



K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

July-2024

S.No.	Event	Dates	Primary Responsibility/Conducting	Reporting Authority
1	Registrations for II-B.Sc-Agriculture	July-2024	HOD-Agriculture	Dean-Academics
2	Slot for foreign language course commencement-online mode	July-2024	Controller of Examination	Dean Academics
3	4th International conference on Advanced Trends in Computational Engineering Mathematics ICATCEM-2024	July-2024	Hod-Maths, AMRG&FDRG Dr N Ramesh Babu DR Imran Ali	Dean R&D
4	Odd Sem - Activity 1-Seminar on Right to Legal Aid and the Women Empowerment	July-2024	HOD-College of Law, Principal-Law, Convenor Women's Forum	Dean SA
5	Guest Lecture - Pharmaceutics	July-2024	Principal-Pharmacy	Director - Life Sciences
6	CRT training	July-2024	All HODs	Director CRT
7	Conduction of "Swachh Bharat" Programmes	July-2024	NSS, Director (SAC)	Dean (SA)/NSS
8	Dean's visit to Hyderabad campus	July-2024	ALL Deans	Registrar
9	Notification for Book Purchase-Odd Semester	July-2024	Librarian	Dean P&D
10	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	July-2024	All Principals, HOD's	Dean SP&SD
11	Orientation programme for the College of Pharmacy	July-2024	Librarian & Principal (Pharmacy)	Dean P&D
12	SATAT: Water Sustainability - Implementation of smart water meters in order to monitor and optimize water use	July-2024	HoD (CE), (Agriculture) & Assoc Dean (Electrical)	Dean P&D
13	Kargil Vijay Diwas competitions in Z.P. High School	July-2024	Director SAC	Dean SA
14	Students complaint and grievances about evaluation, analysis report, action taken	July-2024	Controller of Examinations	Dean Academics
15	Motivational Session by Successful Researchers	July-2024	All HODs	Dean R&D
16	Vikasit Bharath-2047 competitions in schools	July-2024	NSS CELL	Dean SA
17	Registration of II M.Tech Students	July-2024	Principal (COE), All Engg HoDs, Dean-Academics	Dean Academics
18	Activity 3 - Workshop on Prototype Development & the processes in prototype development	July-2024	Principal, Collage of Engineering (in association with CIIE), HOD CSE, Women's Forum	Dean Academics
19	SSR QIM-Data (5 years) "Internal audit" compliance reply from concern Deans	July-2024	All Deans, All functionaries	Dean-Quality
20	Registration & participation in Hackon Blocks 2024 (online)	July 2024 (01-07-2024 to 24-07-2024)	HOD-EL&GE	Dean SP&SD

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21	A 5-day FDP on Outcome Based Education	02.07.2024 to 06.07.2024	Academic Staff College	Dean Academics
22	College Development Committee Meeting	03.07.2024	Principal-College of LAW	Dean MHS
23	College Advisory Committee Meeting	04.07.2024	Principal/HoD - College of Law	Dean MHS
24	Placement Training	05.07.2024 to 30.07.2024	HoD-CSS, Director CRT	Dean SP&SD
25	Department Library Committee Meeting	06.07.2024	ALL HODs	Librarian
26	Lecture Plan & Delivery Audit	1st week of July 2024	ALL HODs	Dean Academics
27	Administrative Files Audit by Department Team (Once in a month)	1st week of July 2024	Department IQAC In-Charge	ALL HODs
28	Practical's (Laboratories) & Skill Audit	1st week of July 2024	ALL HODs (Except FED)	Dean Academics
29	Department Advisory Board Meeting	1st week of July 2024	ALL HODs	Principal CoE
30	IQAC internal meeting	1st week of July 2024	Dean-Quality	Dean-Quality
31	DDC & LDC Committee	1st week of July 2024	ALL HODs	Principal CoE
32	Classroom resources audit	1st week of July 2024	ALL HODs	Principal CoE
33	Faculty Orientation Lectures	1st week of July 2024	ALL HODs	Principals
34	Circular for audit of Central facilities	1st week of July 2024	Dean-Quality	Registrar
35	Consultancy Brochure Design	1st week of July 2024	HoDs of all Engineering, Law, Architecture, Pharmacy, BBA, MBA, Agriculture	Dean R&D
36	DRC Meeting	1st week of July 2024	All HoDs	Dean R&D
37	Review on 2024-25 batch degree exit requirements	1st week of July 2024	All HODs	Dean Academics
38	International Yoga Day	1st week of July 2024	NCC	Dean SA
39	Campus Placement Drive - Season - 1 (for Engineering)	1st Week of July 2024 to Nov'2024	Dean-Placements & Internships	Dean-Placements & Internships
40	Conduction of entrance exam and Interviews-Ph.D Y23	1st week and 3rd Week-July 2024	Dean-R&D	Registrar
41	Webinar -Interaction with IAS Officers	08.07.2024	HoD-Arts	Dean MHS
42	Environment Day	08.07.2024	NSS, Hod-CE	Dean SA
43	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	09.07.2024	Hod-CSE	Dean SA
44	Research Group Meetings	10.07.2024	All-HODs	Dean-R&D
45	Extension Activity	11.07.2024	Director SAC	Dean SA
46	Department Antiragging - Committee Meeting	11.07.2024	All-HODs	Dean SA
47	Workshops/ guest lectures / seminars/industry connect committee meeting	11.07.2024	All-HODs	Dean Academics
48	World Population Day	11.07.2024	Director(SAC)	Dean SA
49	Paper bag day	12.07.2024	HOD-CE	Principal CoE
50	Finalization of Time Tables all.B.Tech	12.07.2024	Principal (College of Engg), All Engg. HoDs	Dean Academics
51	Academic Registrations for all B.Tech. Students	12.07.2024 to 14.07.2024	Principal (College of Engineering)	Dean Academics
52	Issue of KRA/KPI Forms to Faculty and Non Teaching Staff (more than ONE Year service in KLU)	2nd week of July 2024	Dean-F&SA	Dean-F&SA
53	Meeting with RPAC's and Preparation of agenda points for URB	2nd week of July 2024	RPAC's and HoDs	Dean R&D

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54	Activity 1 - Bootcamp on Innovation and Innovative products made with hand by women and Display of the products. Or Workshop on Entrepreneurial Skills	2nd week of July 2024	Principal, College of Engineering (in association with CIIE), Convenor Women's Forum	Dean SA
55	Re-Constitution of IQAC Advisory Committee	2nd week of July 2024	Dean-Quality	Dean-Quality
56	Awareness Program on academic flexibilities	2nd week of July 2024	All HODs	Dean-Academics
57	TLP Workshops	2nd week of July 2024	ALL HODs	Dean-Academics
58	Sri C.S.R Birthday - Acting Workshop	2nd week of July 2024	Abhinaya Club, Director(SAC)	Dean SA
59	Activity 1: Awareness on PCOD	2nd week of July 2024	Principal-Pharmacy, HOD BT, Convenor Women's Forum	Dean SA
60	Activity 2: Identification of people with anaemia and awareness	2nd week of July 2024	Principal-Pharmacy, HOD-BT, Convenor Women's Forum	Dean SA
61	Self- Defense Awareness and Practice Programs	2nd week of July 2024	Principal-School of Architecture, HOD-Fine Arts, Convenor Women's Forum	Dean SA
62	ERP Audit for Research/Profile/Leaves	2nd week of July 2024	ALL HODs	Dean F&SA
63	HOD meeting with Faculty & Staff	2nd week of July 2024	All-HODs	Principals
64	PRACTICE SCHOOL - Orientation & documentation at the Campus	2nd week of July 2024	Dean-Academics & Dean-Placements & Internships	Dean-Placements & Internships
65	Circular for Internal audit-1 on SSR-QIMs	2nd week of July 2024	Dean-Quality	Registrar
66	Events on Kargil Vijay Diwas [Quiz, Drawing, Essay writing, Poetry]	2nd week of July 2024	NCC	Dean SA
67	SC / ST/ Minority / OBC Cell Meeting	2nd week of July 2024	Dean (SA)	Registrar
68	Grievance Redressal Committee Meeting (For Students)	2nd week of July 2024	Dean (SA)	Registrar
69	Anti Child Labour Day. Awareness programme on no Child Labour in orphanages/Villages	2nd week of July 2024	CEA	Dean SA
70	Audit of Central facilities	2nd & 3rd Weeks, July 2024	Dean-Quality	Dean Quality
71	Classwork commencement II B.Pharma, M.Pharma	15.07.2024	Principal Pharmacy	Dean Academics
72	Commencement of Class work for all B.Tech. Students,	15.07.2024	Principal (College of Engineering), All Engineering HoDs	Dean Academics
73	Commencement of classwork for II Pharm. D and III Pharm. D	15.07.2024	Principal (Pharmacy)	Dean Academics
74	Internal Financial audit	15.07.2024	Finance Officer	Registrar
75	MESA - Welcoming 2nd Years	15.07.2024	HOD-ME	Principal CoE
76	A 5-day FDP on Preparing Self Learning Materials	15-07-2024 to 19-07-2024	Academic Staff College	Dean Academics
77	Allocation of Student(all Years) to Counsellors and Display in Dept. Notice Boards For B.Tech.	15-07-2024 for B.Tech	All Engg HoDs, Principal (COE)	Dean Academics
78	Admission Counselling(BBA,MBA)	15/7/2024-19/7 /2024 (BBA) 22/7/2024-25/7/2024 (MBA)	HOD-BBA & MBA & Director (Admissions)	Dean MHS
79	Webinar Motivational Session with IAS Officers	19.07.2024	HOD-Arts	Dean MHS

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80	Internal Faculty Development Program	19.07.2024 to 24.07.2024	HOD-CSS	ASC/Dean Academics
81	A One-day Technical Workshop on modern Agricultural research	20-07-2024	Principal Agriculture, Academic Staff College	Director-Life Sciences
82	Meeting with Monthly report In charges	3rd week of July 2024	Dean-Quality	Dean-Quality
83	Submission of Faculty and Non Teaching Staff Appraisal Forms (Completed more than ONE Year service in KLU)	3rd week of July 2024	ALL Deans & HODs	Dean F&SA
84	Digital Literacy Program	3rd week of July 2024	Director-SAC, HOD-BCA, Convenor Women's Forum	Dean SA
85	YRC Registrations	3rd week of July 2024	YRC, Director(SAC)	Dean SA
86	Women Rights	3rd week of July 2024	CEA, Director(SAC), Convenor Women's Forum	Dean SA
87	Conduction of CC Classes from 3.20 PM to 5.00 PM regularly (up to November)	3rd week of July 2024	Physical Education HOD, Assoc. Dean-Sports & Games	Dean SA
88	B and C certificate Camp to cadets & ANO	3rd week of July 2024	NCC	Dean SA
89	Women's Forum Monthly meeting	3rd week of July 2024	Convenor Women's Forum	Dean SA
90	Meditation and Yoga Training	3rd week of July 2024	Director-SAC, HOD BCA, Convenor Women's Forum	Dean SA
91	Anti Discrimination Committee Meeting	3rd week of July 2024	Convener, SC/ST /Minority Committee, Associate Dean-Grievances, Cells, Committees and Forums,	Dean SA
92	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd week of July 2024	Dean (SA)	Registrar
93	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd week of July 2024	Dean (SA)	Registrar
94	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd week of July 2024	All-HODs	Principal COE
95	Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early-Stage Entrepreneurs	3rd week of July 2024	HOD-MDI&E & CEO KL-ACIC	Principal COE/Director CIIE
96	Kargil Diwas 10.(A) GBN. Guntur Bn Office	3rd week of July 2024	NCC- Girls	Dean SA
97	Awareness Programmes: Thyroid camp	3rd & 4th Weeks, July 2024	Principal Pharmacy and BT Departments	Dean SA

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98	Rural Agro - forestry Workshop	22-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
99	Vriksharopam Mahotsav (Tree Plantation)(Phase-1)	22-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
100	Spotlight Sessions: Open Mic Night	22-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
101	Student Orientation Program	23-07-2024	Dance Club, Director(SAC),	Dean SA

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102	Community Tree Census	23-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
103	Safai Abhiyan (Cleanliness Drive)(Phase-1)	23-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
104	Dance Dynamics: Masterclass Series	23-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC

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105	Social media Awareness program	23-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
106	Acting Lab: Unleash Your Dramatic Potential	24-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
107	Sanitation Awareness Workshop	24-07-2024	Director SAC B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Dean (SA) Director SAC

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108	Education Awareness workshop	24-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
109	Password storing and how they work	24-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
110	Web development workshop	25-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC

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111	Short Film Showcase: Celebrating Student Creativity	25-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
112	Personal hygiene & sanitation awareness workshop	25-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
113	Enrolment of Multidisciplinary Skill Courses (online)	July 2024 (25-07-2024 to 31-07-2024)	Dean Academics	Dean SP&SD
114	Brush Strokes: Painting Workshop Series	26-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC

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115	First-Aid training workshop (CPR)(Phase-1)	26-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
116	Automobile engineering workshops	26-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
117	Kargil Vijay Diwas Celebrations	26.07.2024	NCC, SAC	Dean SA
118	Department Hostels Committee Meeting	26.07.2024	ALL HODs	Dean SA
119	Research Diary Submission & Verification	26.07.2024	ALL HODs	Dean R&D
120	Last Date to Add / Drop / Alter Registration for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	27.07.2024	All Principals / HoDs-MHS,	Dean Academics
121	Last Date to Add / Drop / Alter Registration for B.Tech ALL Year Odd Semester	27.07.2024	All Engg. HoDs & Principal(COE)	Dean Academics
122	SPRG Webinar	27.07.2024	HOD-ECE	Principal CoE
123	Awareness workshop on waterborne diseases	27-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC

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124	Debate with Words: Literary Debates for Critical Thinkers	27-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
125	Air Pollution Worsening your Cholesterol	27-07-2024	B.Rambabu (7271), Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425), Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director SAC
126	Opting for Self-Learning & Academic Flexibilities for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	29.07.2024 to 03.08.2024	All Principals / HoDs-MHS	Dean Academics
127	Webinar Motivational Lecture	29.07.2024	HOD-Arts	Dean MHS
128	Mobile security workshop	29-07-2024	Bikas Sharma (7515), Student Trainer T. Siva Krishna (6147) Student Mentor	Director SAC
129	Opting for Self-Learning & Academic Flexibilities for B.Tech 2, 3, 4 Year Odd Semester	29.07.2024 to 03.08.2024	All Engg. HoDs, Principal(COE)	Dean Academics
130	Workshops on Compost Making	30-07-2024	Bikas Sharma (7515), Student Trainer T. Siva Krishna (6147) Student Mentor	Director SAC
131	A 5-day FDP on Inculcating Universal Human Values	30.07.2024 to 03.08.2024	Academic Staff College	Dean Academics
132	First evaluation reports	31.07.2024	HOD-Arts	Dean MHS
133	Water Management Workshop	31-07-2024	Bikas Sharma (7515), Student Trainer T. Siva Krishna (6147) Student Mentor	Director SAC
134	Commencement of Technical Club Activities	31.07.2024	HOD-ECE	Director SAC
135	Counselling Report Verification by Department Team (Once in a month)	4th Week of July 2024	ALL HODs	Dean Academics
136	Issue of handbooks to all I/IV B.Tech. 2024-25 admitted students	4th Week of July 2024	Director (FED), Principal (FED)	Dean Academics

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137	Collection of Faculty and Non Teaching Staff KRA/KPI Forms from All HODs	4th Week of July 2024	Dean-F&SA	Registrar
138	CRC Meeting	4th Week of July 2024	All Principals	Dean Academics
139	Collection of Specialization wise faculty and staff requirement from All Departments (Recruitment for next Academic Year)	4th Week of July 2024	Dean-F&SA	Registrar
140	Circular for Quality Circles Faculty meeting-01	4th Week of July 2024	Dean-Quality	Registrar
141	Quality Circles Faculty meeting-01	4th Week of July 2024	Dean-Quality	Dean-Quality
142	Quality Circle meeting in the department for faculty	4th Week of July 2024	All HODs	Principal COE
143	Quality Circle meeting in the department for students	4th Week of July 2024	All HODs	Principal COE
144	Orientation lecture on Quality related by department by IQAC	4th Week of July 2024	All HODs	Principal COE
145	Annual report on Placement for previous Academic Year	4th Week of July 2024	Dean-Placements & Internships	Dean-Placements & Internships
146	SWEAR Analysis Review (B.Tech Y23)	4th Week of July 2024	ALL HODs	Dean Academics
147	2023-24 cumulative Monthly Audit Report (Annual Report) Statistics to be submitted by Departments to Dean Quality	4th Week of July 2024	ALL HODs	Dean Quality
148	KL Panorama- kl newsletter-Quarterly	4th Week of July 2024	Associate Dean - Publishing	Registrar
149	Department Sports Committee Meeting	4th Week of July 2024	ALL HODs	Dean SA
150	Odd Sem - Activity 2-Awareness on Socio Legal Rights	4th Week of July 2024	Principal-College of Law, HOD-BA IAS, Convenor Women's Forum	Dean SA
151	Ground Maintenance works	4th Week of July 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
152	Review -1 meeting for the women empowerment teams	4th Week of July 2024	Convenor Women's Forum	Dean SA
153	Sanitation and Hygienic Awareness	4th Week of July 2024	CEA, Director(SAC)	Dean SA
154	Grouping of Students into Research Groups	4th Week of July 2024	ALL HODs	Dean R&D
155	Formation of Final Year Project Batches	4th Week of July 2024	ALL HODs	Dean Academics
156	Department Canteen Committee Meeting	4th Week of July 2024	ALL HODs	Dean SA
157	Department Transport Committee Meeting	4th Week of July 2024	ALL HODs	Dean SA
158	Student Grievances Committee Meeting	4th Week of July 2024	ALL HODs	Dean SA
159	Department Website Update	4th Week of July 2024	ALL HODs	Principal CoE
160	Allocation and display of Projects / Term Papers guide to the students	4th Week of July 2024	ALL HODs	Dean Academics
161	Orientation program with MoU member Industry experts.	4th Week of July 2024	HOD-CE	Dean Academics
162	Central facilities Non conformance Report to concern Dean	4th Week of July 2024	Dean-Quality	Registrar
163	Central facilities Non conformance Report reply to Dean Quality	4th Week of July 2024	Concerned Deans	Dean-Quality
164	Grievances Redressal Committee meeting(Central level)	4th Week of July 2024	Convener, Central level Grievances Redressal Committee, Associate Dean-Grievances, Committees & Forums	Dean SA

S.No.	Event	Dates	Primary Responsibility/Conducting	Reporting Authority
165	Gender Sensitization -Awareness Program	4th Week of July 2024	Associate Dean-Grievances,Cells,Committees and Forums	Dean SA
166	Anti Sexual Harassment Committee Meeting (For Students)	4th Week of July 2024	Dean (SA)	Registrar
167	Grievance Redressal Committee for Faculty & Staff	4th Week of July 2024	Dean (F&SA)	Registrar
168	Organize Session on "Lean Start-up & Minimum Viable Product/Business"- Boot Camp (or) Mentoring Session	4th Week of July 2024	HOD-MDI&E & CEO KL-ACIC	Principal COE/Director CIIE
169	Session on Angel Investment/VC Funding Opportunity for Early-Stage Entrepreneurs.	4th Week of July 2024	HOD-MDI&E & CEO KL-TIF	Principal COE/Director CIIE
170	ATC CAMP 10.(A) GBN. Guntur	4th Week of July 2024	NCC- Girls	Dean SA
171	Decade Reunion	4th Week of July 2024	All HODs & All Department Coordinators	Director Alumni
172	Circular for Department Audits (August month)	Last week of July	Dean-Quality	Registrar
173	Internal Funding Projects Notification	Last week of July	Dean R&D	Dean R&D
174	Students Course Registration Audit	July 2024 (last week)	All HODs	Dean Academics
175	Letters Postage to Parents about their wards results, Backlogs, detained NR status, current registered courses details status- By each department respectively	July 2024 (last week)	ALL HODs	Dean-Academics
176	Review of Attendance & Progress of Syllabus coverage	July 2024 (last week)	ALL HODs	Dean-Academics
177	Compliance report on Calendar of Activities to Registrar	last day of Month	All Functionaries & All HoD's	Registrar
178	KLU/ KLCE Alumni Silver Jubilee Celebrations	July 2024 (last week)	Director (Alumni Relations)	Dean SD&SP

K L E F Deemed to be University (Vijayawada)**Calendar of Events for the Academic Year 2024-25****August-2024**

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
1	Drills Parades	August (1-4 weeks)	NCC	Dean SA
2	Insurance of All Equipment's	Yearly - August 2024	Dean - P&D	Dean - P&D
3	Pre Ph.D. Exams / Reviews for Batches I to XIX	Aug 2024 / June 2024	Controller of Examinations	Dean R&D
4	Work-shop on "Safety, Security and threat awareness"	August-2024	Convener-Women's Forum	Dean SA
5	Raghavam event -Bellary Raghava Birth Anniversary by Hobby clubs	August-2024	Director (SAC)	Dean SA
6	Awareness programme on depression and dementia	August-2024	Principal-Pharmacy, Convener-Women's	Dean SA
7	Training to Mothers' and school children on Girl Child Safety	August-2024	Convener-Women's Forum	Dean SA
8	Health Camps in villages	August-2024	NSS Coordinator, Director(SAC)	Dean SA
9	List of I-year Engineering students admissions data for submission to AICTE	August-2024	Registrar	Registrar
10	Online workshop for faculty	August-2024	All Engg HODs	Principal CoE
11	Annual report on internships/ project work	August-2024	Dean-Placements & Internships	Dean-Placements & Internships
12	Revision/ updation of consultancy policy	August-2024	Dean - Research & Development	Dean - Research & Development
13	Workshop - Pharmacology	August-2024	Principal Pharmacy	Director - Life Sciences
14	CRT Training	August-2024	Director CRT	Dean SD&SP
15	Webinar/Guest Lectures from industry experts relevant to your Skill Centre.	August-2024	All HODs	Dean SD&SP
16	Orientation programme on LMS and ERP	August-2024	All HODs	Dean Academics
17	NSS Activity	August-2024	DEPT BBA	Dean SA
18	Dean's visit to Hyderabad campus	August-2024	ALL Deans	ALL Deans
19	Skill Based Expert Talk one per month for students	August-2024	All Engg Depts	Dean SD&SP
20	Industry Faculty Orientation Lecture one per month for Faculty	August-2024	All Engg Depts	Dean Academics
21	Guest Lecture / Industry Connect / Academia Connect - Pharma. Chemistry	August-2024	Principal Pharmacy	Dean Academics
22	Seminar to MSc nano science and technology students and Physics Research scholars	August-2024	HOD-Physics	Dean R&D

