. T. Umamaheswara Rao)
Engineer's Day Celebrations	15-09-2017	Registrar (Dr. T. Umamaheswara Rao) & All HoD's
SAMYAK	15-09-2017 to 16-09-2017	HoD ECE/ME/MBA & Dean R & D (Dr. K. L. Narayana)
World Ozone Day	16-09-2017	HoD - Civil Engineering (Dr. V. Ranga Rao)
Audit of Department Offices	3rd Week, September-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Closing of 2018 Admissions Brochure work and its Release	24-09-2017	Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLUEEE, 2018
DUSSEHRA Holidays for Faculty, Staff and Students	25-09-2017 to 30-09-2017	Registrar (Dr. T. Umamaheswara Rao)
World Heart Day celebrations by NSS	29-09-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)

October-2017

Organizing Faculty Orientation Lectures (One each week)	October-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	October-2017	All HoD's

Event	Dates	Responsibility
National Level Event (Seminar/Workshop/Conference) - One each semester	October-2017	All HoD's
ISO 9001:2008 4th Surveillance Audit	October-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
National Voluntary Blood Donation day celebrations by NSS	01-10-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Gandhi Jayanti Celebrations by Hobby Clubs (Literary Event)	02-10-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Letters Postage to Parents about their wards attendance and marks till test-2 for Odd Sem courses- By each department respectively	03-10-2017	All HoD's
2018 Admissions Notification Release	03-10-2017	Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLUEEE, 2018
3rd In-Semester Evaluation for B.Tech. and M.Tech. for A. Y. 2017 - 18 - Odd Semester	09-10-2017 to 13-10-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
Collection of recommendations from the departments for textbooks and journals to be procured by central library for Odd Semester	2nd Week, October - 2017	Dean, Planning & Development (Dr. K. Sarat Kumar)
Internal Quality Assurance Committee Meeting	2nd Week, October-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Audit of Central/Dean Offices	2nd Week, October-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
FEM-Flare	14-10-2017	Convener - Women's Forum & Dean - Student Affairs
Start of Remedial Classes for Slow Learners after 3rd In-Semester Evaluation (Engineering)	16-10-2017	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Research Week	16-10-2017 to 21-10-2017	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh)
Finalization of teaching loads for Even Sem of 2017-18 by departments and submission to Dean Academics	17-10-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
Organizing professional Society related activity - One in each semester	3rd Week, October-2017	All HoD's
Submission of Specialization wise faculty requirement by departments to Dean, Faculty & Staff Affairs	19-10-2017	All HoD's
Semester End Feedback on faculty by students – Online process (Engg.)	19-10-2017 to 21-10-2017	Dean, Academics (Dr. N. Venkatram)
Audit of Department Offices	3rd Week, October-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Mega Event by Hobby Clubs - Raga (Swara Club)	20-10-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Release of Faculty Recruitment Advertisement	23-10-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Last Date for payment of Examination Fee for A. Y. 2017 - 18 - Odd Semester without fine	23-10-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
KLU - IIEC Events	27-10-2017 to 28-10-2017	Assoc. Dean, IRP & IIE (Dr. K. Rajasekhar)

Event	Dates	Responsibility
Last Date for payment of Examination Fee for A. Y. 2017 - 18 - Odd Semester with fine	30-10-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
4th In-Semester Evaluation for B.Tech. and M.Tech. for A. Y. 2017 - 18 - Odd Semester	30-10-2017 to 03-11-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)