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
23	Library Advisory Committee Meetings (LAC)	August-2024	Librarian	Dean P&D
24	Social & Industry Connect: Student Internship Program in association with Unnath Bharat Abihyan	August-2024	HOD - Commerce	Dean MHS
25	I-10 Index verification	August-2024	Dean-R&D	Dean-R&D
26	Research centre recognition application	August-2024	Director R&D, Dr. K K Sarat	Dean-R&D
27	Categorization of Minimum 70% total strength of 2022 admitted batch into CRTand 30% into Higher Studies (as per career choice option)	August-2024	HODs of Engg Depts	Principal of COE
28	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	August-2024	All Principals, HOD's	Dean SP&SD
29	Nasha Mukti Abhiyan (Anti Tobacco)	August-2024	NSS Cell	Dean SA
30	Open Mic-Stand Up Comedy	August-2024	Director-SAC	Dean SA
31	Pre Ph.D. Exams / Reviews for Batches I to XIX	August-2024	Dean - Research & Development	Dean-R&D
32	Alumni Meeting	August-2024	ALL HODs	Director Alumni
33	Organizing Guest Lecture (3 per semester. One by Academician, one by industry expert and one by Alumini)	August-2024	ALL HODs	Principal CoE
34	Constituting women empowerment teams	August-2024	Convenor Women's forum	Dean SA
35	Orientation programme on quality issues for teachers	August-2024	Dean-Quality	Dean-Quality
36	Orientation programme on quality issues for students	August-2024	Dean-Quality	Dean-Quality
37	Academic Registrations for MHS II, III, IV AND V YEARS and PG (M. Pharma, MBA and MCA) Odd Semester	August-2024	All Principals (Except Principal Engineering), HoDs of MHS, Dean (MHS),	Dean-Academics & Pro VC
38	Academic Audit	August-2024	HODs of Engg Dept & Principal	Dean Academics & Dean SD&SP
39	Principal & Dean Academics meeting with CCs & Cohort Professor In charges and Faculty In charges	August-2024	Principal COE & Dean Academics	Dean Academics
40	A Five-day workshop on Scientific writing using Latex for Research / Innovation students	August-2024	HOD-IRD	Dean-R&D

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
41	Orientation Program to New NSS Volunteers	August-2024	NSS CELL	Dean SA
42	Awareness on social media Crimes	August-2024	NSS CELL	Dean SA
43	Plantation Program	August-2024	NSS CELL	Dean SA
44	Alumni Awards	August-2024	All HODs & All Department	Director Alumni
45	Two Decade reunion	August-2024	All HODs & All Department	Director Alumni
46	Preliminary Sharing Feedback Report with MHS HoDs	August-2024	All MHS Principals / HoD's	Dean - Academics
47	Safe Browsing	01-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195)	Director - SAC
48	Registration & participation in Echidna Grants (online)	-08-2024 to 10-08-20	HOD-EL&GE	Dean SP&SD
49	Departmental Association Activities (Once in 2 weeks)	02.08.2024	All Engg HODs	Principal CoE
50	Faculty Social Profile Building	02.08.2024	All HODs	Dean F&SA
51	Melody Masters: Music Workshop	02-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195)	Director - SAC
52	Data hack using passcode breaks using cryptography techniques	02-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195)	Director - SAC

S. No.	Event	Dates	Primary Responsibility / Conducting	Reporting Authority
53	Mobile App Development	03-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195)	Director - SAC
54	Groove Fusion: Dance Showcase	03-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195)	Director - SAC
55	Departmental talk	03.08.2024	All HODs	Dean R&D
56	Counselling Report Verification by Department Team (Once in a month)	05.08.2024	ALL HODs	Dean Academics
57	Research Days	05.08.2024	ALL HODs	Dean R&D
58	International Conference on Intelligent and Smart Computing in Data Analytics (ISCDA)	05.08.2024 to 08.08.2024	HOD - CSE	Dean R&D
59	A 5-day FDP on Artificial Intelligence	-08-2024 to 09-08-20	Academic Staff College	Dean Academics
60	Academic Pathway Planning (CBCS) Week for Students & Parents for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Year Odd Semester	05.08.2024 to 10.08.2024	All Principals & Director (FED), Principal (FED), HoDs of MHS, Dean (MHS),	Dean-Academics
61	Alumni-Academics Connect Week for B.Tech 2 Year Odd Semester	05.08.2024 to 10.08.2024	Director Alumni, All HoDs of Engg. &	Dean Academics
62	Student Feedback Reflection on Preliminary Feedback for B.Tech ALL Year Odd Semester	05.08.2024 to 10.08.2024	All HoDs, Principals	Dean Academics
63	Preliminary Feedback Week on Academic Quality & TLP for B.Tech ALL Year Odd Semester	05.08.2024 to 10.08.2024	All Engg. HoDs, Principal(COE)	Dean Academics
64	Preliminary Feedback Week on Academic Quality & TLP for MHS II, III, IV and Vth, years and PG (MBA and MCA) Odd Semester	05.08.2024 to 10.08.2024	All Principals / HoDs-MHS	Dean Academics
65	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	06.08.2024	HOD - CSE, Director SAC	Director - SAC

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
66	Tree Care and maintenance seminar(Phase-1)	06-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
67	A 5-day FDP on Design Thinking and Innovation	06.08.2024 to 10.08.2024	Academic Staff College	Dean - Academics
68	Academic Classwork for MHS II, III, IV & V YEARS and PG (MBA and MCA) Odd Semester	07.08.2024	All Principals (Except Principal Engineering) & Director (FED), Principal (FED), HoDs of MHS, Dean (MHS),	Dean- Academics & Pro VC
69	Safai Abhiyan (Cleanliness Drive)(Phase-2)	07-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
70	2. Nutrition awareness for U.P. school children's	1st week of August 2024	CEA	Dean SA
71	Faculty Orientation Lectures	1st week of August 2024	ALL HODs	Principals
72	Call for Best Teacher Award (BTA)	1st week of August 2024	All HODs	Dean Academics
73	IQAC files updation	1st week of August 2024	ALL HODs	Principals COE
74	Placement Training	1st week of August 2024	HOD - CSS	Dean- Placements & Internships/Director-CRT
75	Antiragging awareness program	1st week of August 2024	ALL HODs	Dean -SA
76	IQAC internal meeting	1st week of August 2024	Dean - Quality	Dean - Quality
77	Spot valuation of Pre PhD examination	1st week of August 2024	Controller of Examinations	Dean R&D
78	Pre Ph.D. Course Work	1st week of August 2024	Dean - Research & Development	Dean R&D
79	Circular for audit of Central facilities	1st week of August 2024	Dean-Quality	Dean - Quality
80	Annual report on examination	1st week of August 2024	Controller of Examinations	Dean Academics
81	CRT& HS Categorization and Registration of 2021 admitted batch Engg and MHS Programs	1st week of August 2024	Principal - COE/HODs of Engg Dept	Dean SP&SD
82	Competitions on eve of Independence day	1st week of August 2024	NCC	Dean SA
83	Research Notification	1st week of August 2024	Dean R&D	Registrar

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
84	Session/ Panel discussion with innovation and Start-up Ecosystem Enablers from the region/state/national level	1st week of August 2024	HOD-MDI&E & HOD-MBA	Dean-MHS/Director-CIIE
85	NCC enrolment or selection	1st week of August 2024	NCC	Dean SA
86	Parent meeting	1st week of August 2024	ALL Engg HODs	Principal COE
87	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BCA	1st Week of August 2024	Director-Alumni, HoD-BCA	Principal College of Sciences
88	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship--BT	1st Week of August 2024-(Once in a Semester)	Director-Alumni, HoD-BT	Dean Academics
89	PLC programming and control systems	08-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
90	Research Methodology	09.08.2024	HOD-Architecture	Dean R&D
91	Training cum orientation programme on LMS and ERP (For the benefit of new faculty)	09.08.2024	HoD Dept of Arts	Dean Academics
92	Script Craft: Write, Perform, Create	09-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425)	Director - SAC
93	Causes of CVD	09-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
94	Content Preparation for Quant Moule	09.08.2024 to 21-08-2024	HOD - CSS, Director-CRT	Dean-Placements & Internships
95	Workshops/ guest lectures / seminars committee meeting	10.08.2024	ALL HODs	Principal COE
96	Student Affair Committee Meeting	10.08.2024	ALL HODs	Dean Student Affairs
97	Fixing the Action Plan on Legal Aid Clinic Programmes	10.08.2024	College of Law	Dean MHS
98	Addressing Student Grievances (Twice in a month)	10.08.2024	ALL HODs	Dean SA

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
99	Dept Counselling Committee Meeting	10.08.2024	HOD - ECE	Dean Academics
100	Filmmaking Masterclass: From Script to Screen	10-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
101	Password Security	10-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
102	Registration and Participation in Skill Improvement Programs and workshops (online) <input type="checkbox"/> Dassault systems training program (online) <input type="checkbox"/> IBM Skills Build Artificial intelligence and Machine Learning (online) <input type="checkbox"/> IBM Skills Build Cyber Security with Kali Linux (online) <input type="checkbox"/> IBM Skills Build Employability Skills (online)	-08-2024 to 24-08-20	HOD-EL&GE	Dean SP&SD
103	Confidence Building and goal setting Programs	2nd week of August 2024	HOD-BBA	Dean MHS
104	SC / ST/ Minority / OBC Cell Meeting	2nd week of August 2024	Dean (SA)	Registrar
105	Grievance Redressal Committee Meeting (For Students)	2nd week of August 2024	Dean (SA)	Registrar
106	Guest Lecture for IV B.Tech. (R&M Group)	2nd week of August 2024	HOD - ME	Principal CoE
107	Action Plan on Consultancy	2nd week of August 2024	ALL HODs	Dean R&D
108	LMS/ERP committee meeting	2nd week of August 2024	ALL HODs	Dean Academics
109	Discipline committee meeting	2nd week of August 2024	ALL HODs	Dean SA
110	ERP Audit for Research/Profile/Leaves	2nd week of August 2024	ALL HODs	Dean R&D
111	HoD Meeting with Department Faculty and staff	2nd week of August 2024	ALL HODs	Principals
112	Release of Faculty Recruitment Advertisement	2nd week of August 2024	Dean-F&SA	Dean-F&SA
113	Anti-Ragging Committee meeting	2nd week of August 2024	Associate Dean- Grievances, Cells, Committees and	Dean SA

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
114	Anti-Drug Committee meeting	2nd week of August 2024	Associate Dean- Grievances, Cells, Committees and	Dean SA
115	Research publications, citation, Reviews of the departments	2nd week of August 2024	Dean - Research & Development	Dean R&D
116	Organizing subject based workshop/seminar/conference for faculty - One in each semester (Engineering) - Except Dept. of Agriculture	2nd week of August 2024	ALL HODs	Dean Academics
117	University team selections for south zone and AIU, Football, Cricket, Taekwondo, wushu, Khokho, Throwball and Volleyball. As per schedule given by AIU (Tentative)	2nd week of August 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
118	Commencement of Sports Certification for ODD Semester	2nd week of August 2024	All Engineering HODs	Dean SA
119	Research Board Meeting	2nd week of August 2024	Dean (R&D)	Registrar
120	BEC Certification	2nd week of August 2024	MHS	Dean SD&SP
121	MULYAPRAVAH: One day Induction, orientation and refresher programs (to Faculty & Staff)	2nd week of August 2024	Principal, All HoD's	Dean Academics
122	Organizing Innovation & Entrepreneurship Outreach Program in Schools/Community	2nd week of August 2024	HOD-MDI&E & KL-CIIE	Principal COE/Director CIIE
123	CEA New volunteers registrations in KLEF	2nd week of August 2024	CEA	Dean SA
124	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BBA	2nd week of August 2024-(Once in a Semester)	Director-Alumni, HoD-BBA	Dean MHS
125	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSIT	2nd week of August 2024-(Once in a Semester)	Director Alumni, HoD CSIT	Dean SP&SD
126	Audit of Departments	2nd & 3rd Week of August 2024	Dean - Quality	Dean - Quality
127	Audit of Central facilities	2nd & 3rd Week, August 2024	Dean-Quality	Dean-Quality
128	Independence day 10.(A) GBN. KLEF	15-08-2024	NCC- Girls	Dean SA
129	Independence Day Celebrations Hobby clubs/NCC students March Fast	15.08.2024	NCC 22(A), Director-SAC, All HOD's	Dean SA

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
130	Vriksharopam Mahotsav (Tree Plantation)(Phase-2)	15-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Director -SAC
131	ODF Campaign(Phase-1)	15-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Directors
132	Subject Based Seminar for Faculty (all Research Groups)	16.08.2024	HOD - ME	Dean R&D
133	Department Transport Committee Meeting	16.08.2024	ALL HODs	Dean SA
134	Extension Activity	16.08.2024	Director SAC	Dean SA
135	Guest Lecture to M.Sc. students	16.08.2024	HOD - CHEMISTRY	Principal Sciences
136	Lab monitoring committee	16.08.2024	ALL HODs	Dean Academics
137	Periodic Research Opportunities Exploration	16.08.2024	ALL HODs	Dean R&D
138	Research Group Meetings	16.08.2024	Hod-CSE	Dean R&D
139	Crafty Creations: Handicraft Making Sessions	16-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Director - SAC
140	Library development program(Phase-1)	16-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Director - SAC
141	CSRG Workshop	16.08.2024 to 18-08-2024	HOD-ECE	Dean R&D
142	Vaccination drive(Phase-1)	17-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Director - SAC
143	A One-day Technical Workshop on Advances in Architecture	17-08-2024	Academic Staff College	Principal Architecture
144	In Conversation with Authors: Exploring Literary Worlds	17-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijiava (2434)	Director - SAC

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
145	A 5-Day New Faculty Induction Program	18-08-2024 to 22-08-2024	Academic Staff College	Dean Academics
146	Course Meeting	19.08.2024	All CC's and all HODs	Dean Academics
147	Orientation programme on LMS and ERP	19.08.2024	CTO	Dean Academics
148	Department Library Committee Meeting	19.08.2024	ALL HODs	Librarian
149	Submission of Best Teacher Awards Recommendations by HoD	19-08-2024	All HODs	Dean-F&SA & Dean-Academics
150	First-Aid training workshop (CPR)(Phase-2)	19-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
151	Alumni-Academics Connect Week for B.Tech 3 Year Odd Semester	19.08.2024 to 24.08.2024	All HoDs of Engg, Director Alumni &	Dean Academics
152	Department Sports Committee Meeting	20.08.2024	ALL HODs	Dean SA
153	Faculty Grievances Committee	20.08.2024	ALL HODs	Dean SA
154	Webinar by Faculty	20.08.2024	HOD-CSE	Principal CoE
155	Department Association Activity by FOCUS Student Body (Twice in a month) -	20.08.2024	HOD-CSE	Principal CoE
156	CSE DAC Meeting (Once in a month)	20-08-2024	HOD-CSE	Dean Academics
157	Water quality testing camps	20-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
158	Workshop on Rain water Harvesting techniques(Phase-1)	21-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
159	Sanitation & Hygiene Awareness programme in Village	3rd week of August 2024	CEA	Dean SA
160	Category wise admissions(gender, nation wise, disable students, sports, other reservations)	3rd week of August 2024	Registrar	Registrar
161	Administrative Files Audit by Department Team (Once in a month)	3rd week of August 2024	Department IQAC In-Charge	ALL HODs
162	Research Board Meeting- Meeting Minutes / Action taken report	3rd week of August 2024	Dean (R&D)	Registrar
163	II B.Tech. - Industrial Visit - Section 1	3rd week of August 2024	HOD-ME	Principal - COE
164	Student Grievance committee meeting	3rd week of August 2024	ALL HODs	Dean SA
165	Webinar on Non Linear PDE's	3rd week of August 2024	HOD-Mathematics	Principal Sciences

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
166	Finalization of Convener for Convocation-XIII	3rd week of August 2024	Registrar	Registrar
167	Health awareness program on obesity and other issues	3rd week of August 2024	Convener-Women's Forum,	Dean SA
168	Parents Meeting for 2nd Years Engg.	3rd week of August 2024	All Engineering HoDs	Principal - COE
169	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-MBA	3rd week of August 2024-(Once in a Semester)	Director-Alumni/ HoD-MBA	Dean MHS
170	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-ECE	3rd week of August 2024-(Once in a Semester)	Director-Alumni/ HoD-ECE	Dean SD&SP
171	Fit India Campaign to the students of adopted villages schools	3rd week of August 2024	NCC 22(A), Director (SAC)	Dean SA
172	GS-POSH Activity(GS -POSH Awareness program)	3rd week of August 2024	Convenor Women's Forum	Dean SA
173	University team selections for south zone and AIU, Badminton, Archery, Table Tennis, Kabaddi, Handball, Boxing, Chess, Skating and Athletics. As per schedule given by AIU (Tentative)	3rd week of August 2024	Physical Education HOD, Assoc. Dean, Sports & Games,	Dean SA
174	Women's Forum Monthly meeting	3rd week of August 2024	Women's Forum	Dean SA
175	Webinar on Probability for Data Science	3rd week of August 2024	HOD - Mathematics	Principal Sciences
176	Commencement CRT Training for 2022 Engg Batch	3rd week of August 2024	Principal - COE, HODs of Engg Dept	Dean Student Progression
177	Anti-Drug Awareness Program	3rd week of August 2024	Associate Dean-Grievances, Cells, Committees and	Dean SA
178	NCC BN., Selection of cadets	3rd week of August 2024	NCC,	Dean SA
179	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd week of August 2024	Dean (SA)	Registrar
180	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd week of August 2024	Dean (SA)	Registrar
181	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd week of August 2024	All-HODs	Principal COE
182	Organize an Inter/Intra Institutional Start-up Competition and Reward Best Start-ups	3rd week of August 2024	HOD-MDI&E & KL-TIF	Principal COE/Director CIIE
183	Rainwater harvesting 10.(A) GBN. Undimmed	3rd week of August 2024	NCC- Girls	Dean SA

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
184	Cryptography in Pacemakers	22-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
185	Certification Course 1 week	22.08.2024 to 27.08.2024	BT, ME, CE, CSE, ECS, EEE, ECE, IoT, AI&DS and CS&IT Dept HoDs	Dean SD&SP
186	Guest Lecture on Versatility of Unreal Engine	23-08-2024	HOD - Fine Arts	Dean MHS
187	Department Canteen Committee Meeting	23-08-2024	ALL HODs	Dean SA
188	Cyber Security Workshops	23-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
189	Content Preparation for Reasoning Module	23.08.2024 to 31.08.2024	HOD - CSS, Director-CRT	Dean Placements
190	Addressing Student Grievances (Twice in a month)	24.08.2024	ALL HODs	Dean SA
191	Product Innovation Challenge	24-08-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
192	Preliminary Feedback Analysis & Action Taken Report from HoDs (II,III,IV B.Tech)	24.08.2024	Principal (COE), All Engineering HoDs	Dean Academics
193	A 5-day FDP on Indian Knowledge Systems	24-08-2024 to 28-08-2024	Academic Staff College	Dean Academics
194	Guest Lecture/Industry connect lecture/webinar/workshop (Tentatively)	26.08.2024	College of Law	Dean - MHS
195	Research Days	26.08.2024	HOD - CSE	Dean R&D
196	Department Hostels Committee Meeting	26.08.2024	ALL HODs	Dean SA
197	First Aid Techniques	27-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148)	Director - SAC
198	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students) - Except Dept. of Agriculture	28.08.2024	All-HODs	Principal - COE
199	Mobile security workshop(Phase-1)	28-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148)	Director - SAC

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
200	Sem-In-Project Review-I with Regular Class-Work / Guest Lecture on Photography, Graphic Designing	28-08-2024 to 30-08-2024	HOD - Fine Arts	Dean MHS
201	MULYAPRAVAH: Outreach Program on Human Values and Professional Ethics (To MHS students)	28-08-2024 to 02-09-2024	All Principals, HoDs-MHS	Dean Academics
202	Orientation Program for Freshman Engineering Students for All UG MHS Phase-II and PG 1 Year Odd Semester- Except Dept. of Agriculture	28-08-2024 to 02-09-2024	All Principals, HoDs-MHS,	Dean Academics
203	NSS - Solar & Power Generation	29.08.2024	HOD - ME & EEE	Dean SA
204	Hobby Clubs/NSS Activity	29.08.2024	Director (SAC)	Dean SA
205	Department research committee Meeting (Once in a month)	29.08.2024	All HODs	Dean R&D
206	National Sports Day Celebrations by dept. of Physical Education	29.08.2024	Ass. Dean, Sports & Games & Hod-Physical	Dean SA
207	Seminar on Seed Saving Techniques	29-08-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148)	Director - SAC
208	Department Website Update	30.08.2024	All HODs	Principal CoE
209	MESA - Think Positive Thursday	30.08.2024	HOD - ME	Director SAC
210	Lecture New Students-Welcome & Motivation	30.08.2024	ARTS HOD	Dean MHS
211	Academic Pathway Planning (CBCS) Week for Students & Parents for All UG MHS Phase-II and PG ALL Year Odd Semester	30-08-2024 to 01-09-2024	All HoDs and Principals of MHS Depts	Dean Academics
212	RPAC meeting	31.08.2024	HOD - CHEMISTRY	Dean R&D
213	Research Group Meetings	31.08.2024	Hod-CSE	Dean R&D
214	Research Diary Submission & Verification	31.08.2024	ALL HODs	Dean R&D
215	Counselling reports verification by Dept Team	31.08.2024	Hod-CSE	Dean Academics
216	III B.Tech. Industrial Visit - Section 1	4th Week of August 2024	HOD - ME	Principal CoE
217	HoD Meeting with Department Faculty and staff	4th Week of August 2024	ALL HODs	Principals
218	II B.Tech. - Industrial Visit and III B.Tech. - Industrial Visit	4th Week of August 2024	BT HOD	Principal CoE
219	Non conformance Report to all department HODs and Principal	4th Week of August 2024	Dean - Quality	Dean - Quality
220	Non conformance Report reply from HODs to principal and principal to Dean-Quality	4th Week of August 2024	Principals	Dean - Quality
221	Ph.D. Registrations for XX Batch	4th Week of August 2024	Dean - Research & Development	Dean R&D

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
222	Declaration of Pre Ph.D. Examination Results	4th Week of August 2024	Controller of Examinations	Dean R&D
223	World Photography day celebrations by Photography Club	4th Week of August 2024	HoD (Fine Arts) & Director (SAC)	Dean-SA
224	II B.Tech. - Industrial Visit - Section 2	4th Week of August 2024	HOD - ME	Principal CoE
225	Faculty Orientation Lectures	4th Week of August 2024	ALL HODs	Principals
226	Central facilities Non conformance Report to concern Dean	4th Week of August 2024	Dean-Quality	Dean-Quality
227	Central facilities Non conformance Report to Reply to Dean Quality	4th Week of August 2024	Concern Dean	Dean SA
228	Quality Circle meeting in the department for faculty	4th Week of August 2024	All HODs	Dean-Quality
229	Quality Circle meeting in the department for students	4th Week of August 2024	All HODs	Dean-Quality
230	Circular for Quality Circles Students meeting-01	4th Week of August 2024	Dean-Quality	Registrar
231	Quality Circles Students meeting-01	4th Week of August 2024	Dean-Quality	Dean-Quality
232	Sending Feedback from Quality Circles-students to the concerned Deans	4th Week of August 2024	Dean-Quality	Dean-Quality
233	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-IoT	4th week of August 2024 (Once in a Semester)	Director Alumni, HoD IoT	Principal COE
234	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-LAW	4th Week of August 2024	Director-Alumni, HoD-LAW	Dean MHS
235	Sending Details of Teams and Entry fee to AIU for Participation in Tournaments conducted by AIU	4th Week of August 2024	Physical Education HOD, Assoc. Dean, Sports & Games,	Dean SA
236	2-day Sports Day Celebration (In the Memory of Hockey Player Dhyan Chand's Birthday)-29th August	4th Week of August 2024	Physical Education HOD, Assoc. Dean, Sports & Games,	Dean SA
237	Odd Sem- Activity 4-Seminar on Protection of Women form Domestic Violence	4th Week of August 2024	Principal, College of Law, HOD Law, Women's Forum	Dean SA
238	Women Equality Day	4th Week of August 2024	WOMEN'S FORUM	Dean Student Affairs
239	Ground Maintenance and Development works	4th Week of August 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean P&D
240	Orientation program with MoU member Industry experts.	4th Week of August 2024	HOD-CE	Principal CoE
241	Commencement CRT Training for 2023 MHS Batch	4th Week of August 2024	Principals & HODs of All MHS	Dean SP&SD

S. No.	Event	Dates	Primary Responsibility /Conducting	Reporting Authority
242	Grievances Redressal Committee meeting (Central level)	4th Week of August 2024	Associate Dean- Grievances, Cells, Committees and	Dean SA
243	Induction Program on NCC Course	4th Week of August 2024	NCC	Dean SA
244	Anti Sexual Harassment Committee Meeting (For Students)	4th Week of August 2024	Dean (SA)	Registrar
245	Grievance Redressal Cimmittee for Faculty & Staff	4th Week of August 2024	Dean (F&SA)	Registrar
246	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Start-Ups & Linkage with Innovation Ambassadors/Experts for Mentorship Support	4th Week of August 2024	HOD-MDI&E	Principal COE/Director CIIE
247	pollution awareness rally 10.(A) GBN. Tadepalli	4th Week of August 2024	NCC- Girls	Dean SA
248	III B.Tech. - Industrial Visit - Section 2	5th Week of August-2024	HOD - ME	Principal CoE
249	Circular for Department Audits (September month)	5th Week of August-2024	Dean - Quality	Dean - Quality
250	Research Group Meeting	5th Week of August-2024	All HODs	Dean R&D
251	Uploading of admission data on KLEF Website	Last week of August 2024	Registrar	Registrar
252	Cohort Audit w.r.t. Dept	Last week of Aug 2024	HoDs of all Engineering	Principal CoE
253	Review of Attendance & Progress of Syllabus coverage	August 2024(last week)	ALL HODs	Dean Academics
254	Compliance report on Calendar of Activities to Registrar	last day of Month August 2024	All Functionaries & All HoD's	All Functionaries & All HoD's

K L E F Deemed to be University (Vijayawada)**Calendar of Events for the Academic Year 2024-25****September -2024**

S. No.	Event	Dates	Primary Responsibility/ Conducting	Reporting Authority
1	Research Paper Presentation	September-2024	HOD-IRD	Dean (R&D)
2	Legal Aid Program in adopted villages	September-2024	NSS CELL	Dean SA
3	Importance of Rain water Harvesting	September-2024	NSS CELL	Dean SA
4	Plantation	September-2024	NSS CELL	Dean SA
5	Anti plastic Drive Krishna River Bank	September-2024	NSS CELL	Dean SA
6	Special Camp - 1	September-2024	NSS CELL	Dean SA
7	Special Camp - 2	September-2024	NSS CELL	Dean SA
8	NSS Day	September-2024	NSS CELL	Dean SA
9	Conduction of Sensitizing Programmes and Action Survey by NSS in Adopted villages	September-2024	NSS, Director (SAC)	Dean SA
10	Webinar/Guest lectures/ Seminar	September-2024	All HODs	Dean Academics
11	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-2024	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)	Dean SA
12	IQAC-Workshop/Seminar (One-day)	September-2024	Dean-Quality	Dean-Quality
13	List of I-year Non-Engineering students admissions data	September-2024	Registrar	Registrar
14	Webinar-II on the industry relevant skill sets- opportunities.	September-2024	College of LAW	Dean SD&SP
15	ADOBE workshop	September-2024	School of Architecture	Dean SD&SP
16	Industrial Visit for B.Tech 2 nd year and 3 rd year students	September-2024	HoD EEE, Director SAC	Principal - COE
17	Dean's visit to Hyderabad campus	September-2024	ALL Deans	ALL Deans
18	K L Horizon-student Magazine(Half Year)	September-2024	Associate Dean -Publishing	Registrar
19	Skill Based Expert Talk one per month for students	September-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
20	Industry Faculty Orientation Lecture one per month for Faculty	September-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
21	Webinar/Guest lectures/Seminar	September-2024	HOD-Physics	Principal Sciences
22	Orientation programme for FED	September-2024	Librarian, Principal FED	Director - FED

23	Categorization of Minimum 70% total strength of 2022 admitted batch into CRT and 30% into Higher Studies (as per career choice option)	September-2024	Principal of MHS, HODs of MHS	Dean MHS
24	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	September-2024	All Principals, HOD's	Dean SD&SP
25	Poshan Abhiyan	September-2024	NSS Cell	Dean SA
26	Importance of Rain water Harvesting Pits	September-2024	NSS Cell	Dean SA & Dean P&D
27	River Clean	September-2024	NSS Cell	Dean SA
28	Dramatics Club-Sri Gurazada Apparath birthday (Activity on 4 Abhinayas)	September-2024	Director SAC	Dean SA
29	Alumni Sports Day	September-2024	All HODs & All Department Coordinators	Director Alumni/Dean SA
30	Drills Parades	September 2024 (1-4 weeks)	NCC	Dean SA
31	Subject based Seminar	02.09.2024	College of Law	Dean MHS
32	Research Days	02.09.2024	CSE HOD	Dean R&D
33	Vriksharopam Mahotsav (Tree Plantation)(Phase-3)	02-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge	Director - SAC
34	Academic Registrations for All UG MHS Phase-II and PG ALL Year Odd Semester	02.09.2024 to 04.09.2024	All HoDs, Principals	Dean Academics
35	Registrations for I M. Pharm Odd Sem and I Pharm. D	02.09.2024 to 04.09.2024	Principal-Pharmacy	Dean Academics
36	Content Preparation for Reasoning Module	02.09.2024 to 05.09.2024	HOD - CSS, Director-CRT	Dean- Placements & Internships
37	Sem In - 1 Theory Examinations II, III, IV, V BBA-LLB, II, III LLB	02-09-2024 to -05-09-2024	HoD-BBA & Law, Controller of Examinations (Release of Timetable)	Dean-Academics
38	Sem In - 1 Theory Examinations B.Tech	02.09.2024 to 05.09.2024	All Engineering HoDs, COE (Release of Timetable)	Dean - Academics
39	Sem-In-1 Examinations for II, III Pharm. D	02-09-2024 to -07-09-2024	Principal-Pharmacy, CoE (Release of Timetable)	Dean -Academics
40	In-Sem 1 Theory Exams for All UG MHS II, III, IV and V years and PG (MBA and MCA) Odd Semester	02-09-2024 to -07-09-2024	All MHS HoD's, and COE (Release of Timetable)	Dean -Academics
41	Proposal Submission to acquire Industry Projects	02-09-2024 to 14-09-2024	HOD-EL&GE	Dean SP&SD
42	Course Meeting	02-09-2024 & 17-09-	All CC's and all HODs	Dean Academics
43	Placement Training	02.09.2024 to 29.09.2024	HOD - CSS, Director-CRT	Dean- Placements & Internships
44	Tree adoption Campaign(Phase-1)	03-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge	Director - SAC

45	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	04.09.2024	CSE HOD	Director - SAC
46	Commencement of class work for I M. Pharm and I Pharm. D Students	04.09.2024	Principal (Pharmacy)	Dean-Academics
47	Classwork commencement of all PG,1st year students Engineering & MHS	04-09-2024	All HoDs of Engg., & MHS, principals	Dean -Academics
48	Waste Management workshop	04-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge	Director - SAC
49	Academic Classwork for All UG MHS Phase-II and PG ALL Year Odd Semester	04.09.2024 to 20.12.2024	All HoDs, Principals	Dean Academics
50	News Letter submission	05.09.2024	All Deans, Directors and HODs	Associate Dean (Publishing)/Dean Academics
51	Teachers Day Tejomayam	05.09.2024	HOD-ECE	Principal CoE
52	Monthly Audit Report Statistics to be submitted by Departments	05.09.2024	All HoD's	Principal COE
53	Teacher's Day Celebrations by the University	05.09.2024	All HoD's	Director - SAC
54	Teachers Day Celebration by Hobby Clubs	05.09.2024	Dean - Student Affairs	Dean - Student Affairs
55	Harmony Hunt: Music Competition	06-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge	Director - SAC
56	Skill Based Project EXPO/Competition (One Per Each Department)	6th to 18 th Sept 2024 -2Days can be scheduled within these Dates by each Department (2024-23	Dean SD&SP	Dean SD&SP
57	Departmental talk(R&D)	07.09.2024	CSE HOD	Dean R&D
58	Addressing Student Grievances (Twice in a month)	07.09.2024	All HoD's	Dean SA
59	OMBUDSMAN Meeting with students	1st week of September 2024	Dean (SA)	Registrar
60	Counselling Report Verification by Department Team (Once in a month)	1st week of September 2024	All HoD's	Dean Academics
61	Faculty Orientation Lectures	1st week of September 2024	All HoD's	Principal
62	Last Date for Receiving of Applications for faculty positions	1st week of September 2024	Dean-F&SA	Dean-F&SA
63	Maintenance of Solar, Windmills, Biogas Plant	1st week of September 2024	Dean - Planning & Development	Dean - Planning & Development
64	IQAC internal meeting	1st week of September 2024	Dean-Quality	Dean-Quality
65	Circular for the audit of Central facilities	1st week of September 2024	Dean-Quality	Dean-Quality
66	Circular for 49th - IQAC Advisory Committee meeting	1st week of September 2024	Dean-Quality	Dean-Quality

67	Women's empowerment –principles in Practice	1st week of September 2024	Convener-Women's Forum	Dean SA
68	Industrial visit (Virtual Tour)	1st week of September 2024	HoD CE, Director SAC	Principal - COE
69	Nirf ranking, committee formation	1st week of September 2024	Registrar	Registrar
70	Administrative Files Audit by Department Team (Once in a month)	1st week of September 2024	Department IQAC In-Charge	ALL HODs
71	Declaration of the list of Best Teacher Award (BTA) for the A.Y. 2022-2024	1st Week of September 2024	Dean-Academics	Dean Academics
72	NCC Enrolment	1st week of September 2024	NCC	Dean SA
73	Workshop on "Entrepreneurship and Innovation" as Career Opportunity	1st week of September 2024	HOD-MDI&E & Director-Alumni	Principal COE/Director CIIE
74	Guest Lecture related to Sports-Certificate Course for students	1st week of September 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
75	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSE	1st week of September 2024 - (Once in a Semester)	Director-Alumni, HoD-CSE	Dean SD&SP
76	Competitions on the eve of teachers day	1st week of September 2024	NCC	Dean SA
77	Notification for Planning and Monitoring Board Meeting	1st week of September 2024	Dean P&D	Registrar
78	Waste management program 10.(A) GBN. Mangalagiri	1st week of September 2024	NCC- Girls	Dean SA
79	Clay Ganesh Idols distribution	1st week of September 2024	CEA	Dean SA
80	LMS/ERP committee meeting	09.09.2024	All HoD's	Dean Academics
81	Seminar	09.09.2024	Arts HOD	Dean MHS
82	Course Meeting	09.09.2024	All CC's and all HODs	Dean Academics
83	Discipline committee meeting	09.09.2024	All HoD's	Dean SA
84	Department Library Committee Meeting	09.09.2024	All HoD's	Dean P&D
85	Toilet Design Innovative Challenge	09-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
86	Skill week for I, II, III, IV B. Pharmacy students	09.09.2024 to 14.09.2024	Principal (Pharmacy)	Dean SD&SP
87	Industry-Academics Connect Week for B.Tech 2 Year Odd Semester	09.09.2024 to 14.09.2024	All HoDs Engg./Principal CoE	Dean Academics / Dean Placements
88	Skill week for Pharm. D students	9.09.2024 to 14.09.2024	Principal Pharmacy and Skill Course In charge	Dean SD&SP
89	Skill week for I, II, III, IV for Engg and MHS	09.09.2024 to 14.09.2024	Principal, HODs College of Engineering and HODs MHS	Dean SD&SP

90	Computer literacy and digital skills training(Phase-1)	10-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
91	Application Security	10-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
92	A 5-day FDP on Understanding NEP and National Credit Framework	10.09.2024 to 14.09.2024	Academic Staff College	Dean Academics
93	Workshops/ guest lectures / seminars committee meeting	11.09.2024	CHEMISTRY HOD	Principal MHS
94	Department Sports Committee Meeting	11.09.2024	All HoD's	Dean SA
95	Last Date to Add / Drop / Alter Registration for All UG MHS Phase-II and PG ALL Year Odd Semester	11.09.2024	All HoDs, Principals	Dean Academics
96	Health checkups on diabetics and malnutrition	11-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
97	Malware Detection	11-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
98	Two Day Workshop on Digital Photography	11-9-2024 & 12-09-2024	HOD - Fine Arts	Dean MHS
99	Student Feedback Reflection on Preliminary Feedback for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	11-09-2024 to 15-09-2024	All Principals, HoDs-MHS	Dean Academics
100	Academic Audit - In Semester for B.Tech ALL Year Odd Semester	11-09-2024 to 16-09-2024	All HoDs Engg, Principal(COE), IQAC	Dean Academics & Dean Quality
101	Opting for Self-Learning & Academic Flexibilities for All UG MHS Phase-II and PG 2, 3, 4 Year Odd Semester	11.09.2024 TO 18.09.2024	All HoDs, Principals	Dean Academics
102	Extension Activity	12.09.2024	Director SAC	Dean SA
103	Periodic Research Opportunities Exploration	12.09.2024	ALL HODs, CIIE	Dean R&D

104	Software development Methodologies	12-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
105	MERG Workshop	12.09.2024 to	HOD-ECE	Principal COE
106	Department Canteen Committee Meeting	13.09.2024	All HoD's	Dean SA
107	Department Transport Committee Meeting	13.09.2024	All HoD's	Dean SA
108	ERP Audit for Research/Profile/Leaves	13.09.2024	ALL HODs	Dean F&S
109	Spotlight Theatre: Bringing Stories to Life	13-09-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
110	Student Grievances Committee Meeting	14.09.2024	All HoD's	Dean SA
111	Lab monitoring committee	14.09.2024	ALL HODs	Dean Academics
112	Parents Meeting for 3rd Years	14.09.2024	CSE HOD	Principal CoE
113	Research Group Meetings	14.09.2024	Hod-CSE	Dean R&D
114	Lights, Camera, Action! Short Film Competition	14.09.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
115	Engineers Day Celebrations	14.09.2024	All ENGG HoD's	Principal CoE
116	Engineer's Day Celebrations by FOCUS Student Body	14.09.2024	CSE	Director - SAC
117	Course Meeting	14.09.2024	All CC's and all HODs	Principals
118	Allocation of Student (all Years) to Counsellors and Display in Dept. Notice Boards FOR MHS	14.09.2024	All MHS HoD's	Dean -Academics
119	SPRG Seminar	14.09.2024	HOD-ECE	Dean R&D
120	CRC meeting	2nd week of September 2024	Principal-CoE	Dean R&D
121	SC / ST/ Minority / OBC Cell Meeting	2nd week of September 2024	Dean (SA)	Registrar
122	Grievance Redressal Committee Meeting (For Students)	2nd week of September 2024	Dean (SA)	Registrar
123	Swachh hi seva (Series of Program) by NCC	2nd week of September 2024	NCC	Dean SA
124	Notification for Academic Council Meeting - 01	2nd week of September 2024	Registrar	Registrar
125	Nashamukha Webinar	2nd week of September 2024	NCC	Dean SA
126	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd week of September 2024	Dean-F&SA	Dean-F&SA
127	Seminar on Career Planning and entrepreneurship for women students	2nd week of September 2024	Convener-Women's Forum	Dean SA

128	HOD meeting with Faculty & Staff	2nd week of September 2024	All-HODs	Principals
129	Coaching camp for selected KLEF Teams	2nd week of September 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
130	Activity 5: Health Camp for women	2nd week of September 2024	Principal - Pharmacy, HOD (Agro), Hod-BT, Women's Forum	Dean SA
131	Swear Analysis for 1st years -progression tracking of career choice options given by students	2nd week of September 2024	Principal, HODs of MHS Depts	Dean SD&SP/ Additional Dean Academics
132	Project/Term Paper Reviews I	2nd week of September 2024	Dean - Academics	Dean - Academics
133	Audit of Departments	2nd & 3rd Week, of September 2024	Dean-Quality	Dean-Quality
134	Audit of Central facilities	2nd & 3rd Week, of September 2024	Dean-Quality	Dean-Quality
135	Gender Sensitization Awareness Program	2nd & 3rd Week, of September 2024	Assoc. Dean, Grievances	Dean SA
136	Teachers day celebrations @ Bn. Office	2nd week of September 2024	NCC	Dean SA
137	Swear Analysis for all years -progression tracking of career choice options given by students	2nd Week of September 2024 after test-1 for 2nd, 3rd and 4th year	Principal (College of Engineering), HODs of ENGG Depts	Dean SD&SP/ Additional Dean Academics
138	ODD Semester In-Semester - 1 Examination Results	15.09.2024	All Engineering HoDs	Dean Academics
139	Research Days	16.09.2024	CSE HOD	Dean R&D
140	Notification for Finance Committee Meeting	16.09.2024	Finance Officer	Registrar
141	Parent-Faculty Association Meeting for B.Tech ALL Year Odd Semester	16.09.2024	Principal (College of Engineering), All Engineering HoDs	Principal CoE
142	Vaccination drive(Phase-2)	16.09.2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
143	LAB Internal Examinations with regular class work III, IV B.Pharma, III, IV, V B.Arch	16-09-2024 to 21-09-2024	Principal (Pharmacy) Principal/HoD (Architecture)	Dean-Academics
144	A 5-day FDP on Advanced Content Writing Skills	16.09.2024 to 21.09.2024	Academic Staff College	Dean Academics
145	International Microbiology Day	17.09.2024	BT HoD	Dean-Academics
146	Design Thinking workshop	17.09.2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
147	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	17.09.2024	CSE HOD	Director - SAC

148	First-Aid training workshop (CPR)(Phase-3)	17-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
149	Avoids the risk of an Unhealthy diet	18.09.2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
150	Webinar by Faculty	18.09.2024	CSE HOD	Principal CoE
151	Water saving practices campaign(Phase-1)	18.09.2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
152	In- Semester Result Analysis Reflection for B.Tech ALL Year Odd Semester	18-09-2024 TO 23-09-2024	All Engg HoDs, Principal(COE)	Dean Academics
153	Counselling report for slow learners and backlog students	18.09.2024 to 23.09.2024	All HoDs, Principals	Dean Academics
154	Academic Counselling Week for B.Tech ALL Year Odd Semester	18-09-2024 TO 23-09-2024	All HoDs Engg, Principal(COE)	Dean Academics
155	A One-day Technical Workshop developing logical Intelligence	19.09.2024	Academic Staff College	Principal CoE
156	Motivational Class	20.09.2024	Arts HOD	Dean MHS
157	Seminar	20.09.2024	CSE HOD	Principal CoE
158	College Development Committee Meeting	20.09.2024	College of Law	Principal LAW College
159	Third evaluation reports	20.09.2024	Dean SD&SP	Dean SD&SP
160	Department Development Committee Meeting	20.09.2024	All HoD's	Principal CoE
161	Clay Creations: Pottery Classes	20-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
162	Content Preparation For Verbal Module	20.09.2024 to 30.09.2024	CSS HOD, Director-CRT	Dean- Placements & Internships
163	Rhythm Mania: Inter-School Dance Competition	21-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC

164	Verse Unleashed: Poetry Slam Competition	21-09-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
165	Addressing Student Grievances (Twice in a month)	21.09.2024	ALL HODs	Dean SA
166	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd week of September 2024	Dean (SA)	Registrar
167	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd week of September 2024	Dean (SA)	Registrar
168	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd week of September 2024	All-HODs	Principal COE
169	Swachathahi seva 10.(A) GBN. Atmakuru	3rd week of September 2024	NCC- Girls	Dean SA
170	Rank Ceremony	3rd week of September 2024	NCC	Dean SA
171	Academic Council Meeting	3rd week of September 2024	Registrar	Dean Academics
172	Interviews for faculty positions	3rd week of September 2024	All HODs	Dean-F&SA
173	49th IQAC Advisory Committee meeting	3rd week of September 2024	Dean-Quality	Dean-Quality
174	Letters Postage to Parents about their wards attendance and marks till test-1 for Odd Sem courses- By each department respectively	3rd week of September 2024	All Engineering HoDs	Principal CoE
175	Department Academic Committee meeting	3rd week of September 2024	All HoD's	Dean-Academics
176	National Cholesterol Day	3rd week of September 2024	Pharmacy HOD, YRC, Director(SAC)	Dean SA
177	Call for registrations from students for Competitive exams coaching from Centre for Competitive Exams	3rd week of September 2024	Associate Dean - Competitive exams	Dean SP&SD
178	Odd Sem - Activity 6-Seminar on Women Empowerment	3rd week of September 2024	Principal, College of Law, HOD-Department of Arts, Women's Forum	Dean SA
179	Awareness camp on Superstitious Beliefs	3rd week of September 2024	Principal-Sciences, Women's Forum	Dean SA
180	Participation of Students in All India and South Zone Inter University tournaments	3rd week of September 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
181	Children's Eye Health and Safety	3rd week of September 2024	Principal (Pharmacy)	Director Life Sciences
182	Internal Complaints Committee meeting	3rd week of September 2024	Associate Dean-Grievances Cells, Committees and Forums	Dean SA
183	B Certificate awareness program(Unofficial)	3rd week of September 2024	NCC	Dean SA
184	Swear Analysis for all years -progression tracking of career choice options given by students	3rd Week of September 2024	All HoDs, Principals	Dean Academics
185	Planning and Monitoring Board Meeting	3rd Week of September 2024	Registrar	Dean - P&D

186	My Story - Motivational Session by Successful Innovators	3rd Week of September 2024	HOD-MDI&E & Director-Alumni	Principal COE/Director CIIE
187	Gabby Talks Quiz for Students	3rd Week of September 2024	CEA	Dean SA
188	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BSc VC	3rd week of September 2024- (Once in a Semester)	Director-Alumni/ HoD-Fine Arts	Dean SD&SP
189	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSIT	3rd week of September 2024- (Once in a Semester)	Director Alumni /HOD CSIT	Dean SD&SP
190	Pre Samyak Workshops, Project Expos and Paper Presentation Week	3rd or 4th Week of Sept 2024	All HOD's	Dean SD&SP
191	Course Meeting	23.09.2024	All CC's and all HODs	Dean Academics
192	Workshop on stock market operations	23.09.2024	HOD - Commerce	Dean MHS
193	Workshop on phishing & Malware	23.09.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
194	Department Hostels Committee Meeting	23.09.2024	All HoD's	Dean SA
195	Research Days	23.09.2024	CSE HOD	Dean (R&D)
196	Commencement of Remedial Class work for All UG MHS Phase-II and PG ALL Year Odd Semester	23.09.2024 (Except 1st Years)	All Principals/HoDs-MHS	Dean Academics
197	Special Call for PhD admissions for Alumni-Second Call	23.09.2024 & 24.09.2024	Director of Alumni/Dept Coordinators	Dean (R&D)
198	Commencement of Remedial Class work for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	3.09.2024 to 28.09.2024	All Principals / HoDs-MHS	Dean Academics
199	Commencement of Remedial Class work for B.Tech ALL Year Odd Semester	3.09.2024 to 28.09.2024	All Engineering HoD's, Principal-College of Engineering	Dean-Academics
200	A Multi-Disciplinary Approach to Teaching and Skill development	23.09.2024 to 28.09.2024	Academic Staff College	Dean Academics
201	Daughter's Day	24.09.2024	Womens Forum	Dean Student Affairs
202	Guest Lecture to M. Sc students	24.09.2024	HOD - Chemistry	Principal Sciences
203	Field learning Farms	24.09.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
204	World Pharmacist Day	25.09.2024	Pharmacy Principal	Director Life Sciences
205	Climate Smart Agriculture Awareness Program	25.09.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
206	Industry-Academics Connect Week for B.Tech 3 Year Odd Semester	25-09-2024 to 30-09-2024	All HoDs Engg./Principal CoE	Dean Academics / Dean Placements
207	Parents Meeting	26.09.2024	College of Law	Dean MHS

208	Department research committee Meeting (Once in a month)	26.09.2024	All HODs	Dean (R&D)
209	In-Sem 1 Theory Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	6.09.2024 to 28.09.2024	All MHS HoD's, COE (Release of Timetable)	Dean -Academics
210	Sem-In-I examinations for I Pharm. D	26.09.2024 to 28.09.2024	Prinicipal-Pharmacy,CoE	Dean-Academics
211	Department Website Update	27.09.2024	All HODs	Principal CoE
212	Alumni-Academics Connect Week for MHS II, III, IV and V years and PG (MBA and MCA) Odd Semester	28-09-2024 to 30-09-2024	MHS HoDs, Principals & Director Alumni	Dean-Academics
213	Course Meeting	30.09.2024	All Course Co-ordinators & All HODs	Dean -Academics
214	RPAC meeting	30.09.2024	HOD - CHEMISTRY	Dean R&D
215	Workshop	30.09.2024	Arts HOD	Dean MHS
216	Research Group Meetings	30.09.2024	HOD - CSE	Dean (R&D)
217	Research Diary Submission & Verification	30.09.2024	ALL HODs	Dean R&D
218	Counselling reports verification by Dept Team	30.09.2024	HOD - CSE	Dean -Academics
219	Finance Committee Meeting	30.09.2024	Finance Officer	Registrar
220	Tech Speak in KLEF (Technical Intra College Fest)	4th week of September 2024	CEA	Dean SA
221	Seminar on World Rivers Day	4th week of September 2024	NCC	Dean SA
222	Drill/Parades 3 per week	4th week of September 2024	NCC	Dean SA
223	Entrepreneurship Activity	4th week of September 2024	HOD-ME	Principal CoE
224	Faculty Orientation Lectures	4th week of September 2024	ALL HODs	Principals
225	Non conformance Report to all department HODs and Principal	4th week of September 2024	Dean-Quality	Dean-Quality
226	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week of September 2024	Principal	Principal
227	Circular for Quality Circles Faculty meeting -02	4th week of September 2024	Dean-Quality	Registrar
228	Quality Circles Faculty meeting-02	4th week of September 2024	Dean-Quality	Dean-Quality
229	Parent portal credentials for their ward data access	4th week of September 2024	ERP In charge	Principal CoE
230	Departmental Association Activities (Once in 2 weeks)	4th week of September 2024	All HoD's	Director SAC
231	Research Group meeting.	4th week of September 2024	ALL HODs	Dean (R&D)
232	Mid-Term review of Practice School-I for Y20 Batch B.Tech. Students	4th week of September 2024	Dean, Placements & Internships	Dean, Placements & Internships
233	HOD meeting with Faculty & Staff	4th week of September 2024	All-HODs	Principals
234	Central facilities Non conformance Report to concern Dean	4th week of September 2024	Dean-Quality	Dean-Quality
235	Central facilities Non conformance Report reply to Dean Quality	4th week of September 2024	Concerned Deans	Dean SA
236	Quality Circle meeting in the department for faculty	4th week of September 2024	All HODs	Dean-Quality

237	Quality Circle meeting in the department for students	4th week of September 2024	All HODs	Dean-Quality
238	Orientation program with MoU member Industry experts.	4th week of September 2024	HOD-CE	Principal CoE
239	Awareness on atrocities against women: Sexual Harassment at work place and Domestic violence; Training on Disha app.	4th week of September 2024	Principal&HoD School of Law, Convenor (Women's forum)	Dean SA
240	Activity 4 - Webinar on Funding Opportunities and Mentorship for Female Led startup's	4th week of September 2024	Principal, College of Engineering (in association with CIIE), HOD CSE, Women's Forum	Dean SA
241	Professional Society Activities	4th week of September 2024	HOD - Commerce	Principal MHS
242	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-ECE	4th week of September 2024- (Once in a Semester)	HoD-ECE, Director-Alumni	Principal CoE
243	6-day University Level-Conduction of Hostel Premier League (Season-2)-HPL	4th week of September 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
244	Review -2 meeting for the women empowerment teams	4th week of September 2024	Women's Forum	Dean SA
245	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-HM	4th week of September 2024- (Once in a Semester)	Director Alumni, Department HODs	Dean SD&SP
246	II B.Tech. - Industrial Visit and III B.Tech. - Industrial Visit	4th week of September 2024	HoD-EEE	Director SAC
247	Grievances Redressal Committee meeting(Central level)	4th week of September 2024	Associate Dean-Grievances, Cells, Committees and Forums	Dean SA
248	Gender Sensitization -Awareness Program	4th week of September 2024	Associate Dean-Grievances, Cells, Committees and Forums	Dean SA
249	C Certificate awareness program (Unofficial)	4th week of September 2024	NCC	Dean SA
250	Parent -Teacher Association meeting in MHS department	4th week of September 2024	All MHS HoD's	Dean MHS
251	Gandhi Jayanthi program 10.(A) GBN. KLEF	4th week of September 2024	NCC- Girls	Dean SA
252	Anti Sexual Harassment Committee Meeting (For Students)	4th week of September 2024	Dean (SA)	Registrar
253	Grievance Redressal Committee for Faculty & Staff	4th week of September 2024	Dean (F&SA)	Registrar
254	Circular for Department Audits (October month)	5th week of September 2024	Dean-Quality	Dean-Quality
255	Notification for Executive Council Meeting-03	Last week, September-2024	Registrar	Registrar
256	Review of Attendance & Progress of Syllabus coverage	Last week, September-2024	ALL HODs	Dean-Academics
257	ERP Student Profile Update	Last week, September-2024	All-HODs	Principal CoE
258	Cohort Audit w.r.t. Dept	Last week, September-2024	All-HODs	Principal CoE
259	Compliance report on Calendar of Activities to Registrar	Last Day of the Month	All Functionaries & All HoD's	Registrar
260	Quarterly (Jul -Sep) Report	Last Day of the Month	All HoDs, Principals	Dean Academics

K L E F Deemed to be University (Vijayawada)**Calendar of Events for the Academic Year 2024-25****October-2024**

S. No.	Event	Dates	Primary Responsibility/Conducting	Reporting Authority
1	Drills Parades	October (1-4 weeks)	NCC	Dean SA
2	Special Camp -3	October-2024	NSS CELL	Dean SA
3	Special Camp - 4	October-2024	NSS CELL	Dean SA
4	Call for Professor of Practice	October-2024	Director Alumni, Dean Academics, Department HODs	Registrar
5	Campaign for Cleanliness in Houses	October-2024	NSS CELL	Dean SA
6	First Aid Training to School Students	October-2024	NSS CELL	Dean SA
7	Plantation Gap Filling	October-2024	NSS CELL	Dean SA
8	Rashtriya Ekta Diwas (National Unity Day)	October-2024	NSS CELL	Dean SA
9	Program on youth involvement in Agriculture-AGRICULTURE CLUB	October-2024	Director-SAC, HoD-Agriculture	Dean MHS
10	Workshop on Analysis software - Ansys-Automobile Club	October-2024	HOD ME	Dean SA
11	Rice Bowl Challenge for hunger peoples (rice collected in KLEF & distributed to orphanages)	October-2024	CEA, Director SAC	Dean SA
12	Tech Speak in KLEF (Technical Intra College Fest)-CEA	October-2024	Director-SAC	Dean SA
13	ISO 21001:2018 Second surveillance certification	October-2024	Dean-Quality	Dean-Quality
14	National Level Event (Workshop)	October-2024	HOD - EEE	Dean R&D
15	Finalization of teaching loads for Even Sem of 2024-24 by departments and submission to Dean Academics	October-2024	ALL HODs	Dean Academics
16	Vigilance Awareness Week	October-2024	Dean-Quality	Dean-Quality
17	Proposed Guest Lecture for students on Role of IOT in Agriculture forming	October-2024	Principal & HOD-Agriculture, HOD-IoT	Dean Academics
18	Workshop - Pharmacology	October-2024	Principal (Pharmacy College)	Director Life Sciences
19	CRT training	October-2024	Director CRT	Dean SD&SP
20	Student Certifications	October-2024	Engg HODs/Principal(COE)	Dean SD&SP

21	NSS Activity	October-2024	All Depts, Director (SAC)	Dean SA
22	Dean's visit to Hyderabad campus	October-2024	ALL Deans	ALL Deans
23	Report on Activities conducted for promotion of universal values	October-2024	Principal-Academic Staff College	Dean SA
24	Skill Based Expert Talk one per month for students	October-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
25	Industry Faculty Orientation Lecture one per month for Faculty	October-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME/Director Corporate Connect/Senior Directors Industry Placements	Dean SD&SP
26	Library Advisory Committee meeting (LAC)	October-2024	Librarian	Dean P&D
27	Orientation programme for the college of LAW	October-2024	Principal&HoD-Law college, Librarian	Librarian
28	Guest Lecture / Industry Connect / Academia Connect-Pharma Chemistry	October-2024	Principal (Pharmacy)	Director Life Sciences
29	Identifying the Potential Alumni to serve as BOS Members	October-2024	Director Alumni, Department HODs	Dean SP&SD
30	I-10 Index verification	October-2024	Dean R&D	Dean R&D
31	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	October-2024	All Principals & HOD's	Dean SD&SP
32	Workshop on Intellectual Property Rights (IPRs) and IP management for start up	October-2024	Coordinator (MSME IPFC), All Engg Depts, Principal(COE) (In collaboration with CIIE & MDI&E)	Principal COE/Director CIIE
33	National Voluntary Blood Donation day celebrations by NSS	October-2024	Director (SAC)	Dean SA
34	Principal & Dean Academics meeting with CCs & Cohort Professor In charges and Faculty In charges	October-2024	Principal COE & Dean Academics	Dean Academics
35	Gandhi Jayanti Swachatha Programs	October-2024	NSS CELL	Dean SA
36	Computer Training program for school children	October-2024	NSS CELL	Dean SA
37	Stop Eating Junk Food Awareness program	October-2024	NSS CELL	Dean SA
38	Plantation	October-2024	NSS CELL	Dean SA

39	Email Security	01-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
40	Vriksharopam Mahotsav (Tree Plantation)(Phase-4)	01-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
41	Preliminary Feedback Week on Academic Quality & TLP for All UG MHS Phase-II and PG ALL Year Odd Semester	1-10-2024 to 7-10-2024	All HoDs & Principals	Dean Academics
42	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	02.10.2024	All HoDs, Director(SAC) & Dean SA	Registrar
43	Gandhi Jayanthi celebrations by NCC	02.10.2024	NCC	Dean (SA)
44	Tree adoption Campaign(Phase-2)	02.10.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
45	Green School Program(Phase-1)	03-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
46	Data science and Analytics	03-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
47	NSS - Go Green Initiative	03.10.2024	ALL HODs	Dean SA
48	Department Advisory Meeting (Once in a month)	03.10.2024	ALL HODs	Principal CoE
49	MESA - Technical Tuesday	03.10.2024	HOD-ME	Principal CoE
50	Content Preparation for Verbal Module	03.10.2024 to 05.10.2024	HOD-CSS	Dean Placements
51	Placement Training	03.10.2024 to 28.10.2024	HOD-CSS	Dean-Placements & Internships
52	Clean Water & Sanitation Exhibition	04.10.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
53	Product design and development	04.10.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
54	Faculty Social Profile Building	04.10.2024	ALL HODs	Dean F&S

55	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	04.10.2024	HOD-CSE	Director - SAC
56	Scholarship and financial aid awareness campaign	05.10.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
57	Can we reverse diabetes?	05.10.2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
58	Addressing Student Grievances (Twice in a month)	05.10.2024	ALL HODs	Dean SA
59	Monthly Audit Report Statistics to be submitted by Departments	05.10.2024	ALL HODs	Principal COE
60	Departmental talk	05.10.2024	HOD-CSE	Director - SAC
61	Course Meeting	05.10.2024	All Course Co-ordinators & All HODs	Principals
62	Guest Lecture	05.10.2024	HOD-Arts	Dean MHS
63	Alumni-Academics Connect Week for All UG MHS Phase-II and PG 2 Year Odd Semester	05-10-2024 to 07-10-2024	MHS HoDs, Principals & Director Alumni	Dean -Academics
64	Research Days	07.10.2024	All HODs	Dean R&D
65	Faculty Global Certification End date for ODD Semester	07.10.2024	All Principals (Engineering & MHS), All HoDs	Dean SP&SD
66	Sem-In-1 Lab Examinations for II, III Pharm. D	07.10.2024 to 10.10.2024	Prinicpal-Pharmacy, CoE	Dean -Academics
67	Cynosure - Commerce fest	07-10-2024 to 08-10-2024	HOD - COMMERCE	Dean MHS
68	Circular for 1st Quarterly audit of Deans	1st week of October 2024	Dean-Quality	Dean-Quality
69	Faculty Orientation Lectures	1st week of October	ALL HODs	Principals
70	1st Construction Status Review	1st week of October 2024	Director (Construction)	Director (Construction)
71	IQAC internal meeting	1st week of October	Dean-Quality	Dean-Quality
72	Administrative Files Audit by Department Team (Once in a month)	1st week of October 2024	Department IQAC In-Charge	ALL HODs
73	Blood donation Camp 10.(A) GBN. KLEF	1st week of October 2024	NCC- Girls	Dean SA
74	Circular for Deans & Registrar's Office, Exam cell AAA Audits	1st week of October 2024	Dean-Quality	Dean-Quality
75	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepneuership-B. Arch	1st week of October 2024-(Once in a Semester)	Director-Alumni, HoD-B.Arch.	Dean SD&SP
76	LMS/ERP committee meeting	09.10.2024	ALL HODs	Dean Academics
77	Discipline committee meeting	09.10.2024	ALL HODs, NCC	Dean SA
78	Extension Activity	09.10.2024	Director SAC	Dean SA

79	Periodic Research Opportunities ; Exploration	09.10.2024	ALL HODs	Dean R&D
80	How To Write Paper Webinar	09.10.2024	HOD-Architecture	Principal Architecture
81	Workshops/Guest lectures / seminars committee meeting	09.10.2024	HOD - CHEMISTRY	Principal Sciences
82	Academic Counselling Week for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	09-10-2024 TO 14- 10-2024	All Principals & HoDs- MHS	Dean Academics
83	Student Feedback Reflection on Preliminary Feedback for All UG MHS Phase-II and PG ALL Year Odd Semester	9-10-2024 to 14-10- 2024	All HoDs, Principals	Dean Academics
84	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty for B.Tech ALL Year Odd Semester	10-10-2024	All Engg.HoDs, Principals(COE) COE	Dean Academics
85	A One-day Technical Workshop on Advances in Pharmaceutical Research	10-10-2024	Academic Staff College, Principal Pharmacy	Director Life Sciences
86	Release of Notification for Supplementary End-Sem Theory, Practical and Skill Exams for B.Tech ALL Year Odd Semester	11-10-2024	COE	Dean Academics
87	Closure Feedback Week on Academic Quality, Student Satisfaction & TLP for B.Tech ALL Year Odd Semester	11.10.2024 to 16.10.2024	All Engg., HoDs & Principal (COE)	Dean-Academics
88	Parent-Faculty Association Meeting for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	12-10-2024 to 14-10- 2024	All Principals & HoDs- MHS	Dean MHS
89	In- Semester Result Analysis Reflection for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	12-10-2024 to 14-10- 2024	All Principals & HoDs- MHS	Dean Academics
90	Commencement of Remedial Class work for all PG all Year Odd Semester	14.10.2024 (1st Years)	All Principals & HoDs- MHS	Dean Academics
91	HoD meeting with Faculty & Staff	2nd week of October 2024	ALL HODs	Principals
92	Departmental Association Activities (Once in 2 weeks)	2nd week of October 2024	ALL HODs	Director SAC
93	5 Days Refresher Program	2nd week of October	HOD-CE	Principal CoE
94	Three days program for Non Teaching staff	2nd week of October 2024	HOD-CE	Academic Staff College
95	Parent - Teacher Meeting	2nd week of October	HOD-Commerce	Dean MHS
96	Library Books Purchases and Planning for Even Semester	2nd week of October 2024	Librarian	Dean (P&D)
97	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	2nd week of October 2024	Dean-F&SA	Dean-F&SA
98	International Infection Prevention Week by YRC	2nd week of October 2024	Director (SAC)	Dean SA

99	Awareness program on Breast cancer	2nd week of October 2024	Convener-Women's Forum	Dean SA
100	Seminar on Apps that ensure Women Safety	2nd week of October 2024	Principal-School of Architecture, HOD-BFA, Women's Forum	Dean SA
101	Identification of people with Diabetes and awareness	2nd week of October 2024	Principal-Pharmacy, Women's Forum	Dean SA
102	Guest Lecture related to Sports-Certificate Course for students	2nd week of October 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
103	SC / ST/ Minority / OBC Cell Meeting	2nd week of October 2024	Dean (SA)	Registrar
104	Grievance Redressal Committee Meeting (For Students)	2nd week of October 2024	Dean (SA)	Registrar
105	Cyber Crime. Awareness on Cyber Crime for nearest Inter & Degree college Students.	2nd week of October 2024	CEA	Dean SA
106	Swachth hi Seva (Series of Programs) by NCC	2nd week of October 2024	NCC	Dean SA
107	Girl Safety Awareness Program and Self Defence Training	2nd week of October 2024	NCC, Director (SAC)	Dean SA
108	Dean's office Audit on 1st Quarter (2024-25)	2nd week of October 2024	Dean-Quality	Dean-Quality
109	Quarterly(2024-25) audit Non conformance Report to concern Dean	2nd week of October 2024	Dean-Quality	Dean-Quality
110	Audit of Departments	2nd &4th Week,	Dean-Quality	Dean-Quality
111	Audit of Central facilities	2nd & 4th Week, October 2024	Dean-Quality	Dean-Quality
112	Internal Financial audit	15.10.2024	Finance Officer	Registrar
113	Workshop on balance nutrition and healthy eating habits	15-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC

114	End to End encrypted messaging	15-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
115	Global Hand Washing Day	15-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
116	First-Aid training workshop (CPR)(Phase-4)	16-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
117	Workshop on focusing on nutrition, healthy eating habits.	16.10.2024	Farming Club, Director(SAC), Dean- SA, Director, HOD- Agriculture, Principal- Pharmacy, BT & Convenor-Women's Forum	Dean SA
118	A 5-day FDP on Assistive Technologies Research	16.09.2024 to 21.09.2024	Academic Staff College	Dean Academics
119	SAMYAK 2024-25	16.09.2024 to 21.09.2024	Dean-R&D and Dean SD&SP	Dean-R&D and Dean SD&SP

120	Solo Act Showcase: Expressive Monologue Competition	17-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
121	Instrument Safari: Explore the Music World	18-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
122	ERP Audit for Research/Profile/Leaves	18.10.2024	ALL HODs	Dean F&SA
123	Parents Meeting for 4th Years	18.10.2024	All HoDs of Engineering, B.Pharma, Architecture	Principals (Engineering, B.Pharma, Architecture)
124	Skill Passements by experts from relevant skill Academies to be planned and Conducted between	18th to 23rd Oct'23 (Odd-Sem), 7th to 12th Mar'24 (Even-Sem)	Dean SD&SP	Dean SD&SP
125	Groove Fest: A Fusion of Cultural Rhythms	19-10-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
126	Organizing Seminar/Workshop/conference	19.10.2024	HOD - CHEMISTRY	Dean R&D

127	Presentation by Students	19.10.2024	HOD-Arts	Dean MHS
128	Lab monitoring committee	19.10.2024	HOD - CHEMISTRY	Principal Sciences
129	CSRG Seminar	19.10.2024	HOD-ECE	Dean R&D
130	Guest Lecture to M. Sc (Chemistry) students	19.10.2024	HOD - CHEMISTRY	Principal Sciences
131	Submission of performance & Academic outcomes on University activity mentoring portal	19.10.2024	Registrar	Registrar
132	Fourth evaluation reports	19.10.2024	Dean SD&SP	Dean SD&SP
133	Webinar by Faculty	19.10.2024	HOD - CSE	Principal CoE
134	Department Canteen Committee Meeting	19.10.2024	ALL HODs	Dean SA
135	Department Transport Committee Meeting	19.10.2024	ALL HODs	Dean SA
136	Orientation programme on DATA SCIENCE	19.10.2024	Principal (Sciences) & Dept BCA	Dean -Academics
137	Koneru Lakshmaiah memorial Third All India Moot Court Competition	19.10.2024 to 20.10.2024	HOD-College of Law	Dean MHS
138	Alumni-Academics Connect Week for B.Tech 3 Year Even Semester	19-10-2024 TO 21-10-2024	All Engg-HoDs, Principal (COE), Director Alumni	Dean Academics
139	MESA - Social Saturday	21-10-2024	HOD-ME	Principal CoE
140	Department Day	21-10-2024	All HODs	Principal CoE
141	Workshop on Rain water Harvesting techniques(Phase-2)	21-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
142	A 5-day FDP on Teaching Automotive Electronics	21-10-2024 to 25-10-2024	Academic Staff College	Principal CoE
143	Lab Internal Examinations with regular class work II, III MHS except B.Pharma, M.Pharma, B.Arch, B.Sc Agri	21-10-2024 to 26-10-2024	HoD-MHS & Principals-MHS except B.Pharma, M.Pharma, B.Arch, B.Sc Agriculture and Principals of Concerned Departments	Dean Academics
144	In-Sem Lab Exams for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	21-10-2024 to 26-10-2024	All Principals / HoDs-MHS	Dean Academics
145	In-Sem Lab Exams for B.Tech ALL Year Odd Semester	21-10-2024 to 26-10-2024	All HODs of Engg. & Principal (COE), Controller of Examinations (Release of Timetable)	Dean Academics,

146	Lab Internal Examinations with regular class work I, II, III, IV B.Pharma	21-10-2024 to 26-10-2024	All HoD's, Principal & CoE	Dean -Academics
147	Lab Internal Examinations with regular class work II, III, IV, V BBA-LLB, II, III LLB	21-10-2024 to 26-10-2024	Principal&HoD (Law), HoD-BBA	Dean-Academics
148	Sem-In-I Lab examinations for I M. Pharmacy	21.10.2024 to 26.10.2024	Prinicpal-Pharmacy,CoE	Dean Academics
149	Executive Council Meeting-01	3rd week of October	Registrar	Registrar
150	Girl Child Education Awareness program Rally	3rd week of October 2024	NCC	Dean SA
151	Participation of Students in All India and South Zone Inter University tournaments	3rd week of October 2024	Physical Education HOD, Assoc. Dean-Sports & Games	Dean SA
152	AAA Audit	3rd week of October	Dean-Quality	Dean-Quality
153	AAA Non conformance Report to Deans, Exam cell & Registrar	3rd week of October 2024	Dean-Quality	Dean-Quality
154	Conduction of Practical Exams in Sports CC	3rd week of October 2024	Physical Education HOD, Assoc. Dean-Sports & Games	Dean SA
155	Women's Forum Monthly meeting	3rd week of October 2024	Women's Forum	Dean SA
156	Guest Lecture to M. Sc (Maths) students	3rd week of October 2024	HOD - Mathematics	Principal MHS
157	Sponsored Research Projects review week for JRF's	3rd week of October 2024	Dean-R&D	Dean-R&D
158	Two day Workshop on 3D Special Effects	3rd week of October 2024	HOD-Fine Arts	Dean MHS
159	Painting/Drawing/Poster making competition 10.(A) GBN. KLEF	3rd week of October 2024	NCC- Girls	Dean (SA)
160	Self Defence Training to outside students by NCC cadets	3rd week of October 2024	NCC	Dean (SA)
161	Quiz on Dr.APJ Abdul Kalam	3rd week of October	NCC	Dean (SA)
162	Quiz on Global Handwash Day	3rd week of October	NCC	Dean (SA)
163	Internal Complaints Committee Meeting (For Students)	3rd week of October 2024	Dean (SA)	Registrar
164	Anti Ragging Committee Meeting (For Students)	3rd week of October 2024	Dean (SA)	Registrar
165	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd week of October 2024	All-HODs	Principal COE
166	Session on Problem Solving and Ideation Workshop	3rd week of October 2024	HOD-MDI&E & CEO KL-ACIC	
167	CSE DRC Meeting (Once in a month)	22-10-2024	HOD - CSE	Dean R&D

168	Training on Internet safety(Phase-1)	22-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
169	Livestock Management Training	23-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
170	Behind the Lens: Guest Speaker Series on Filmmaking	24-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
171	Workshop on Agroforestry	24-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147)	Director - SAC
172	Creative Canvas: Student Art Exhibition	25-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
173	Student Grievances Committee Meeting	25.10.2024	ALL HODs	Dean SA
174	Last Date to upload Social Immersive Learning Proofs in ERP for B.Tech ALL Year Odd Semester	25-10-2024 to 15-11-2024	All Engg HoDs, Principals(COE)	Dean -Academics
175	Multi International Conference on Internet of Everything and Quantum Information Processing	25-10-2024 to 26-11-2024	CIRG and IoT research groups , HoD-CSE, Dr. K. Bhanu Prakash, Assoc. Dean R&D, Dr. T. K. Rama Krishna Rao, Principal-COE	Dean R&D
176	Tales Alive: Storytelling Sessions	26-10-2024	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC

177	Sem-In-I Examinations for I M. Pharm	26.10.2024 to 28.10.2024	Principal-Pharmacy, Controller of Examinations (Release of Timetable)	Dean -Academics.
178	MERG Seminar	28.10.2024	HOD-ECE	Dean R&D
179	Release of Notification for Sem-End Theory, LAB and Skill end for All UG MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	28.10.2024	COE	Dean Academics
180	Department Association Activity by FOCUS Student Body (Twice in a month) -	30.10.2024	HOD - CSE	Director SAC
181	Final Evaluation reports	30.10.2024	Dean SD&SP	Dean SD&SP
182	Dept Counselling Committee Meeting	30.10.2024	ALL HODs	Dean Academics
183	Classwork commencement for II-B.Sc-Agriculture	30.10.2024	Director & HOD-Agriculture	Dean-Academics
184	Research Diary Submission & Verification	30.10.2024	ALL HODs	Dean R&D
185	Department Website Update	30.10.2024	All HoDs	Dean Academics
186	Rastriya Ekta Diwas	31-10-2024	NSS CELL	Dean (SA)
187	Trekking, 10.(A) GBN., Mangalagiri/Undavalli	4th week October-2024	NCC, Director (SAC)	Dean SA
188	Gender Sensitization -Awareness Program	4th week of October-2024	Associate Dean-Grievances, Cells, Committees and Forums	Dean SA
189	Self Defence Program	4th week of October-	NCC	Dean SA
190	1st Stock Verification (HVAC,Fire,Lift,Electrical Appliances and Electrical Projects, Construction)	4th week of October-2024	Dean-P&D	Dean-P&D
191	Self Defence Training to NCC SW cadets and Girls by NCC & NSS	4th week of October-2024	Director (SAC)	Dean SA
192	Organizing professional Society related activity - One in each semester	4th week of October-2024	ALL HODs	All Principals
193	Department Library Committee Meeting	4th week of October-2024	ALL HODs	Librarian
194	Department Hostels Committee Meeting	4th week of October-2024	ALL HODs	Dean SA
195	Counselling Report Verification by Department Team (Once in a month)	4th week of October-2024	ALL HODs	Dean Academics
196	Department Sports Committee Meeting	4th week of October-2024	ALL HODs	Dean SA
197	Professional Society Related Activity	4th week of October-2024	HOD-ME	Principal CoE
198	Non conformance Report to all department HODs and Principal & Principals to Dean Quality	4th week of October-2024	All Principals	Dean-Quality
199	KL Panorama- kl newsletter-Quarterly	4th week of October-2024	Associate Dean-Publishing	Registrar

200	Hobby Clubs/NSS Activity	4th week of October-	ALL HODs	Dean SA
201	Research group meeting	4th week of October-	ALL HODs	Dean R&D
202	Circular for effective quality mandate of UGC	4th week of October-2024	Dean-Quality	Registrar
203	Verification on Academic counselling activity and sending report to Dean Academics	4th week of October-2024	All HODs	Dean Academics
204	Central facilities Non conformance Report to concern Dean	4th week of October-2024	Dean-Quality	Dean-Quality
205	Central facilities Non conformance Report reply to Dean Quality	4th week of October-2024	Concerned Deans	Dean SA
206	Quality Circle meeting in the department for faculty	4th week of October-2024	All HODs	Dean-Quality
207	Quality Circle meeting in the department for students	4th week of October-2024	All HODs	Dean-Quality
208	Circular for Quality Circles Students meeting-02	4th week of October-2024	Dean-Quality	Registrar
209	Quality Circles Students meeting-02	4th week of October-2024	Dean-Quality	Dean-Quality
210	Sending Feedback from Quality Circles-students to the concerned Deans	4th week of October-2024	Dean-Quality	Dean-Quality
211	Motivational talk by Armed/Paramilitary/Navy and Police forces	4th week of October-2024	Principal-Sciences, Director-SAC, HOD CS&IT	Dean Students Affairs
212	Conduction of Theory Exams in CC	4th week of October-2024	Physical Education HOD, Assoc. Dean-Sports & Games	Dean SA
213	Finalization of team members names for Lilavati Awards	4th week of October-2024	WOMEN'S FORUM	Dean SA
214	Ist Quarterly audit Non conformance Report reply to Dean Quality	4th week of October-2024	All Deans (Except MHS)	Dean-Quality
215	NCC Day Celebrations	4th week of October-	NCC	Dean SA
216	Workshop on IPR	4th week of October-	Dean-R&D	Dean-R&D
217	Anti Sexual Harassment Committee Meeting (For Students)	4th week of October-2024	Dean (SA)	Registrar
218	Grievance Redressal Committee for Faculty & Staff	4th week of October-2024	Dean (F&SA)	Registrar
219	Circular for Department Audits (November month)	5th week of October-2024	Dean-Quality	Dean-Quality
220	Department Development Committee Meeting	Last week of October-2024	ALL HODs	Dean P&D
221	Review of Attendance & Progress of Syllabus coverage	Last week of October-2024	ALL HODs	Dean-Academics
222	Cohort Audit w.r.t. Dept	Last week of October-	All-HODs	Principal CoE
223	Compliance report on Calendar of Activities to Registrar	Last Working Day of the Month	All Functionaries & All HoD's	Registrar

K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

November-2024

S. No.	Event	Dates	Primary Responsibility/ Conducting	Reporting Authority
1	Motivational Session by Successful Entrepreneur/Start-up founder/Innovation Ambassadors	November-2024	HoD (MBA, BBA, BCA, Commerce), (In collaboration with CIIE & MDI&E)	Dean Academics
2	Self Defence Training to School Students	November-2024	NSS Cell	Dean SA
3	Career Guidance to School Students	November-2024	NSS Cell	Dean SA
4	National Level Event (Seminar)	November-2024	HOD - EEE	Principal CoE
5	59 th National Pharmacy Week	November-2024	Principal Pharmacy	Director Life Sciences
6	Guest Lecture - Pharm D	November-2024	Principal Pharmacy	Director Life
7	Workshop - Chemistry	November-2024	HOD-Chemistry	Principal Sciences
8	Consultancy/Social Entrepreneurship from your Skill Centre.	November-2024	Dept ME	Dean R&D
9	The Training and certification for faculty	November-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME including KLH AZ, BCH	Dean SD&SP
10	Dean's visit to Hyderabad campus	November-2024	ALL Deans	All Deans
11	Skill Based Expert Talk one per month for students	November-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
12	Industry Faculty Orientation Lecture one per month for Faculty	November-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
13	Seminar to MSc Physics students	November-2024	HOD-Physics	Principal Sciences
14	Celebration of National Library Week	November-2024	Librarian	Dean (P&D)
15	Notification for BOOKS PURCHASE-EVEN Semester	November-2024	Librarian	Dean (P&D)
16	Drills Parades	November(1-4)	NCC	Dean SA
17	1. Self Defence Training for girl students in Z.P. Schools 2. Pusthakdhan. Distribution of old Note Book to orphanages, Govt. School students. (Collected old books from KLEF students & poor students)	November-2024	CEA	Dean SA
18	Orientation programme for all faculty/annual refresher training (1week minimum)	November-2024	Principal-ASC	Dean Academics
19	FDPs	November-2024	All Engg and MHS HODs	Dean Academics
20	A Five-day workshop on research proposal writing for faculty members	November-2024	HOD-IRD & ASC	Dean (R&D)
21	Awarness on Traffic Rules and Symbols	November-2024	NSS CELL	Dean SA
22	Basics of electronics to School Students	November-2024	NSS CELL	Dean SA

23	Awareness on Govt welfare Schems	November-2024	NSS CELL	Dean SA
24	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passedout Batch and Present Finaly Year Batch)	01-11-2024	All Principals/ HOD's	Dean-SP&SD
25	Health Camp	01-11-2024	NSS Cell	Dean- SA
26	Department Advisory Meeting (Once in a month)	02.11.2024	ALL HODs	Principal CoE
27	HR Requirements Preparation	02.11.2024	ALL HODs	Dean F&SA
28	Departmental talk	02.11.2024	HOD - CSE	Dean R&D
29	Addressing Student Grievances (Twice in a month)	02.11.2024	HOD - CSE	Dean- SA
30	CSRG Guest Lecture	02.11.2024	HOD-ECE	Dean R&D
31	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty Thoery, Practical and Skill Exams for B.Tech ALL Year Odd Semester	02.11.2024	COE	Dean Academics
32	Industry-Academics Connect Week for All UG MHS Phase-II and PG 2 Year Odd Semester	02-11-2024 to 04-11-2024	MHS HoDs, Principals	Dean MHS
33	Faculty Social Profile Building	04.11.2024	All HODs	Dean F&SA
34	Course Meeting	04.11.2024	all HODs	Dean Academics
35	Release of Notification for Sem-End Theory, LAB and Skill end for All UG MHS Phase-II and PG ALL Year Odd Semester	04.11.2024	Controller of Examinations (Release of Timetable)	Dean Academics
36	Project / Internship Expo & Final Review for B.Tech 4 Year Odd Semester	04-11-2024 to 06-11-2024	All Engg-HoDs, Principal(COE)	Dean Academics
37	A 5-day FDP on Advanced technical tools for research	04-11-2024 to 08-11-2024	Academic Staff College	Dean R&D
38	In-Sem Lab Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	04-11-2024 to 09-11-2024	All Principals & HoDs-MHS	Dean Academics
39	Councelling report for slow learners and backlog students	04.11.2024 to 09.11.2024	All HoD's & All Principals	Dean Academics
40	Monthly Audit Report Statistics to be submitted by Departments	05.11.2024	All HODs	Principal COE
41	Submission of Consolidated student performance report	05.11.2024	ALL HOD's	Dean-SP&SD
42	Skill week for I M. Pharmacy and I Pharm. D students	06.11.2024 to 11.11.2024	Principal Pharmacy	Dean-SP&SD
43	Skill Development Week for All UG MHS Phase-II and PG 2nd Year Odd Semester	6-11-2024 to 11-11-2024	All Principals & HODs - MHS	Dean Academics
44	Sir.C.V Raman Birthday	07-11-2024	All Engineering HODs, Director (SAC)	Principal COE
45	Exposure and field visit for problem identification	1st week of November 2024	HOD-MDI&E	Principal COE/Director CIIE
46	External Audit Report	1st week of November 2024	Finance Officer	Registrar
47	Faculty Orientation Lectures	1st week of November 2024	All HODs	Principal CoE

48	HoD meeting with Faculty & Staff	1st week of November 2024	All HODs	Principals
49	Administrative Files Audit by Department Team (Once in a month)	1st week of November 2024	Department IQAC In-Charge	ALL HODs
50	1st Stock Verification (Water and Waste Management)	1st week of November 2024	Dean - Planning & Development	Dean P&D
51	Department Academic Committee Meeting	1st week of November 2024	ALL HODs	Dean Academics
52	IQAC internal meeting	1st week of November 2024	Dean - Quality	Dean-Quality
53	Internal Funding Projects reviews	1st week of November 2024	Dean - Research & Development	Dean R&D
54	Circular for audit of Central facilities	1st week of November 2024	Dean-Quality	Dean-Quality
55	Stakeholders Feedback	1st week of November 2024	All HoD's, All Principals	Dean Academics
56	Practice for All India and South Zone Inter University Tournaments	1st week of November 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
57	Participation of Students in All India and South Zone Inter University tournaments	1st week of November 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
58	Wiping of Statues by NCC Cadets in Adopted villages	1st week of November 2024	NCC	Dean SA
59	Avenue Plantation 10.(A) GBN.Chiravuru	1st week of November 2024	NCC- Girls	Dean SA
60	Blood Donation Camp	1st week of November 2024	NCC	Dean SA
61	Ph.D. Admissions Notification for Y23E Batch	1st week of November 2024	Registrar	Dean R & D
62	Campus Placement Drive - Season - 2 (for Engineering)	1st week of November 2024	Dean-Placements & Internsh	Dean-Placements & Internships
63	World Quality Day events (Quiz / essay competitions, etc.)	1st week of November 2024	Dean - Quality	Dean-Quality
64	LMS/ERP committee meeting	08.11.2024	All HODs	Dean-Academics
65	Departmental Association Activities (Once in 2 weeks)	08.11.2024	All HODs	Principal CoE
66	Postage of Letters to Parents about their wards Marks & Attend.	09.11.2024	All HODs	Principal CoE
67	MERG Guest Lecture	09.11.2024	HOD-ECE	Dean R&D
68	Last Date to Pay End-Sem with out late payment penalty Thoery, Practical and Skill Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	09.11.2024	COE	Dean Academics
69	Last Date to Pay End-Sem Exam Fee with Penalty for B.Tech ALL Year Odd Semester	09.11.2024	COE	Dean Academics
70	Guest lecture	11.11.2024	HOD - ARTS	Dean MHS
71	Workshops/ guest lectures / seminars committee meeting	11.11.2024	HOD - CHEMISTRY	Principal Sciences
72	Works shop on Excel/Programming	11.11.2024	All HOD's	Academic Staff College

73	Training programme on effective use of Technology and Teaching Resources including certain online sources.	11.11.2024	Dept. of Arts	Dean Academics
74	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	11.11.2024	All Principals/HoDs-MHS	Dean Academics
75	International Girl child day	11.11.2024	All HODs	Dean SA
76	Release of Notification for Supplementary End-Sem Thoery, Practical and Skill Exams for for MHS Phase-II and PG 4 Year Odd Semester	11.11.2024	COE	Dean Academics
77	A 5-day FDP on Game Design and Gaming	11-11-2024 to 15-11-2024	Academic Staff College	Dean Academics
78	Last Date to upload Social Immersive Learning Proofs in ERP for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	11.11.2024 to 16.11.2024	All Principals /HODs - MHS	Dean Academics
79	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	12.11.2024	HOD - CSE	Director SAC
80	Guest Lecture	12.11.2024	HOD-Commerce	Dean MHS
81	Academic Counselling Week for All UG MHS Phase-II and PG ALL Year Odd Semester	13-11-2024 - 18-11-2024	All HoDs, Principals	Dean Academics
82	In- Semester Result Analysis Reflection for All UG MHS Phase-II and PG ALL Year Odd Semester	13.11.2024 to 18.11.2024	All HoDs, Principals	Dean Academics
83	Sem-In-I Lab examinations for I Pharm. D	13.11.2024 to 18.11.2024	Prinicpal-Pharmacy, CoE	Dean Academics
84	Academic Audit - In Semester for All UG MHS Phase-II and PG ALL Year Odd Semester	13-11-2024 to 18-11-2024	All HoDs, Principals	Dean Academics
85	World Quality Day celebrations	14.11.2024	Dean - Quality	Dean - Quality
86	Lab monitoring committee	14.11.2024	All HoDs	Dean Academics
87	Extension Activity	14.11.2024	Director SAC	Dean SA
88	World Diabetics Day celebrations by NSS	14.11.2024	Director (SAC)	Dean SA
89	All stakeholders Feedback report and action taken report -Placing in the website	2nd Week of November 2024	All HODs	Dean Academics
90	Last date of sharing Feedback Report with HoDs	2nd Week of November 2024	Dean - Academics	Dean Academics
91	Notification for BoS meeting	2nd Week of November 2024	All HODs	Dean Academics
92	1st Stock Verification (Systems and Hardware and Network)	2nd Week of November 2024	Dean - Planning & Development	Dean P&D
93	International Conference Poster Release	2nd Week of November 2024	All HODs	Dean R&D
94	World Antibiotic Awareness Week	2nd Week of November 2024	Principal Pharmacy	Director Life Sciences