November-2017		
Organizing Faculty Orientation Lectures (One each week)	November-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	November-2017	All HoD's
Course Exit feedback from identified students- to be collected by respective course coordinators and consolidate (Engineering)	01-11-2017 to 05-11-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
Last Date for Receiving of Applications for faculty positions	03-11-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Last Instruction day for UG & PG for A. Y. 2017 - 18 - Odd Semester	03-11-2017	Dean, Academics (Dr. N. Venkatram)
Ending of Practice School-I for Y14 Batch B.Tech. Students	03-11-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Faculty Recruitment Interviews	05-11-2017 to 08-11-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh) & All HoD's
Submission of Condonation, Detention Lists of B.Tech. for A. Y. 2017 - 18 - Odd Semester (Engineering)	06-11-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
Fee Fixation Committee Meeting for 2018 Batch Admissions	07-11-2017	Registrar (Dr. T. Umamaheswara Rao) & Finance Off.
Lab evaluation week for B.Tech. for A. Y. 2017 - 18 - Odd Semester	07-11-2017 to 12-11-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
Evaluation for Sports Certificate Courses	07-11-2017 to 09-11-2017	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Final review of Practice School-I for Y14 Batch B.Tech. Students	08-11-2017 to 10-11-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Preparation Holidays for A. Y. 2017 - 18 - Odd Semester	13-11-2017 to 19-11-2017	Dean, Academics (Dr. N. Venkatram)
Semester Readiness Program for A. Y. 2017 - 18 - Even Semester	13-11-2017 to 25-11-2017	Principal - Academic Staff College (Dr. V. Rajesh) & Dean, Academics (Dr. N. Venkatram)
Audit of Central/Dean Offices	2nd Week, November-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
World Diabetics Day celebrations by NSS	14-11-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
End Semester Exams for B.Tech. for A. Y. 2017 - 18 - Odd Semester	20-11-2017 to 01-12-2017	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean, Academics (Dr. N. Venkatram)
Reporting week for Newly recruited faculty	3rd Week, November-2017	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh) & All HoD's
Audit of Department Offices	3rd Week, November-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)

Event	Dates	Responsibility
Start of Spot Valuation for End Semester Exams for A. Y. 2017 - 18 - Odd Semester	22-11-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
International Day for the Elimination of Violence against Women	25-11-2017	Convener - Women's Forum & Dean - Student Affairs
Vigilance Awareness Week	4th Week, November-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)

December-2017		
Organizing Faculty Orientation Lectures (One each week)	December-2017	All HoD's
Departmental Association Activities (Once in 2 weeks)	December-2017	All HoD's
Quality Conference	December-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
World Anti-AIDS Day celebrations by NSS	01-12-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Formation of Committee for release of List of Holidays for Calendar Year 2018	03-12-2017	Registrar (Dr. T. Umamaheswara Rao)
Finalization of Convener, Co-Convener and Organization Committee for SURABHI - 2018	03-12-2017	Dean, Student Affairs (Dr. Habibulla Khan) & Registrar (Dr. T. Umamaheswara Rao)
Planning and Monitoring Board Meeting	04-12-2017	Registrar (Dr. T. Uma Maheswara Rao) & Dean, P & D (Dr. K. Sarat Kumar)
New Faculty Orientation Program by KLU-ASC	04-12-2017 to 09-12-2017	Principal, Academic Staff College (Dr. V. Rajesh) & Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Finance Committee Meeting	05-12-2017	Registrar (Dr. T. Umamaheswara Rao) & Finance Off.
Department Development Committee (DDC) Meetings Week	1st Week, December - 2017	All HoD's & Dean, Planning & Development (Dr. K. Sarat Kumar)
Registrations for Practice School-II for Y14 Batch B.Tech students	07-12-2017	Dean, Academics (Dr. N. Venkatram) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Nomination of member from corporate/executive as special invitee in BoS	08-12-2017	All HoD's, Registrar (Dr. T. Umamaheswara Rao)
Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	08-12-2017	All HoD's
A. Y. 2017 - 18 - Odd Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in KLU-LMS	09-12-2017	Dean, Academics (Dr. N. Venkatram), All HoD's
A. Y. 2017 - 18 - Odd Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	09-12-2017	Dean, Academics (Dr. N. Venkatram), All HoD's