95	Awareness Program on Gender issues, Human trafficking problems and confidence building	2nd Week of November 2024	Principal- School of Architecture, HOD BBA, Women's Forum	Dean SA
96	Winter outreach: Identification of Malnutrition cases and awareness on health and nutrition	2nd Week of November 2024	Principal-Pharmacy & Women's Forum	Dean SA
97	Fire Mock Drill for Teaching & Non Teaching Staff	2nd Week of November 2024	Dean-P&D	Dean-P&D
98	Formation of Committee for release of List of Holidays for Calendar Year 2025	2nd Week of November 2024	Registrar	Registrar
99	trekking	2nd Week of November 2024	NCC	Dean SA
100	SC / ST/ Minority / OBC Cell Meeting	2nd Week of November 2024	Dean (SA)	Registrar
101	Grievance Redressal Committee Meeting (For Students)	2nd Week of November 2024	Dean (SA)	Registrar
102	DAC Meeting & Stakeholder feedback Analysis and ATR	2nd Week of November 2024	All HoD's, All Principals	Dean Academics
103	Audit of Departments	2nd & 3rd weeks of November 2024	Dean - Quality	Dean-Quality
104	Audit of Central facilities	2nd & 3rd Week, November 2024	Dean-Quality	Dean-Quality
105	Counseling Report Verification by Department Team (Once in a month)	15.11.2024	HOD - CSE	Dean Academics
106	ERP Audit for Research/Profile/Leaves	15.11.2024	All HoDs	Dean F&SA
107	Training programme on universal human values	15.11.2024	Dean(MHS), Dept. of BCA	Dean Academics
108	Faculty and student orientation programme on Legal Aspects in Modern Business	15.11.2024	Dean(MHS), DEPT BBA, Principal-Law	Dean Academics
109	World Students Day	15.11.2024	All HODs	Director SAC
110	Semester Grand Hackathon for B.Tech 2 Year Odd Semester	15-11-2024 to 16-11-2024	All Engg-HoDs, Principal(COE)	Dean Academics
111	Last Instruction day for II, III, IV, V BBA-LLB, II, III LLB	16.11.2024	Principal/HoD-Law	Dean Academics
112	Guest Lecture on Media Laws- National Press Day (Tentatively)	16.11.2024	HOD-College of Law	Dean MHS
113	College Level Committee Meetings(Library, Sports, Canteen, etc)	16.11.2024	HOD-College of Law	Dean MHS
114	World Food Day	16.11.2024	All HODs	Dean SA
115	SPRG Guest Lecture	16.11.2024	HOD-ECE	Dean R&D
116	Last Date to Apply & Pay Makeup Exam Fee for B.Tech ALL Year Odd Semester	16.11.2024	All Engg-HoDs, Principal(COE)	Dean Academics
117	Last Date to upload Social Immersive Learning Proofs in ERP for B.Tech ALL Year Odd Semester	16.11.2024	All Engg.HoDs, Principals(COE)	Dean-Academics
118	Declaration of Detention Lists & Issue of End-Sem Hall Tickets for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	16.11.2024	All Principals /HODs - MHS	Dean-Academics

119	Last Instruction day for IV B.Tech	16.11.2024	All Engg.HoD's, Principal (COE)	Dean -Academics
120	Submission of Detention & Condoned students list	16.11.2024	All Engg.HoD's,Principal (COE)	Dean Academics
121	Declaration of Detention Lists & Issue of End-Sem Hall Tickets for B.Tech ALL Year Odd Semester	16.11.2024	All Engg.HoDs, Principals(COE)	Dean Academics
122	Last Instruction day for II M.Pharma	16.11.2024	Principal (Pharmacy)	Dean Academics
123	Last Date to upload Social Immersive Learning Proofs in ERP for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	16.11.2024	All Principals, HODs - MHS	Dean-Academics
124	Last Instruction day for I, II, III, IV B. Pharmacy	16-11-2024	Principal (Pharmacy)	Dean-Academics
125	Parent-Faculty Association Meeting for All UG MHS Phase-II and PG ALL Year Odd Semester	16-11-2024 to 18-11-2024	All HoDs, Principals	All Principals
126	Submission of Detention & Condoned students list I, II, III, IV B. Pharmacy	16.11.2024 (All Years Except Ist year)	Principal (Pharmacy)	Dean-Academics
127	Submission of Detention & Condoned students list II B.Pharma, M.Pharma	18.11.2024	Principal (Pharmacy) and Controller of Examinations	Dean Academics
128	Sem In - II Theory Examinations II B.Pharma, M.Pharma	18.11.2024 to 20.11.2024	Principal (Pharmacy) Controller of Examinations (Release of Timetable)	Dean Academics
129	Sem-In-II Examinations for II and III Pharm. D	18.11.2024 to 20.11.2024	Prinicpal-Pharmacy,CoE	Dean-Academics
130	In-Sem 2 Theory Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	18.11.2024 to 20.11.2024	All Principals, HoDs-MHS	Dean Academics
131	In-Sem 2 Theory Exams for B.Tech ALL Year Odd Semester	18.11.2024 to 20.11.2024	All HODs of Engg. & Principal (COE) and Dean Academics, COE (Release of Timetable)	Dean -Academics
132	Motivational Session with IAS Officers	19.11.2024	HOD - ARTS	Dean MHS
133	International Men's Day	19.11.2024	All HODs	Dean (SA)
134	Webinar by Faculty	19.11.2024	HOD - CSE	Principal CoE
135	Discipline committee meeting	20.11.2024	All HODs	Dean (SA)
136	Semester Reflection Week for B.Tech ALL Year Odd Semester	20-11-2024 to 25-12-2024	All Engg-HoDs, Principal(COE)	Dean Academics
137	In-Sem Makeup Exams* for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	21.11.2024 to 23.11.2024	All Principals /HODs - MHS, All MHS HoD's, Dean - Academics, and COE (Release of Timetable)	Dean-Academics
138	Internal Complaints Committee meeting	3rd week of November 2024	Associate Dean-Grievances,Cells,Committees and Forums	Dean (SA)
139	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd week of November 2024	Dean - Planning & Development	Dean P&D

140	Academic research review week by Full time Scholars	3rd week of November 2024	Dean - Research & Development	Dean R&D
141	Evaluation Reforms - Faculty Training – OBE – ‘A Design Down’ process	3rd week of November 2024	All HoD's, All Principals, ASC	Dean Academics
142	Evaluation Reforms -Analysis of students grievances pertaining to Examinations & Evaluation - Brainstorm meeting	3rd week of November 2024	All HoD's, All Principals, ASC	Dean Academics
143	MULYAPRAVAH: One week Workshop and training programmes on human values and professional ethics with assessment and certification (to Faculty & Staff)	3rd week of November 2024	All HoD's, All Principals, ASC	Dean Academics
144	GS-POSH Activity(GS -POSH Awareness program)	3rd week of November 2024	Convenor Women’s Forum	Dean (SA)
145	Stock Verification of Garden, General maintainance & Housekeeping	3rd week of November 2024	Dean-P&D	Dean-P&D
146	Sports Certificate Course Results preparation and Submission to exam section	3rd week of November 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean (SA)
147	Commencement of Phase - II of Higher Education coaching	3rd week of November 2024	HOD BA-IAS	Dean SP&SD
148	Awareness programme on E-waste management in Z.P. High Schools	3rd week of November 2024	CEA	Dean SA
149	Internal Complaints Committee Meeting (For Students)	3rd week of November 2024	Dean (SA)	Registrar
150	Anti Ragging Committee Meeting (For Students)	3rd week of November 2024	Dean (SA)	Registrar
151	HOD meeting with CCs & Cohort Professor Incharges and Faculty Incharges	3rd week of November 2024	All-HODs	Principal COE
152	Organize an Inter/Intra Institutional Idea Competition/Challenge/Hackathon and Reward Best Ideas.	3rd week of November 2024	1. Multi Disciplinary Innovation & Enterprenurship dept (HOD-MDI&E) 2. CEO, Atal Community Incubation center (KL-ACIC) 3. KL- Technology Incubator Foundation (KL-TIF)	Principal COE/Director CIIE
153	Women's Forum Monthly meeting	3rd week of November 2024	Women's Forum	Dean (SA)
154	TLP Academic Audit-II	3rd week of November 2024(Engineerng) 4th week of	Dean-Academics	Dean-Academics
155	NCC day Online quiz	3rd week of November 2024	NCC	Dean (SA)
156	Clean and Green Program	3rd week of November 2024	NCC	Dean (SA)
157	Current Trends in Drug Discovery Development & Delivery (CTD4-2024)	3rd &4th week of November-2024	Principal (Pharmacy) Dr. Buchi N Nalluri Dr. Manikanta M	Dean MHS

158	International Conference on 'Technology enabled teaching of English language and literature'	3rd &4th week of November-2024	HoD-English Department, TLRG Dr B Siva Nagaiah Dr M Raja Ambethkar & Dr M Sandra Caramel Sophia	Dean R&D
159	Lab Internal Exam (MHS-IIInd and IIIrd years)	22-11-2024 to 27-11-2024	Principal/HODs- MHS	Dean-Academics
160	Lab development committee meeting	23.11.2024	All HODs	Dean-P&D
161	Last instruction day for I M. Pharmacy	25.11.2024	Prinicpal-Pharmacy	Dean Academics
162	Declaration of Detention Lists & Issue of End-Sem Hall Tickets for All UG MHS Phase-II and PG ALL Year Odd Semester	25.11.2024	All HoDs, Principals	Dean Academics
163	Student Feedback Reflection on End Semester Feedback for B.Tech ALL Year Odd Semester	25.11.2024 to 30.11.2024	All Engg., HoDs & Principal (COE)	Dean Academics
164	Student Feedback Reflection on End Semester Feedback for MHS II, III, IV& V years and PG (MBA and MCA) Odd Semester	25-11-2024 to 30-11-2024	Principal/HODs- MHS	Dean-Academics
165	Inter Departmental Visit	25.11.2024 to 30.11.2024	All HODs	Principal CoE
166	Student Feedback Reflection on End Semester Feedback for B.Tech ALL Year Odd Semester	25.11.2024 to 30.11.2024	All Engg., HoDs & Principal (COE)	Dean Academics
167	End-Sem Theory, Practical & Skill Exams for B.Tech ALL Year Odd Semester	25-11-2024 - 07-12-2024	All Engg.HoDs, Principals(COE) and Dean Academics	Dean Academics
168	End-Sem Theory, Practical & Skill Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	25.11.2024 to 07.12.2024	All Principals /HODs - MHS	Dean-Academics
169	Sem End Theory and LAB Examinations II B.Pharma, M.Pharma	25.11.2024 to 07.12.2024	Principal (Pharmacy) Dean-Academics and Controller of Examinations	Dean Academics
170	End-Sem Theory, Practical & Skill Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Odd Semester	25.11.2024 to 07.12.2024	All Principals /HODs - MHS	Dean-Academics
171	Observance of Constitution day	26-11-2024	NSS Cell, Director (SAC)	Dean (SA)
172	Samvidhan Diwas Celebrations	26.11.2024	HOD-College of Law	Dean MHS
173	Observance of Constitution day	26-11-2024	NSS CELL	Dean (SA)
174	Sem-In-II Examinations for I M. Pharmacy	26.11.2024 to 28.11.2024	Prinicpal-Pharmacy, CoE	Dean Academics
175	In-Sem 2 Theory Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	26.11.2024 to 28.11.2024	All HoDs, Principals COE (Release of Timetable)	Dean Academics
176	Sem-In Test-II	26-11-2024 to 28-11-2024	HOD - Fine Arts, Controller of Examinations (Release of Timetable)	Dean MHS
177	CSE DRC Meeting (Once in a month)	28.11.2024	HOD - CSE	Dean R&D
178	SIP for the AY 2019-2024 BBA and LL.B	28.11.2024	HOD-College of Law, BBA	Dean-MHS

179	R&D Meeting	28.11.2024	All HODs	Dean R&D
180	Department Website Update	29.11.2024	All HODs	Principal CoE
181	Research Group Meetings	29.11.2024	All HODs	Dean R&D
182	Research Diary Submission & Verification	29.11.2024	ALL HODs	Dean R&D
183	In-Sem Makeup Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	29.11.2024 to 30.11.2024	All MHS HoD's and COE (Release of Timetable)	Dean Academics
184	Two day Workshop on bio Mechanics of 3D Character	29-11-2024 to 30-11-2024	HOD-Fine Arts	Dean MHS
185	Student Satisfaction Survey (SSS) from selected students	29-11-2024 to 04-12-2024	All HoDs, Principals	Dean-Academics
186	In-Sem Makeup Exams for B.Tech All Year Odd Semester	29.11.2024 to 30.11.2024 (First Year) 21.11.2024 to 23.11.2024 (For II, III and IV Year)	All Engg.HoDs, Principal-COE, COE (Release of Timetable)	Dean Academics
187	Academic Pathway Planning (CBCS) Week for Students & Parents for MHS II, III, IV & V years and PG (MBA and MCA) Even Semester	29.11.2024 to 05.12.2024	All Principals & HoDs-MHS	Dean Academics
188	Submission of Semester End Report	30.11.2024	HOD - ME	Dean-Academics
189	Dept Counselling Committee Meeting	30.11.2024	HOD - ECE	Dean-Academics
190	Last Date to Complete Student Global Certifications	30.11.2024	Engg HODs & Principal(COE)	Dean - Skill Development
191	Certification Course last date-self paced as well as Monitored	30.11.2024	Engg Depts	Dean SD&SP
192	Industry-Academics Connect Week for All UG MHS Phase-II and PG 2nd Year Odd Semester	30-11-2024 to 2-12-2024	HoDs-MHS	Dean MHS
193	Grievances Redressal Committee meeting(Central level)	4th week of November 2024	Associate Dean-Grievances,Cells,Committees and Forums	Dean (SA)
194	Semester Readiness Program for A. Y. 2024-25 Even Semester	4th week of November 2024	Dean - Academics	Dean - Academics
195	International Day for the Elimination of Violence Against Women-week long program	4th week of November 2024	Convenor, WOMEN'S FORUM	Dean (SA)
196	Final review of Practice School-I for Y21 Batch B.Tech. Students	4th week of November 2024	Dean-Placements & Internships	Dean-Placements & Internships
197	BOS Meeting	4th week of November 2024	All HoDs	Dean-Academics
198	Stock Verification (Laboratories) by the end of Odd and Even Semesters	4th week of November 2024	Dean - Planning & Development	Dean P&D
199	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week of November 2024	All Principals	All Principals
200	Consultancy projects activities of the department	4th week of November 2024	Dean - Research & Development	Dean R&D
201	Central facilities Non conformance Report to concern Dean	4th week of November 2024	Dean-Quality	Dean-Quality

202	Central facilities Non conformance Report reply to Dean Quality	4th week of November 2024	Concerned Dean	Dean SA
203	BOS week	4th week of November 2024	All HoDs, Principals	Dean Academics
204	Reporting week for Newly Recruited Faculty	4th week of November 2024	All HODs	Dean-F&SA
205	Faculty Satisfactory Survey	4th week of November 2024	All HoDs, Principals	Dean Academics
206	Ground Maintenance and Development Works	4th week of November 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
207	Proposal to Organize South Zone Inter University Tournament as per AIU Calender	4th week of November 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
208	KRA/KPA Reviews for all departments	4th week of November 2024	Dean-F&SA	Dean-F&SA
209	End sem Feedback Analysis & Action Taken Report	4th week of November 2024	Dean-Academics	Dean-Academics
210	Statue Cleaning program	4th week (Sunday),	NCC	Dean SA
211	Notification for Convocation	4th week of November 2024	Controller of Examinations	Registrar
212	Anti Sexual Harassment Committee Meeting (For Students)	4th week of November 2024	Dean (SA)	Registrar
213	Grievance Redressal Committee for Faculty & Staff	4th week of November 2024	Dean (F&SA)	Registrar
214	Notification of Finance Committee Meeting - 02	4th week of November 2024	Finance Officer	Registrar
215	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Ideas/PoC & linkage with Innovation Ambassadors/Experts for Mentorship Support.	4th week of November 2024	1. Multi Disciplinary Innovation & Enterprenurship dept (HOD-MDI&E) 2. CEO, Atal Community Incubation center (KL-ACIC) 3. KL- Technology Incubator Foundation (KL-TIF)	Principal COE/Director CIIE
216	Notification of Fee Fixation Committee Meeting	4th week of November 2024 (before finance)	Finance Officer	Registrar
217	Review of Attendance & Progress of Syllabus coverage	November 2024(last week)	ALL HODs	Dean Academics
218	Notification for Academic Council Meeting	Last week of November 2024	Registrar	Dean Academics
219	Compliance report on Calendar of Activities to Registrar	Last Day of the Month	All Functionaries & All HoD's	All Functionaries & All HoD's

K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

December-2024

S. No.	Event	Dates	Primary Responsibility/ Conducting	Reporting Authority
1	Drills Parades	December (1 and 4 weeks) 2024	NCC	Dean SA
2	Last Date to Add / Drop / Alter Registration for All UG MHS Phase-II and PG ALL Year Even Semester	December-2024	All HoDs, Principals	Dean Academics
3	Opting for Self-Learning & Academic Flexibilities for All UG MHS Phase-II and PG 2nd Year Even Semester	December-2024	All Principals & HoDs-MHS	Dean Academics
4	Supplementary Exams for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	December-2024	All Principals & HoDs-MHS, Controller of Examinations	Dean Academics
5	Road Safety Awareness Program	December-2024	NSS CELL	Dean SA
6	Awareness on Gender Discrimination	December-2024	NSS CELL	Dean SA
7	Awareness on cash less transactions Crimes	December-2024	NSS CELL	Dean SA
8	Pulse Polio Campaign	December-2024	NSS CELL	Dean SA
9	Medical Camp	December-2024	NSS CELL	Dean SA
10	Training on leadership skills to school children	December-2024	NSS CELL	Dean SA
11	Special Camp - 5	December-2024	NSS CELL	Dean SA
12	Special Camp - 6	December-2024	NSS CELL	Dean SA
13	Special Camp - 7	December-2024	NSS CELL	Dean SA
14	Principal & Dean Academics meeting with CCs & Cohort Professor In charges and Faculty In charges	December-2024	Principal COE & Dean Academics	Dean Academics
15	Research / Prototype Design in multidisciplinary Domains	December-2024	HOD-IRD	Dean (R&D)
16	Awareness on Cyber Crimes	December-2024	NSS Cell	Dean SA
17	Importance of Girl Education	December-2024	NSS Cell	Dean SA
18	Review -3 meeting for the women empowerment teams 3rd week of November 2024 Dean Student Affairs & WOMEN'S FORUM	December-2024	NSS Cell	Dean SA

19	Robo Wheels: A Workshop on Building Robotic cars-Automation Club	December-2024	SAC, HoD-ME, HoD-ECE	Dean SA
20	National Level Event (Seminar/Workshop/Conference) - One each semester	December-2024	HOD - CE	Principal CoE
21	Flag day fund raising event by NCC	December-2024	NCC-Boys	Dean SA
22	Workshop- Pharmaceuticals	December-2024	Principal Pharmacy	Dean Academics
23	Dean's visit to Hyderabad campus	December-2024	ALL Deans	ALL Deans
24	KLEEE- Processes initiation & appointment of Convener	December-2024	Registrar	Registrar
25	Guest Lecture / Industry Connect / Academia Connect - Pharmacology	December-2024	Principal Pharmacy	Dean MHS
26	Webinar/Guest lectures/Conference	December-2024	HOD-Physics	Principal Sciences
27	1. Blanket Drive. Distributed to used clothes to orphanage peoples & road side poor people. 2. Kisan Diwas. Awareness programme for farmers in Villages-CEA	December-2024	CEA, SAC	Dean SA
28	Workshop on Long & Short Embroidery Club	December-2024	Director SAC	Dean SA
29	LIBRARY ADVISORY COMMITTEE MEETING (LAC)	December-2024	Librarian	Dean P&D
30	Orientation programme for Civil & Mechanical Engg department	December-2024	HoD's-CE and ME	Librarian
31	Skill Based Expert Talk one per month for students	December-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
32	Industry Faculty Orientation Lecture one per month for Faculty	December-2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, ECM, EEE,	Dean SD&SP
33	Academic audit of ALL Departments	December-2024	Dean -Academics, Dean-Quality	Dean Academics
34	I-10 Index verification	December-2024	Dean R&D	Dean R&D
35	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	December-2024	All Principals & HOD's	Dean SD&SP

36	DTI Project Expo Manage through YUKTI-NIR* (Registration of Ideas through YUKTI portal)	December-2024	HoD (BBA, Architecture, Pharmacy), (In collaboration with CIIE)	Dean Academics
37	CSRG International Conference	December-2024	HoD-ECE	Dean Academics
38	Anti-HIV awareness program	01-12-2024	HoD-BT, CEA	Dean SA
39	World Anti-AIDS Day --awareness	02.12.2024	Principal (Pharmacy)	Dean SA
40	Department Advisory Meeting (Once in a month)	02.12.2024	All HODs	Principal CoE
41	News Letter submission	02.12.2024	All Deans, Directors and HODs	Associate Dean (Publishing)/Dean Academics
42	Project / Internship Expo & Final Review for All UG MHS Phase-II and PG 4 Year Odd Semester	02.12.2024 to 07.12.2024	All Principals & HoDs-MHS	Dean Academics
43	2nd International Conference on Advances in Sustainable construction materials	02-12-2024 to 03-12-2024	HoD-CE, 1. Structural Engineering and Construction Management Research Group (SECMRG) 2. Geotechnical, Environmental, Water Resources and Transportation Engineering Research Group (GEWTRG) Dr.Poluraju, Dr.J.D.Chaitanya Kumar, Dr.M.Achvutha	Dean R&D
44	Lecture Plan & Delivery Audit	02.12.2024 to 4.12.2024 (Tentative)	All HODs	Dean Academics
45	Practical's & Skill Audit	02.12.2024 to 4.12.2024	All HODs	Dean Academics
46	A 5-day FDP on Writing Funded Project proposals	2-12-2024 to 6-12-2024	Academic Staff College	Dean R&D
47	Project / Internship Expo & Final Review for MHS II, III, IV & V year and PG (MBA and MCA) Odd Semester	02.12.2024 to 07.12.2024	All Principals & HoDs	Dean Academics
48	End-Sem Theory, Practical & Skill Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	2.12.2024 to 14.12.2024	All HoDs, Principals	Dean Academics
49	Internal Faculty Development Programme	02.12.2024 to 15.12.2024	HOD - CSS	Dean Academics
50	Campus Placement Drive - Season - 2	2.12.2024 to 30.04.2025	Dean-Placements & Internships	Dean-Placements & Internships
51	National Agricultural Education Day	03.12.2024	Director & HoD-Agriculture	Director/HoD-Agriculture

52	Faculty Social Profile Building	04.12.2024	All HODs	Dean F&S
53	World Soil Day	05.12.2024	Director & HoD-Agriculture	Director/HoD-Agriculture
54	Webinar Motivational Session with IAS Officers	06.12.2024	HOD-Arts	Dean MHS
55	Monthly Audit Report Statistics to be submitted by Departments	06.12.2024	All HODs	Principal COE
56	Semester Grand Hackathon for B.Tech 3 Year Odd Semester	06.12.2024 to 07.12.2024	All Engg-HoDs, Principal(COE)	Dean Academics
57	5th International Conference on Advanced Functional Materials	06-12-2024 to 08-12-2024	Hod-Physics, CNT and CEM Dr. S. Shanmugam Dr. K. Raghavendra Kumar & Dr. A. Venkateswara Rao	Dean R&D
58	Departmental talk	07.12.2024	HOD - CSE	Dean R&D
59	Academic Council Meeting-02	1st week of December 2024	Registrar	Dean(Academics)
60	Fee Fixation Committee Meeting	1st week of December 2024	Finance Officer	Registrar
61	Finance Committee Meeting - 02	1st week of December 2024	Finance Officer	Registrar
62	Workshop on Design Thinking, Critical thinking and Innovation Design	1st week of December 2024	HOD-MDI&E & Principal ASC	Principal COE/Director CIIE
63	World Cancer Day-Awareness seminar 10.(A) GBN. KLEF	1st week of December 2024	NCC- Girls	Dean SA
64	Notification for Executive Council Meeting-04	1st week of December 2024	Registrar	Registrar
65	Administrative Files Audit by Department Team (Once in a month)	1st week of December 2024	Department IQAC In-Charge	ALL HODs
66	Faculty Orientation Lectures	1st week of December 2024	All HODs	Principal CoE
67	Ph.D Reviews	1st week of	All HODs	Dean R&D
68	Review of AMC for Equipment in All Divisions of P&D	1st week of December 2024	Dean-P&D	Dean-P&D
69	IQAC internal meeting	1st week of	Dean-Quality	Dean-Quality
70	Circular for 50th IQAC Advisory Committee meeting	1st week of December 2024	Dean-Quality	Dean-Quality
71	Circular for audit of Central facilities	1st week of December 2024	Dean-Quality	Dean-Quality
72	Participation of Students in All India and South Zone Inter University tournaments	1st week of December 2024	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
73	Tuition Centre for Dropouts to encourage Higher Education	1st week of December 2024	Director-SAC, HOD CS&IT, Women's Forum	Dean SA

74	Awareness Rally on Pollution Awareness	1st week of December 2024	NCC	Dean SA
75	1st call for Scholarships by both KLEF as well as outside	1st week (05.12.2024 - 10.12.2024)	Dean SP&SD	Dean SP&SD
76	Conduction of Supplementary examinations for all years, all batches	1st week to 3rd week (05.12.2024 to 24.12.2024)	Controller of Examination	Dean Academics
77	Submission of Progression record including latest results with up to date CGPA for Engineering branches	1st week (12.12.2024 to 17.12.2024) For the 2024-24 academic year odd semester	Dean Progression	Dean SP&SD
78	LMS/ERP committee meeting	08.12.2024	All HODs	Dean Academics
79	Last Date to Pay End-Sem Exam Fee with Penalty for All UG MHS Phase-II and PG ALL Year Odd Semester	08-12-2024	All HoDs, Principals	Dean Academics
80	Last Date to upload Social Immersive Learning Proofs in ERP for All UG MHS Phase-II and PG ALL Year Odd Semester	08-12-2024 to 13-01-2024	All Principals & HoDs	Dean Academics
81	Laboratories Audit	09.12.2024	All HODs	Dean Academics
82	Counselling Report Verification by Department Team (Once in a month)	09.12.2024	All HODs	Dean Academics
83	Academic Pathway Planning (CBCS) Week for Students & Parents for B.Tech ALL Year Even Semester	09.12.2024 to 14.12.2024	All Engg.HoDs, Principal(COE)	Dean Academics
84	Course Handout Approval (Level-1 & 2)	09.12.2024 to 14.12.2024	Dean-Academics	Dean Academics
85	A 5-day FDP on Project Based Learning	09.12.2024 to 13.12.2024	Academic Staff College	Dean Academics
86	Final Approved(Third Level) Course Handouts upload on ERP(III and IV Year Courses)	09.12.2024 to 14.12.2024	Dean-Academics	Dean-Academics
87	Final Approved(Third Level) Course Handouts upload on ERP(II Year Courses)	09.12.2024 to 14.12.2024	Dean-Academics	Dean-Academics
88	Department Association Activity by FOCUS Student Body (Twice in a month) - Central Level Activity	11.12.2024	HOD - CSE	Director SAC
89	Orientation for 2nd, 3rd & 4th Year	11.12.2024	HOD-ECE	Dean Academics
90	Academic Council Meeting	11.12.2024	All HoDs, Principals	Dean Academics

91	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty for All UG MHS Phase-II and PG ALL Year Odd Semester	11.11.2024	All HoDs, Principals	Dean Academics
92	Academic Audit - End Semester for B.Tech ALL Year Odd Semester	11-12-2024 to 15-12-2024	HOD - CSE	Dean Academics
93	Closure Feedback Week on Academic Quality, Student Satisfaction & TLP for All UG MHS Phase-II and PG ALL Year Odd Semester	11-12-2024 to 16-12-2024	All HoDs, Principals	Dean Academics
94	Lab-In-Examinations-2 for II and III Pharm. D	11.12.2024 to 16.12.2024	Principal-Pharmacy	Director Life Sciences
95	Periodic Research Opportunities Exploration	12.12.2024	All HODs	Dean R&D
96	Extension Activity	12.12.2024	Director SAC	Dean SA
97	Department Association Activity by FOCUS Student Body (Twice in a month) -	12.12.2024 & 24.12.2024	Principal (College of Engineering), All Engineering HoDs	Dean - Academics & Pro VC
98	ERP Audit for Research/Profile/Leaves	13.12.2024	All HODs	Dean R&D
99	Refresher Course	14.12.2024	HOD - CSE	Principal CoE
100	Addressing Student Grievances (Twice in a	14.12.2024	All HODs	Dean SA
101	Submission of Course Handout	14.12.2024	All HODs	Dean Academics
102	Finalization of Time Tables	14.12.2024	All HODs	Dean Academics
103	Academic Registrations of All B.Tech	14.12.2024 to 15.12.2024	All HODs	Dean Academics
104	SC / ST/ Minority / OBC Cell Meeting	2nd Week of, December 2024	Dean (SA)	Registrar
105	Grievance Redressal Committee Meeting (For Students)	2nd Week of, December 2024	Dean (SA)	Registrar
106	Anti-smoking, stop junk food 10.(A) GBN. Vijayawada(IGMS)	2nd Week of, December 2024	NCC- Girls	Dean SA
107	Swachatha Pahadi	2nd Week of,	NCC	Dean SA
108	Art Education, Training Drama to the school children's	2nd Week of, December 2024	CEA	Dean SA
109	HoD meeting with Faculty & Staff	2nd Week of, December 2024	All HODs	Principals
110	Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	2nd Week of, December 2024	HOD - EEE	Dean R&D

111	A. Y. 2024-25 even Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	2nd Week of, December 2024	Dean - Research & Development	Dean R&D
112	Collection of Pre PhD subject's data from departments	2nd Week of, December 2024	Convener-Women's Forum	Dean SA
113	Start of Registrations for placements for Y21 Batch Students	2nd Week of, December 2024	Dean-Placements & Internships	Dean-Academics
114	Workshop on Gender sensitization	2nd Week of, December 2024	Dean - Quality	Dean - Quality
115	Practice School -(Engineering) Orientation & Registration	2nd Week of, December 2024	Physical Education HOD, Assoc. Dean, Sports &	Dean SA
116	Review & Implementation of Quality mandate UGC	2nd Week of, December 2024	Asso. Dean Sports & Games	Dean SA
117	Intramural competitions for staff & students	2nd Week of, December 2024	Associate Dean Sports	Dean SA
118	One major Winter Program (Mentoring of Students by Sports Champions)	2nd Week of, December 2024	Department HODs	Dean SA
119	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-AIDS	2nd week of December 2024 (Once in a Semester)	Director-Alumni & HoD AIDS	Dean SD&SP
120	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-ARTS	2nd week of December 2024 (Once in a Semester)	Director-Alumni & HoD ARTS	Dean MHS
121	Women health fitness awareness program	2nd week of December 2024	Registrar	Registrar
122	Audit of Central facilities	2nd & 3rd Week of, December 2024	All HoDs, Principals	Dean Academics
123	Convocation	2nd or 3rd week of December 2024	All HoDs, All Principals & Controller of exams	Dean Academics
124	Academic Classwork for B.Tech ALL Year Even Semester	16.12.2024	Dean-Academics	Dean Academics
125	Classwork commencement Students II M.Tech	16.12.2024	Dean-Academics	Dean Academics
126	Organizing Faculty Orientation Lectures	16.12.2024	All HODs	Principal CoE
127	Guest Lecture	16.12.2024	HOD-Arts	Dean MHS
128	Release of Re-Evaluation Results for B.Tech ALL Year Odd Semester	16-12-2024	All Engg.HoDs, Principal(COE), Controller of exams	Dean Academics
129	Academic Classwork for MHS II, III, IV & V years and PG (MBA and MCA) Even Semester	16.12.2024	HoDs-MHS	Dean Academics

130	Last Date to Apply & Pay Makeup Exam Fee for All UG MHS Phase-II and PG ALL Year Odd Semester	16.12.2024	All HoDs, Principals	Dean Academics
131	The Third International Conference on Machine Intelligence and Soft Computing	16-12-2024 to 17-12-2024	HOD-CSE - Honours, Software Engineering Research Group Dr.P.Venkateswara Rao, Dr.Y.Prasanth Dr. D. Nagamallewari	Dean Academics
132	Semester Grand Hackathon for MHS II, III, IV and V YEARS and PG (MBA and MCA) Odd Semester	16-12-2024 to 18-12-2024	MHS Principals & HoDs-MHS	Dean Academics
133	Academic Pathway Planning (CBCS) Week for Students & Parents for all UG MHS Phase-II and PG All Year Even Semester	16.12.2024 to 21.12.2024	All Principals & HoDs-MHS	Dean Academics
134	Course Handout Approval (Level-1 & 2) - MHS	16.12.2024 to 21.12.2024	All Principals & HoDs-MHS	Dean Academics
135	End-Sem Theory, Practical & Skill Make Up Exams for B.Tech ALL Year Odd Semester	16.12.2024 to 21.12.2024	All Engg.HoDs, Principal(COE), Controller of exams	Dean Academics
136	Final Approved(Third Level) Course Handouts upload on ERP -MHS	16.12.2024 to 21.12.2024	Dean (MHS), All HODs (MHS)	Dean Academics
137	Opting for Self-Learning & Academic Flexibilities for B.Tech 2, 3, 4 Year Even Semester	16.12.2024 to 28.12.2024	All Engg-HoDs, Principal (COE)	Dean Academics
138	Webinar by Faculty	18.12.2024	HOD - CSE	Principal CoE
139	Semester Reflection Week for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	18-12-2024 to 23-12-2024	All Principals / HoDs-MHS	Dean Academics
140	Ph.D. Admission Test for Y23 Batch	20.12.2024	Dean - Research & Development	Dean R&D
141	Registration I M. Pharmacy	20.12.2024 to 21.12.2024	Principal/ Principal (Pharmacy)	Dean Academics
142	Academic Registrations for All UG MHS Phase-II and PG ALL Year Even Semester	20.12.2024 to 21.12.2024	All HoDs, Principals	Dean Academics
143	Semester Reflection Week for B.Tech ALL Year Odd Semester	20-11-2024 to 25-12-2024	All Engg-HoDs, Principal(COE)	Dean Academics
144	Registration I, II, III, IV B. Pharmacy III, IV, V B.Arch	20.12.2024 to 21.12.2024 (I year) 14.12.2024 to 15.12.2024	Principals & HODs-Pharmacy, Architecture	Dean Academics
145	Registrations for I-B.Sc-Agriculture	20.12.2024 to 21.12.2024	Director & HoD-Agriculture	Dean Academics
146	BAR COUNCIL OF INDIA- RENEWAL APPLICATION TO BE FILED.	21.12.2024	HOD LAW	Dean MHS

147	Declaration of Results for B.Tech ALL Year Odd Semester	21.12.2024	Prinicipal-Pharmacy,CoE	Dean Academics
148	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Soft Skills	21.12.2024	All HODs	Dean Academics
149	TLP Workshops	21.12.2024	HOD - CSE	Dean Academics
150	R&D Meeting	21.12.2024	HOD-ECE, Dean (R&D)	Dean R&D
151	Declaration of Results for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	21.12.2024	All Principals & HoDs-MHS	Dean Academics
152	Student Feedback Reflection on End Semester Feedback for All UG MHS Phase-II and PG ALL Year Odd Semester	21-12-2024 to 27-12-2024	All HoDs, Principals	Dean Academics
153	Supplementary Exams for B.Tech ALL Year Odd Semester	21.12.2024 to 31.12.2024	All Engg-HoDs, Principal(COE), Controller of Examination	Dean Academics
154	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd Week of, December 2024	Dean (SA)	Registrar
155	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd Week of, December 2024	Dean (SA)	Registrar
156	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd Week of, December 2024	All-HODs	Principal COE
157	Traffic Awareness rally 10.(A) GBN. Vijayawada	3rd Week of, December 2024	NCC- Girls	Dean SA
158	Wiping of Statues	3rd Week of,	NCC	Dean SA
159	National Energy Conservation Day	3rd Week of, December 2024	HOD - EEE	Principal CoE
160	50th IQAC Advisory Committee meeting	3rd Week of, December 2024	Dean-Quality	Dean-Quality
161	Workshop / Seminar / Conference	3rd Week of, December 2024	HOD-Mathematics	Dean R&D
162	Intramural competitions for faculty and staff	3rd Week of, December 2024	Physical Education HOD, Assoc. Dean, Sports &	Dean SA
163	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurs-BCA	3rd week of December 2024 (Once in a Semester)	Director-Alumni & HoD-BCA	Principal-Sciences
164	National Level Idea Pitching on Innovative Products Useful for Women	3rd Week of, December 2024	Director-IIC, HOD-CE, Convenor Women's Forum	Dean SA

165	Panel discussions on topics such as women in entrepreneurship, overcoming gender barriers	3rd Week of, December 2024	Principal-College of Engineering (in association with CIIE), HODs of CSE, MBA, ME & Convenor Women's Forum	Dean SA
166	Executive Council Meeting-04	3rd Week of, December 2024	Registrar	Registrar
167	Winter Outreach Activity - Converting the prototype of 'solution fit' to a Startup	3rd Week of, December 2024	Principal-College of Engineering (in association with CIIE), HODs of CSE, MBA, ME & Convenor Women's Forum	Dean SA
168	Women's Forum Monthly meeting	3rd Week of, December 2024	Convenor Women's Forum	Dean SA
169	2nd call for Scholarships by both KLEF as well as outside	3rd week (19.12.2024 - 24.12.2024)	Dean SP&SD	Dean SP&SD
170	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BT	3rd week of December 2024 (Once in a Semester)	Director-Alumni & HoD-BT	Dean Academics
171	Internal Complaints Committee meeting	3rd Week of, December 2024	Associate Dean-Grievances, Cells, Committees and	Dean SA
172	2nd International Conference on Recent Advances in Biotechnology, Biomolecules and Pharmacy (RABBP-2024)	3rd Week of, December 2024	Hod-BT, Genomics and Proteomics, Bioprocess Technology Dr. V Praveen Kumar, Principal Pharmacy	Dean R&D
173	Campaign on Cleanliness in Houses	22-12-2024	NSS Cell	Dean -SA
174	Green School Program(Phase-2)	23-12-2024	B.Kambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC

175	Careers in Cyber security	23-12-2024	D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
176	Release of Notification for Re-Evaluation / Personal Verification for B.Tech ALL Year Odd Semester	23.12.2024	All Engg.HoDs, Principal(COE), Controller of exams	Dean Academics
177	Release of Notification for Re-Evaluation / Personal Verification for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	23.12.2024	All Principals & HoDs-MHS	Dean Academics
178	National Mathematics Day (Srinivasa Ramanujan's Birth Day)	23.12.2024	HOD - Mathematics	Principal Sciences
179	Department Libraries Stock Verification	23.12.2024	All HODs	Dean P&D
180	Legal Aid Camp/ Clinic	23.12.2024	HOD LAW	Dean MHS
181	Stock Verification (Laboratories) by the end of Odd Semester	23.12.2024	All HODs	Dean P&D
182	National Farmers Day/ Kisan Diwas	23.12.2024	Director & HOD Agriculture	Director / HOD Agriculture

183	Vriksharopam Mahotsav (Tree Plantation)(Phase-5)	23-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
184	National Farmers Day	23-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC

185	Harmony for the Soul: Music Therapy Session	23-12-2024	D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
186	Commencement of classwork I- M.Pharm	23.12.2024	Principal (Pharmacy)	Dean Academics
187	Academic Classwork for All UG MHS Phase-II and PG ALL Year Even Semester	23.12.2024	All HoDs, Principals	Dean Academics
188	Classwork commencement for I-B.Sc-Agriculture	23.12.2024	Director & HoD-Agriculture, Pro VC	Dean-Academics
189	End-Sem Theory, Practical & Skill Make Up Exams* for MHS II, III, IV & V years & V years and PG (MBA and MCA) Odd Semester	23.12.2024 to 04.01.2025	All Principals & HoDs-MHS	Dean Academics
190	Commencement of classwork I, II, III, IV B. Pharmacy	23.12.2024 (I Year) 16.12.2024 (Remaining Years)	Principal Pharmacy	Dean-Academics
191	Placement Training	23.12.2024 to 31.12.2024	HOD - CSS, Director-CRT	Dean-Placements & Internships
192	National Consumer's Rights Day	24.12.2024	HOD-College of Law	Dean MHS

193	Cinematic Rhythms: Dance Movie Nights	24-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Headcrafts Trainer</p>	Director - SAC
194	Hygiene & Sanitation Quiz competition	24-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Headcrafts Trainer</p>	Director - SAC

195	Cryptography Game night	24-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
196	Life skills workshop(Phase-1)	24-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC

197	Street Stage: Socially Relevant Play Performances	24-12-2024	<p>D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
198	Operating System and System Administration	24-12-2024	<p>D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
199	Declaration of detention list for I M. Pharmacy	25.12.2024	Principal-Pharmacy	Dean Academics
200	Hobby Clubs/NSS Activity	26.12.2024	All HoD's	Dean SA
201	CSE DRC Meeting (Once in a month)	26.12.2024	HOD - CSE	Dean R&D

202	Lights, Camera, Action! Equipment Training for Filmmakers	26-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
203	Pitching and presentations skills	26-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC

204	Budget healthy meals demonstration	26-12-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
205	First-Aid training workshop (CPR)(Phase-5)	26-12-2024	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
206	Sem End Theory and LAB Examinations II B	26-12-2024 to 12-01-2025	Principal Pharmacy, Controller of Examinations	Dean Academics
207	Research group meeting	27.12.2024	HOD-Architecture	Dean R&D
208	Workshop	27.12.2024	HOD-Arts	Dean MHS
209	PhD admission Interviews for Y23 Batch	27.12.2024	Dean - Research & Development	Dean R&D

210	Workshop on Rain water Harvesting techniques(Phase-3)	27-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Head Crafts Trainer</p>	Director - SAC
211	Water saving practices campaign(Phase-2)	27-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Head Crafts Trainer</p>	Director - SAC
212	Art from the Heart: DIY (Do It Yourself) Projects for Students	27-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer</p>	Director - SAC

213	Antimicrobial Resistance Education	27-12-2024	D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
214	Final Result Analysis reflection along with OBE analysis for B.Tech ALL Year Odd Semester	28.12.2024	All Engg.HoDs, Principal(COE)	Dean Academics
215	Last Date to apply for Re-Evaluation / Personal Verification for B.Tech ALL Year Odd Semester	28.12.2024	All Engg.HoDs, Principal (COE)	Dean Academics
216	Last Date to Add / Drop / Alter Registration for B.Tech ALL Year Even Semester	28.12.2024	All Engg.HoDs, Principal (COE)	Dean Academics
217	Department Development Committee Meeting	28.12.2024	All HODs	Dean-P&D
218	Departmental Association Activities (Once in 2 weeks)	28.12.2024	All HODs, SAC	Dean-Academics
219	Resume Writing Training to III Year Placement Eligible Students	28.12.2024	HOD-ME	Dean-Placements & Progression
220	Addressing Student Grievances (Twice in a	28.12.2024	All HODs	Dean SA
221	A One-day Technical Workshop on publishing in quality Journals	28-12-2024	Academic Staff College	Dean R&D
222	Department Sports Committee Meeting	28.12.2024	All HODs	Dean SA
223	Department Canteen Committee Meeting	28.12.2024	All HODs	Dean SA
224	Department Transport Committee Meeting	28.12.2024	All HODs	Dean SA
225	Student Grievances Committee Meeting	28.12.2024	All HODs	Dean SA
226	Verification on Academic counselling activity and sending report to Dean Academics	28.12.2024	All HODs	Dean Academics