Event	Dates	Responsibility
Even Sem-Courses, Question Paper Sets submission to Exam Section	09-12-2017	Special Officer, Exams & Evaluation (Dr. A. Vani), Dean, Academics (Dr. N. Venkatram) & All HoD's
National Immunization Day celebrations by NSS	09-12-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Finalization of Guest for SURABHI 2018	10-12-2017	Dean, Students Affairs (Dr. Habibulla Khan) & Registrar (Dr. T. Umamaheswara Rao)
Human Right's Day celebrations by NSS	10-12-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Release of Holidays List for Calendar Year 2018	10-12-2017	Registrar (Dr. T. Umamaheswara Rao)
Academic Registrations for both UG (Engineering) and PG (Engineering) for A. Y. 2017 - 18 - Even Semester	11-12-2017	Dean, Academics (Dr. N. Venkatram)
Finalization of Guest for Women's Day	11-12-2017	Convener - Women's Forum & Dean - Student Affairs
Campus Placement Drive - Season - 2	11-12-2017 to 30-03-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Audit of Central/Dean Offices	2nd Week, December-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Declaration of A. Y. 2017 - 18 - Odd Sem End Examination Results	13-12-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
Commencement of Class work for both UG (Engineering) and PG (Engineering) for A. Y. 2017 - 18 - Even Semester	13-12-2017	Dean, Academics (Dr. N. Venkatram)
Commencement of Practice School-II for Y14 Batch B.Tech. Students	13-12-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Organizing Inter departmental orientation visits - Once in a Semester	2nd Week, December-2017	All HoD's
National Energy Conservation Day	14-12-2017	HoD - EEE (Dr. O. Chandrasekhar)
World Quality Day	14-12-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
BoS Meetings week	15-12-2017 to 19-12-2017	All HoD's
Start of Registrations for placements for Y15 Batch Students	2nd Week, December-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Ph.D. Admission Test for XIV Batch	17-12-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	19-12-2017	All HoD's
Ph.D. Admission Test Result Declaration for XIV Batch	19-12-2017	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
Anti-Discrimination Awareness Program	3rd Week, December-2017	Assoc. Dean, Grievances (Dr. I. Govardhini)
Last Date for Applying for Revaluation for A. Y. 2017 - 18 - Odd Sem	20-12-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
Intramurals for Faculty and Staff	3rd Week, December-2017	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)

Event	Dates	Responsibility
Academic Council Meeting	21-12-2017	Registrar (Dr. T. Umamaheswara Rao) & Dean, Academics (Dr. N. Venkatram)
National Mathematics Day	22-12-2017	HoD - Mathematics
Mega Event by Hobby Clubs - Movie Magic (Chalana Chitra Club)	22-12-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Board of Management Meeting	22-12-2017	Registrar (Dr. T. Umamaheswara Rao)
Audit of Department Offices	3rd Week, December-2017	Dean, Quality (Dr. Ch. Hanumantha Rao)
Kisan Diwas	23-12-2017	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Student Progression Analysis	26-12-2017 to 30-12-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Declaration of Revaluation Results for A. Y. 2017 - 18 - Odd Sem	27-12-2017	Special Officer, Exams & Evaluation (Dr. A. Vani)
Commencement of corporate/executive based Diploma/UG/PG Program	27-12-2017	All HoD's
Scholarship Data Collection	27-12-2017 to 30-12-2017	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Preliminary feedback on faculty by students – Online process (Engg.)	28-12-2017 to 30-12-2017	Dean, Academics (Dr. N. Venkatram)
January-2018		
Organizing Faculty Orientation Lectures (One each week)	January-2018	All HoD's
Departmental Association Activities (Once in 2 weeks)	January-2018	All HoD's
Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	January-2018	All HoD's
International Conference by Dept of ECE - SPACES-2018	04-01-2018 & 05-01-2018	Convener, SPACES-2018 (Dr. V. Rajesh) & HoD - ECE (Dr. A. S. C. S. Sastry)
Ph.D. Registrations for XIV Batch	05-01-2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
Pre Ph.D. Exams / Reviews for Batches I to XII	05-01-2018 to 07-01-2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
Awareness Program on Traffic Rules and Driving	1st Week, January - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Pre Ph.D. Course Work for XIV Batch	06-01-2018 to 10-01-2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
1st In-Semester Evaluation for B.Tech. for A. Y. 2017 - 18 - Even Semester	08-01-2018 to 12-01-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
University Research Board Meeting	2nd Week, January - 2018	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh) & Dean R & D (Dr. K. L. Narayana)
Audit of Central/Dean Offices	2nd Week, January-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)

Event	Dates	Responsibility
National Youth day Celebrations by Hobby Clubs and NSS	12-01-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Close of Registrations for placements for Y15 Batch Students	2nd Week, January-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Issue of Faculty and Staff Appraisal Forms	11-01-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
PONGAL Holidays for Faculty, Staff and Students	13-01-2018 to 16-01-2018	Registrar (Dr. T. Umamaheswara Rao)
Start of Remedial Classes for Slow Learners after 1st In-Semester Evaluation (Engineering)	17-01-2018	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Collection of Self Appraisal forms from Faculty & Staff	18-01-2018	All HoD's
Audit of Department Offices	3rd Week, January-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Internal Quality Assurance Committee Meeting	3rd Week, January-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
International Conference by Dept of CSE	19-01-2018 & 20-01-2018	Convener & HoD - CSE (Dr. V. Srikanth)
Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	19-01-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Collection of Faculty & Staff Self Appraisal forms from HoD's	19-01-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 3rd year B.Tech. students)	4th Week, January-2018	All HoD's
International Conference by Dept of CE - ETCT, 2018	22-01-2018 & 23-01-2018	Convener, ETCT-2018 (Dr. Poluraju) & HoD - CE (Dr. V. Ranga Rao)
National Voters Day	25-01-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Last Date for Receiving of Applications for Interviews	25-01-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Republic Day Celebrations	26-01-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath), Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Koneru Lakshmaiah Memorial Sports Championship	27-01-2018 to 29-01-2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Finalization of Increments for Faculty and Staff	29-01-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)

February-2018		
Organizing Faculty Orientation Lectures (One each week)	February-2018	All HoD's
Departmental Association Activities (Once in 2 weeks)	February-2018	All HoD's
National Level Event (Seminar / workshop / conference) - One in each semester	February-2018	HoD's - ME, EEE, PE, BT
World Wetlands Day	02-02-2018	HoD - Civil Engineering (Dr. V. Ranga Rao)
World Cancer Awareness day celebrations by NSS and Women's Forum	04-02-2018	Convener - Women's Forum & Dean - Student Affairs
Audit of Central/Dean Offices	2nd Week, February-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)

Event	Dates	Responsibility
Budget Requests	2nd Week, February-2018	All HoD's, Dean, Planning & Development (Dr. K. Sarat Kumar)
Mega Event by Hobby Clubs - Painting (Varna Club)	09-02-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Organizing subject based workshop/seminar/conference for faculty - One in each semester	2nd Week, February-2018	All HoD's
Mega Blood Donation Camp	10-02-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
2nd In-Semester Evaluation for B.Tech. for A. Y. 2017 - 18 - Even Semester	12-02-2018 to 16-02-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
Audit of Department Offices	3rd Week, February-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Declaration of Pre Ph.D. Examination Results	15-02-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean R & D (Dr. K. L. Narayana)
Start of Remedial Classes for Slow Learners after 2nd In-Semester Evaluation (Engineering)	26-02-2018	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Mid-Term review of Practice School-II for Y14 Batch B.Tech. Students	26-02-2018 to 02-03-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
National Science Day	28-02-2018	HoD's - Physics (Dr. N. S. M. P. Latha Devi), Chemistry (Dr. J. V. Shanmukh Kumar) & Bio-Tech. (Dr. K. Srinivasulu)

March-2018		
Organizing Faculty Orientation Lectures (One each week)	March-2018	All HoD's
Departmental Association Activities (Once in 2 weeks)	March-2018	All HoD's
Entrepreneurship development activities (one in each semester)	March-2018	All HoD's
Organizing parents' meet - Once in the Academic Year	March-2018	All HoD's
University Sports Week	01-03-2018 to 07-03-2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
Letters Postage to Parents about their wards attendance and marks till test-2 for Even Sem courses- By each department respectively	04-03-2018	All HoD's
Project Expo	05-03-2018 to 10-03-2018	Assoc. Dean, Extensions & Extramural Activities (Dr. K. Subrahmanyam)
KLU - IIEC Events	06-03-2018 to 07-03-2018	Assoc. Dean, IRP & IIE (Dr. K. Rajasekhar)
Women's Day	08-03-2018	Convener - Women's Forum & Dean - Student Affairs
Academic Council Meeting	12-03-2018	Registrar (Dr. T. Umamaheswara Rao) & Dean, Academics (Dr. N. Venkatram)
Audit of Central/Dean Offices	2nd Week, March-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)

Event	Dates	Responsibility
Research Felicitation Day	16-03-2018	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh) & Dean R & D (Dr. K. L. Narayana)
SURABHI	17-03-2018	HoD EEE/CE/BT/FED & Dean Student Affairs (Dr. Habibulla Khan)
Infrastructure Planning	2nd Week, March - 2018	Dean, Planning & Development (Dr. K. Sarat Kumar)
3rd In-Semester Evaluation for B.Tech. for A. Y. 2017 - 18 - Even Semester	19-03-2018 to 23-03-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
World Water day celebrations by NSS	22-03-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
International Conference by Dept of ECSE	22-03-2018 & 23-03-2018	Convener & HoD - ECSE (Dr. K. Raghava Rao)
Audit of Department Offices	3rd Week, March-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Start of Remedial Classes for Slow Learners after 3rd In-Semester Evaluation (Engineering)	26-03-2018	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics (Dr. N. Venkatram) & All HoD's
Board of Management Meeting	26-03-2018	Registrar (Dr. T. Umamaheswara Rao)
Ph.D. Admissions Notification for XV Batch	27-03-2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
Semester end feedback on faculty by students – Online process (Engg.)	28-03-2018 to 30-03-2018	Dean, Academics (Dr. N. Venkatram)

April-2018		
Organizing Faculty Orientation Lectures (One each week)	April-2018	All HoD's
Departmental Association Activities (Once in 2 weeks)	April-2018	All HoD's
Organizing Alumini Specific event in the department - One in the Academic Year	April-2018	All HoD's
Organizing Department Day	April-2018	All HoD's
Last Date for payment of Examination Fee for A. Y. 2017 - 18 - Even Semester without fine	02-04-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
Fire Service Week	1st Week, April - 2018	Dean, Planning & Development (Dr. K. Sarat Kumar)
Course Exit feedback from identified students- to be collected by respective course coordinators and consolidate	03-04-2018 to 08-04-2018	Dean, Academics (Dr. N. Venkatram), All HoD's
World Health Day celebrations by NSS	07-04-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)

Event	Dates	Responsibility
KLUEEE 2018	2nd Week, April - 2018	Convener, KLUEEE, 2018
KLUEEE 2018 Online	2nd Week, April - 2018	Convener, KLUEEE, 2018
Last Date for payment of Examination Fee for A. Y. 2017 - 18 - Even Semester with fine	09-04-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
4th In-Semester Evaluation for B.Tech. for A. Y. 2017 - 18 - Even Semester	09-04-2018 to 13-04-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
2017 Pass out batch Souvenir Release	10-04-2018	Dean, Planning & Development (Dr. K. Sarat Kumar) & All HoD's
Social Media Campaign & Live TV Programs	2nd Week, April - 2018	Dean, Planning & Development (Dr. K. Sarat Kumar)
Audit of Central/Dean Offices	2nd Week, April-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Last Instruction day for A. Y. 2017 - 18 - Even Semester	13-04-2018	Dean, Academics (Dr. N. Venkatram)
Ending of Practice School-II for Y14 Batch B.Tech. Students	13-04-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Internal Quality Assurance Committee Meeting	2nd Week, April-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Submission of specialization wise list of faculty for summer internship program to Associate Dean, Practice School	16-04-2018	All HoD's
Submission of Condonation, Detention Lists for A. Y. 2017 - 18 - Even Semester	16-04-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & All HoD's
Final review of Practice School-II for Y14 Batch B.Tech. Students	18-04-2018 to 20-04-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Lab evaluation week for B.Tech. for A. Y. 2017 - 18 - Even Semester	17-04-2018 to 22-04-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean Academics (Dr. N. Venkatram)
World Heritage day celebrations by Hobby Clubs	18-04-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
Audit of Department Offices	3rd Week, April-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Semester Readiness Program for A. Y. 2018 - 19 - Odd Semester	21-04-2018 to 28-04-2018	Principal - Academic Staff College (Dr. V. Rajesh) & Dean, Academics (Dr. N. Venkatram)
Preparation Holidays for A. Y. 2017 - 18 - Even Semester	21-04-2018 to 29-04-2018	Dean, Academics (Dr. N. Venkatram)
World Earth Day celebrations by NSS and Bio Tech dept.	22-04-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Declaration of KLUEEE 2018 ranks	4th Week, April - 2018	Convener, KLUEEE, 2018
End Semester Exams for A. Y. 2017 - 18 - Even Semester	30-04-2018 to 12-05-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean, Academics (Dr. N. Venkatram)

May-2018

Event	Dates	Responsibility
Finalization of Industries for Faculty Summer Internship program	01-05-2018 to 19-05-2018	Assoc. Dean, Practice School (Dr. Y. V. Hanumantha Rao) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Organizing Industrial training/internship for 2nd years - One month during summer	May / June, 2018	All HoD's
Start of Spot Valuation for End Semester Exams for A. Y. 2017 - 18 - Even Semester	02-05-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean, Academics (Dr. N. Venkatram)
National Technology Day Celebrations by all Engg. departments	11-05-2018	All HoD's
Audit of Central/Dean Offices	2nd Week, May-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
KLUEEE 2018 Counselling	2nd Week, May - 2018	Convener, KLUEEE, 2018
Collection of recommendations from the departments for textbooks and journals to be procured by central library for Odd Semester	2nd Week, May - 2018	Dean, Planning & Development (Dr. K. Sarat Kumar)
2017 - 18 Batch Placement Success Meet	12-05-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Release of Faculty Recruitment Advertisement	14-05-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Non-Teaching Staff Skill Upgradation Program	14-05-2018 to 19-05-2018	All HoD's, Principal, Academic Staff College (Dr. V. Rajesh)
Registration for Summer Sem for A.Y. 2017 - 18.	14-05-2018	Dean, Academics (Dr. N. Venkatram)
Audit of Department Offices	3rd Week, May-2018	Dean, Quality (Dr. Ch. Hanumantha Rao)
Commencement of Class work for Summer Sem for A. Y. 2017 - 18	15-05-2018	Dean, Academics (Dr. N. Venkatram)
Summer Break for Faculty and Staff	21-05-2018 to 23-06-2018	Registrar (Dr. T. Umamaheswara Rao)
1st In-Semester Evaluation for A. Y. 2017 - 18 - Summer Semester	21-05-2018 to 22-05-2018	Dean, Academics (Dr. N. Venkatram)
Last Date for Receiving of Applications for faculty positions	24-05-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh)
Department wise Executive / Corporate Training Program	3rd Week, May-2018	All HoD's
Declaration of A. Y. 2017 - 18 - Even Semester End Examination Results	30-05-2018	Special Officer, Exams & Evaluation (Dr. A. Vani)
World anti-tobacco day celebrations by CEA	31-05-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
CRT Training classes for Y15 Batch students	2nd Week, May-2018 to 3rd Week, June-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Summer Internship Program for Engineering Program	2nd Week, May-2018 to 3rd Week, June-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Department Libraries Stock Verification	Semester Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar)
Review of Short Term Goals, Long Term Goals and other plans of departments	Semester Break Time	All HoD's & Dean, Planning & Development (Dr. K. Sarat Kumar)

Event	Dates	Responsibility
Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	Semester Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar) & All HoD's
Stock Verification (Laboratories) by the end of Odd and Even Semesters	Semester Break Time	All HoD's & Dean, Planning & Development (Dr. K. Sarat Kumar)
Central Library Stock Verification	Summer Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar)

June-2018		
2nd In-Semester Evaluation for A. Y. 2017 - 18 - Summer Semester	01-06-2018 to 03-06-2018	Dean, Academics (Dr. N. Venkatram)
Industrial Training/Internship for Faculty	18-06-2018 to 30-06-2016	All HoD's
Organizing Industrial training/internship for 2nd years - One month during summer	May / June, 2018	All HoD's
Faculty Recruitment Interviews	1st Week, June-2018	Dean, Faculty & Staff Affairs (Dr. A. Jagadeesh) & All HoD's
Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	05-06-2018	All HoD's, Deans
World Environment Day Celebrations	05-06-2018	Assoc. Dean, Strategic Development (Mr. P. Prasanth) & Assoc. Dean, Maintenance (Mr. P. Vijay Kumar)
Last Date for Applying for Revaluation for A. Y. 2017 - 18 - Even Sem	06-06-2018	Special Officer, Exams & Evaluation (Dr. A. Vani)
3rd In-Semester Evaluation for A. Y. 2017 - 18 - Summer Semester	08-06-2018 to 09-06-2018	Dean, Academics (Dr. N. Venkatram)
PG Admissions Notification and Press Release for A. Y. 2018 - 19	11-06-2018	Director, Admissions (Mr. P. Srinivasulu), Assoc. Dean, Admissions (Dr. Chandulal) & Registrar (Dr. T. Umamaheswara Rao)
World day against child labor celebrations by CEA	12-06-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
Declaration of Revaluation Results for A. Y. 2017 - 18 - Even Semester	13-06-2018	Special Officer, Exams & Evaluation (Dr. A. Vani)
4th In-Semester Evaluation for A. Y. 2017 - 18 - Summer Semester	15-06-2018 to 16-06-2018	Dean, Academics (Dr. N. Venkatram)
PG Admission Counseling for A. Y. 2018 - 19	18-06-2018 to 01-07-2018	Director, Admissions (Mr. P. Srinivasulu) & Assoc. Dean, Admissions (Dr. Chandulal)
Conduction of Supplementary/Summer Term End Semester Exams	18-06-2018	Special Officer, Exams & Evaluation (Dr. A. Vani)
Conducting Department wise refresher courses for Faculty	18-06-2018 to 30-06-2018	All HoD's, Principal - ASC (Dr. V. Rajesh)
Start of Spot Valuation for End Semester Exams for A. Y. 2017 - 18 - Summer Semester	20-06-2018	Special Officer, Exams & Evaluation (Dr. A. Vani) & Dean, Academics (Dr. N. Venkatram)
International Yoga Day Celebrations by Dept. of Physical Education	21-06-2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)

Event	Dates	Responsibility
Last Instruction day for A. Y. 2017 - 18 - Summer Semester	21-06-2018	Dean, Academics (Dr. N. Venkatram)
Preparation of department wise placement brochure for A. Y. 2018 - 19	4th Week, June-2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
Academic Registrations for both UG (Engineering) and PG (Engineering) for A. Y. 2018 - 19 - Odd Semester	02-07-2018	Dean, Academics (Dr. N. Venkatram)

ADDITIONAL EVENTS

General, Electrical and Garden Maintenance	As per Charter & Daily Schedules	Dean, Planning & Development (Dr. K. Sarat Kumar)
Deputing Faculty for Workshops/Conference/Short term courses etc	As per the norms	All HoD's
HPC and Website Maintenance	Bi-Monthly	Dean, Planning & Development (Dr. K. Sarat Kumar)
Maintenance of Solar, Windmills, Biogas Plant	Bi-Monthly	Dean, Planning & Development (Dr. K. Sarat Kumar)
Extension Activities - Atleast 6/department/semester	One Every Month	Assoc. Dean, Extensions & Extramural Activities (Dr. K. Subrahmanyam) & All HoD's
Construction Status Review	Quarterly (Jan, Apr, Jul, Oct)	Dean, Planning & Development (Dr. K. Sarat Kumar)
Review of Budgets Spending by Departments for Laboratories	Quarterly (Jun, Sep, Dec, Mar)	Dean, P & D (Dr. K. Sarat Kumar) & Finance Officer
News Letter	Quarterly (Mar, Jun, Sep, Dec)	Dean, Planning & Development (Dr. K. Sarat Kumar)
University Magazine	Half Yearly (Mar, Sep)	Dean, Planning & Development (Dr. K. Sarat Kumar)
Organizing Extension activities which are service related	One in Semester	All HoD's
Organizing International Conference (ECE, BT, EEE, CSE)	To conduct in 2017-18	HoD's (ECE, BT, EEE, CSE)
Schedule for Course Delivery by foreign faculty		All HoD's