227	Cyber hygiene campaign	28-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC
228	Seminar on Farmers Marketing channels	28-12-2024	<p>B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer</p>	Director - SAC

229	Lit Quiz: Test Your Literary Knowledge	28-12-2024	D.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
230	Last Date to Add / Drop / Alter Registration for MHS II, III, IV & V years and PG (MBA and MCA) Even Semester	28.12.2024	All Principals / HoDs-MHS	Dean Academics
231	End-Sem Theory, Practical & Skill Exams for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	28-11-2024 to 16-12-2024	All Principals /HODs - MHS	Dean-Academics
232	Odd Semester Global Certifications Review	28.12.2024 to 31.12.2024	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
233	Ph.D. Admission Test Result Declaration for Y24 E Batch	30.12.2024	Dean - Research & Development	Dean R&D
234	RPAC meeting	30.12.2024	HOD - CHEMISTRY	Dean R&D
235	Department Library Committee Meeting	30.12.2024	All HODs	Librarian
236	Department Hostels Committee Meeting	30.12.2024	All HODs	Dean SA
237	Dept Counselling Comitta Meeting	30.12.2024	HOD-ECE	Dean Academics
238	Research Diary Submission & Verification	30.12.2024	ALL HODs	Dean R&D
239	Counselling reports verification by Dept Team	30.12.2024	HOD-CSE	Principal CoE
240	Administrative Files audit by dept team	30.12.2024	HOD-CSE	Principal CoE
241	Final Review meeting -2024 for the women empowerment teams to submit leelavathi awards application in AICTE PORTAL	4th week of December 2024	Convenor WOMEN'S FORUM	Dean SA

242	Grievances Redressal Committee meeting(Central level)	4th week of December 2024	Associate Dean-Grievances, Cells, Committees and	Dean SA
243	Department Website Update	4th week of December 2024	All HODs	Principal CoE
244	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week of December 2024	All Principals	Principal COE
245	Issue of Medical insurance cards	4th week of December 2024	Dean - Faculty & Staff Affairs	Dean F&SA
246	Anti-Discrimination Awareness Program	4th week of December 2024	Assoc. Dean-Grievances	Dean SA
247	Central facilities Non conformance Report to concern Dean	4th week of December 2024	Dean-Quality	Dean-Quality
248	Central facilities Non conformance Report reply to Dean Quality	4th week of December 2024	Concerned Dean	Dean SA
249	Conduction of Sem End Exams for all first Years (UG and PG,1st year students Engineering & MHS)	4th week of December 2024	Dean-Academics, All Principals/HOD's (Engineering & MHS) and Controller of Examinations	Dean Academics
250	Ground Maintenance and Development Works	4th week of December 2024	Physical Education HOD, Assoc. Dean, Sports &	Dean P&D
251	Anti Sexual Harassment Committee Meeting (for Students)	4th week of December 2024	Dean (SA)	Registrar
252	Grievance Redressal Committee for Faculty & Staff	4th week of December 2024	Dean (F&SA)	Registrar
253	Workshop on Patents, Patent Filing (Women Faculty)	4th week of December 2024	Director,IIC,HOD CE, Women's Forum	Dean SA
254	Issue of Medical insurance cards	4th Week of, December 2024	Dean-F&SA	Dean-F&SA
255	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurs-MCA	4th week of December 2024 (Once in a Semester)	Director-Alumni & HoD-MCA	Principal College of Sciences
256	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurs-CE	4th week of December 2024 (Once in a Semester)	Director-Alumni & HoD-CE	Dean Academics
257	Circular for Department Audits (January month)	5th Week of, December 2024	Dean-Quality	Dean-Quality
258	Students Course Registration Audit	December 2024 (last week)	All HODs	Dean Academics
259	Academic Registrations Audit	December 2024 (last week)	All HODs	Principal CoE

260	Compliance report on Calendar of Activities to Registrar	Last day of Month	All Functionaries & All HoD's	All Functionaries & All HoD's
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K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

January-2025

S. No	Event	Dates	Primary Responsibility/ Conducting	Reporting Authority
1	Drills and Parades	January (1st and 4th weeks) 2025	NCC	Dean SA
2	Fixing dates for KLUEEE	Jan & Mar, 2025	Director-Admissions & Convener	Dean Academics
3	Expert Talk on Process of Innovation Development & TRL	January 2025	HoD (MDI&E), (In collaboration with CIIE)	Dean Academics
4	Activity 7 - Workshop on business model and positioning of 'solution-fit' for market	January 2025	Principal, Collge of Engineering (in association with CIIE), HOD MBA, Women's Forum	Dean SA
5	Student Feedback Reflection on Preliminary Feedback for MHS II, III, IV and V years and PG (MBA and MCA) Even Semester	January 2025	All Principals & HoDs-MHS	Dean Academics
6	Supplementary Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	January 2025	All Principals / HoDs (MHS), and Dean Academics	Dean Academics
7	Awareness on Pulse Polio Vaccination	January 2025	NSS CELL	Dean SA
8	Swachhatha Campaign	January 2025	NSS CELL	Dean SA
9	Fire Safety Awareness	January 2025	NSS CELL	Dean SA
10	Special Camp - 8	January 2025	NSS CELL	Dean SA
11	Special Camp - 9	January 2025	NSS CELL	Dean SA
12	Call for Donations from Alumni	January 2025	Director Alumni, All HODs & Dept Coordinators	Registrar
13	Orientation programme for BCA (BCA&MCA) College	January 2025	HODs (BCA&MCA) Librarian	Principal-Sciences
14	Updating the list of journals in library	January 2025	Librarian	Dean-P&D
15	1. Vasthradhan. Distributed to used clothes to orphanage peoples & road side poor people. 2. Bala Vikasam programme for Village Children's	January 2025	Director(SAC)	Dean SA
16	Guest Lecture on Business English Communication	January 2025	Dept. of BCA, HoD-English	Principal-Sciences
17	Webinar/Guest Lecture/Industry connect letcure on Drafting, pleading etc	January 2025	Principal & HoD-College of Law	Dean MHS

18	Guest Lecture - Pharmacology	January 2025	Principal Pharmacy	Director Life Sciences
19	CRT Training	January 2025	All HoDs, Director CRT	Dean SD&SP
20	Webinar/Guest Lectures from industry experts relevant to your Skill Centre.	January 2025	All HoDs	Dean SD&SP
21	Dean's visit to Hyderabad campus	January 2025	ALL Deans	ALL Deans
22	Skill Based Expert Talk one per month for students	January 2025	All Engg HODs	Dean SD&SP
23	Industry Faculty Orientation Lecture one per month for Faculty	January 2025	All Engg HODs	Dean Academics
24	"Road Safety" Awareness	January 2025	NSS, Director (SAC)	Dean SA
25	Seminar to MSc Physics students and Physics Research scholars	January 2025	HOD-Physics	Dean MHS
26	NSS - Survey on Water Scarcity Areas	January 2025	All HODs	Dean SA
27	Students compliant and grivances about evaluation, analysis report, action taken	January 2025	Controller of Examinations	Dean Academics
28	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passedout Batch and Present Final Year Batch)	January 2025	All Principals & HOD's	Dean SD&SP
29	Open Call for Patent Filing	January 2025	Coordinator (MSME IPFC), (In collaboration with CIIE & DTI)	Dean Academics
30	Last date to submission of Library books indent for the current semester	01.01.2025	ALL HODs	Dean P&D
31	Vriksharopam Mahotsav (Tree Plantatio	01-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) Incharge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
32	Global Certifications Review	01.01.2025 & 03.01.2025	HOD - CSE	Dean Academics

33	Placement Training	01.01.2025 to 31.01.2025	HOD - CSS, Director CRT	Dean- Placements & Progression
34	MESA - Technical Tuesday	02.01.2025	HOD-ME	Principal CoE
35	Money security	02-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) Incharge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
36	Tree adoption Campaign(Phase-3)	02-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) Incharge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
37	Sanitation infrastructure improvement	03-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) Incharge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
38	Skill Development Workshop	03.01.2025	HOD - ARTS and Fine Arts	Dean SD&SP
39	Ph.D. Registrations for Y23 Batch	03.01.2025	Dean - Research & Development	Dean R&D
40	Faculty Social Profile Building	03.01.2025	HOD - CSE	Dean F&S
41	Department website update	03.01.2025	ALL HODs	All Principals
42	Industrial Visit	03.01.2025	ALL HODs	All Principals

43	Department Development Committee meeting	03.01.2025	ALL HODs	Dean-P&D
44	Musical Jam Nights: Let's Play Together	03-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
45	Practical Cryptography projects	03-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
46	AI Application Impact Models 2025 (AIAIM2025)	03-01-2025 to 04-01-2025	HoD-ECE, Signal Processing Research Group (SPRG) Dr. E. Kiran Kumar P. Srikanth Reddy	Dean R&D
47	Departmental talk	04.01.2025	HOD - CSE	Dean R&D
48	MERG Guest lecture	04.01.2025	HOD-ECE	Dean R&D
49	Guest lecture/training programme on content development and skill	04.01.2025	HOD - ARTS and Fine Arts	Dean SD&SP
50	Open-Source Contribution	04-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC

51	Groove & Tone: Dance Fitness Workouts	04-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer	Director - SAC
52	Last Date to Apply & Pay Makeup Exam Fee for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	04.01.2025	All Principals & HoDs-MHS	Dean Academics
53	Orientation on Industrial Training	05.01.2025	HOD-Commerce	Dean MHS
54	Automobile Manufacturing Units Tour	06-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
55	National Conference (Tentatively)	06.01.2025 & 07.01.2025	HOD-College of Law	Dean R&D
56	A 5-day FDP on Intellectual Property Rights and Filing Patents	06-01-2025 to 10-12-2025	Academic Staff College	Dean R&D
57	Preliminary Feedback Week on Academic Quality & TLP for B.Tech ALL Year Even Semester	06.01.2025 to 11.01.2025	All Engineering HoD's, Principal (College of Engineering)	Dean Academics
58	Preliminary Sharing Feedback Report with HoDs (II,III,IV B.Tech)	06.01.2025 to 11.01.2025	Principal (COE), All Engg-HoDs	Dean Academics
59	Preliminary Feedback Week on Academic Quality & TLP for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	06.01.2025 to 11.01.2025	All Engg-HoDs, Principal (COE)	Dean Academics

60	Awareness of Heart Attack	07-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
61	Drama Club Rehearsals: Refining Acting Skills and Scripts	07-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
62	Administrative Files Audit by Department Team (Once in a month)	1st Week of, January 2025	Department IQAC In-Charge	ALL HODs
63	Circular for audit of Central facilities	1st Week of, January 2025	Dean-Quality	Dean-Quality
64	Circular for 2nd Quarterly audit of Deans	1st Week of, January 2025	Dean-Quality	Dean-Quality
65	Pre Ph.D. Course Work for Y24E Batch	1st Week of, January 2025	Dean - Research & Development	Dean R&D
66	Alumni meeting	1st Week of, January 2025	ALL HODs, Director Alumni	Dean SD&SP
67	LMS/ERP committee meeting	1st Week of, January 2025	ALL HODs	Dean Academics
68	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	1st Week of, January 2025	ALL HODs	All Principals
69	Counselling Report Verification by Department Team (Once in a month)	1st Week of, January 2025	ALL HODs	Dean Academics
70	Course Instructors meeting with course Co-ordinators (weekly Once)	1st Week of, January 2025	ALL HODs	Dean Academics
71	Faculty Orientation Lecture	1st Week of, January 2025	ALL HODs	All Principals
72	Call for Donations from Alumni-First Call	1st Week of, January 2025	Director of Alumni & HoD CSE	Dean SP&SD
73	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurs-CSE	1st week of January 2025	Director-Alumni & HoD-CSE	Principal COE

74	Participation of Students in All India and South Zone Inter University tournaments	1st Week of, January 2025	Physical Education HOD, Assoc. Dean-Sports & Games, Dean (SA)	Dean SA
75	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-B.Com	1st week of January 2025	Director-Alumni & HoD-Commerce	Dean MHS
76	Guest Lecture	1st Week of, January 2025	HOD - COMMERCE	Dean MHS
77	6 Day National level -Conduction of Koneru Lakshmaiah Memorial Trophy	1st Week of, January 2025	Physical Education HOD, Assoc. Dean, Sports & Games, Dean (SA)	Dean SA
78	Battalion & Head Quarters visit	1st week of January 2025	NCC	Dean SA
79	NCC Cadets competitions On eve of Republic Day	Ist week of January 2025	NCC	Dean SA
80	End-Sem Theory, Practical & Skill Make Up Exams* for All UG MHS Phase-II and PG ALL Year Odd Semester	Ist week of January 2025	All HoDs, Principals, Controller of Examinations	Dean Academics
81	Fire Mock Drill 10.(A) GBN. Vaddeswaram	Ist week of January 2025	NCC- Girls	Dean SA
82	Young Alumni Entrepreneurs Summit	1st Week of, January 2025	Director Alumni, All HODs & All Dept Coordinators	Dean SD&SP
83	Vasthradhan. Distributed to used clothes to orphanage peoples & road side poor people.	1 st Week January 2025	CEA	Dean SA
84	Drill / Parades 3 per week	1st week to 4th week of January	NCC	Dean SA
85	Premiere Night: Student Short Film Sho	08-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
86	Pre Ph.D. Exams / Reviews for all Batches	08.01.2025 /3rd week, January 2025	Dean-R & D	Dean R&D
87	Alumni-Academics Connect Week for B.Tech 2 Year Even Semester	08-01-2025 to 12-01-2025	All Engg-HoDs, Principal (COE), Director Alumni	Dean Academics

88	Brushstrokes of Unity: Mural Painting Project	09-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
89	NSS - Electricity Management	09.01.2025	ALL HODs	Dean SA
90	Workshops/ guest lectures / seminars committee meeting	09.01.2025	HOD - CHEMISTRY	Principle Sciences
91	Discipline committee meeting	09.01.2025	HOD - CHEMISTRY	Dean SA
92	Webinar - Motivational Lecture	09.01.2025	HOD - ARTS	Principal MHS
93	Periodic Research Opportunities Exploration	09.01.2025	HOD - CSE	Dean R&D
94	Creative Ink: Unleash Your Writing Potential	10-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator V. G. Krishna Murthy (2425) Dramatic Trainer Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
95	CSRG Guest Lecture	11.01.2025	HOD-ECE	Dean R&D
96	Last Date to apply for Re-Evaluation / Personal Verification for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	11-01-2025	All Principals & HoDs-MHS	Dean Academics
97	Declaration of Results for End-Sem Makeup Exams for B.Tech ALL Year Odd Semester	11-01-2025	All Engg-HoDs, Principal (COE), COE	Dean Academics
98	HoD meeting with Faculty & Staff	2nd Week of January 2025	ALL HODs	Principals
99	IQAC internal meeting	2nd Week of January 2025	Dean - Quality	Dean - Quality
100	Meeting with RPAC's and Preparation of agenda points for URB	2nd Week of January 2025	Dean R&D	Dean R&D
101	Industry Connect Program	2nd Week of January 2025	HOD-ME	Principal CoE
102	Rangoli and Kites Festival by Hobby Clubs	2nd Week of January 2025	Director (SAC)	Dean SA
103	Close of Registrations for placements for Y22 Batch Students	2nd Week of January 2025	Director CRT	Dean SP&SD

104	Dean office Audit on 2nd Quarter (2024-25)	2nd Week of January 2025	Dean-Quality	Dean-Quality
105	Quarterly 2024-25 audit Non conformance Report to concern Deans	2nd Week of January 2025	Dean-Quality	Dean-Quality
106	Five year strategic plan	2nd Week of January 2025	Registrar	Dean-P&D
107	Collection of Specialization wise faculty requirement from All HODs (Recruitment for ODD Sem)	2nd Week of January 2025	Dean-F&SA	Dean-F&SA
108	Department Academic Committee Meeting	2nd Week of January 2025	ALL HODs	Dean Academics
109	Introduction of new courses, programmes (survey)	2nd Week of January 2025	Registrar	Dean - Academics
110	Lab Monitoring Committee	2nd Week of January 2025	ALL HODs	Dean Academics
111	Departmental Association Activities (Once in 2 weeks)	2nd Week of January 2025	ALL HODs	Director SAC
112	Activity 3:Distribution of Hygiene Kits to women	2nd Week of January 2025	Director-SAC, HOD ECE, Women's Forum	Dean SA
113	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BBA	2nd Week of January 2025	Director-Alumni & HoD-BBA	Dean MHS
114	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSIT	2nd Week of January 2025	Director Alumni & HoD-CSIT	Principal COE
115	Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	2nd Week of January 2025	Dean (Student Affairs)	Dean SA
116	National Youth day Celebrations by NSS	2nd Week of January 2025	Dean (Student Affairs)	Dean SA
117	SC / ST/ Minority / OBC Cell Meeting	2nd Week of January 2025	Dean (SA)	Registrar
118	Grievance Redressal Committee Meeting (For Students)	2nd Week of January 2025	Dean (SA)	Registrar
119	Bala Vikasam programme for Village Children's	2nd Week of January 2025	CEA	Dean SA
120	Declaration of Results for End-Sem Makeup Exams for All UG MHS Phase-II and PG ALL Year Odd Semester	2nd Week of January 2025	COE	Dean Academics
121	University Level Intramural competitions for Students (University Sports Week)	2nd, 3rd, 4th weeks, January 2025 and 1st week February 2025	Physical Education HOD, Assoc. Dean-Sports & Games	Dean SA
122	Audit of Central facilities	2nd & 3rd Week, January 2025	Dean-Quality	Dean-Quality
123	Audit of Departments (Semester Audit)	2nd & 3rd Weeks, January 2025	Dean - Quality	Dean - Quality

124	Declaration of Results for Supplementary B.Tech ALL Year Odd Semester	15-01-2025	COE	COE
125	Internal Financial audit	15.01.2025	Finance Officer	Registrar
126	Semester Reflection Week for All UG MHS Phase-II and PG ALL Year Odd Semester	15-01-2025 to 20-01-2025	All HoDs, Principals	Dean Academics
127	Opting for Self-Learning & Academic Flexibilities for MHS II, III, IV & V years and PG (MBA and MCA) Even Semester	16.01.2025 to 28.01.2025	All Principals & HoDs-MHS	Dean Academics
128	First evaluation reports	17.01.2025	Dean SD&SP	Dean SD&SP
129	NSS Activity	17.01.2025	In-Charge NSS	Dean SA
130	Last Day for applying for Peer Mentoring for Freshman Engineering Students for All UG MHS Phase-II and PG 1 Year Odd Semester	17-01-2025 to 20-01-2025	All HoDs, Principals	Dean Academics
131	Student Feedback Reflection on Preliminary Feedback for B.Tech ALL Year Even Semester	17-01-2025 to 24-01-2025	All Engg-HoDs, Principal (COE)	Dean Academics
132	Academic Audit - End Semester for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	18-01-2025 to 25-01-2025	All Principals & HoDs-MHS	Dean Academics
133	Final Result Analysis Reflection along with OBE Analysis for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	18-01-2025 to 25-01-2025	All Principals & HoDs-MHS	Dean Academics
134	Department Library Committee Meeting	20.01.2025	ALL HODs	Librarian
135	Release of Re-Evaluation Results for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	20-01-2025	All Principals & HoDs-MHS	Dean Academics
136	Last Date to Apply & Pay Makeup Exam Fee for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	20-01-2025 - 21-01-2025	All Principals & HoDs-MHS	Dean Academics
137	A 5-Day Faculty Induction Program for the newly joined	20-01-2025 to 24-1-2025	Academic Staff College	Dean Academics
138	Preliminary Feedback Week on Academic Quality & TLP for All UG MHS Phase-II and PG ALL Year Even Semester	20.01.2025 to 25.01.2025	All Principals & HoDs-MHS	Dean Academics

139	Fitness workshop & yoga	21-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
140	Commencement of Sports Certification for EVEN Semester	3rd week of January 2025	HODs-CSE, CS&IT, AI&DS	Dean SA
141	Fire Service Week	3rd week of January 2025	Dean-P&D	Dean-P&D
142	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-MBA	3rd week of January 2025	Director-Alumni & HoD-MBA	Dean MHS
143	Swachth hi Seva (Series of Program) by NCC	3rd week of January 2025	NCC	Dean SA
144	Mentoring of girl students about "How to be Successful in lives?" by Champions	3rd Week of January, 2025	Principal- School of Architecture, HOD BFA, Women's Forum	Dean SA
145	Identifying the innovative ideas and Mapping them for a Patent Filing	3rd Week of January 2025	Director-CIIE, HOD-IOT, Women's Forum	Dean R&D
146	Review meeting for the women empowerment teams	3rd week of January 2025	Dean Student Affairs & WOMEN'S FORUM	Dean SA
147	Academic counselling activity report sending report	3rd Week of January 2025	All HoDs, Principals	Dean Academics
148	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd Week of January 2025	Dean (SA)	Registrar
149	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd Week of January 2025	Dean (SA)	Registrar
150	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd Week of January 2025	All-HODs	Principal COE
151	Workshop on Entrepreneurship Skill, Attitude and Behaviour Development	3rd Week of January 2025	HOD-MDI&E & HOD-BBA	Principal COE/Director CIIE
152	Department Sports Committee Meeting	22.01.2025	ALL HODs	Dean SA
153	Start of Peer Mentoring to III year Placement Eligible Students by IV Year Placed Students for Coding	22.01.2025	All Engg HoDs	Dean-Placements
154	First-Aid training workshop (CPR)(Phase-6)	22-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC

155	Alumni-Academics Connect Week for B.Tech 3 Year Even Semester	22-01-2025 to 27-01-2025	All Engg-HoDs, Principal (COE), Director Alumni	Dean Academics
156	End-Sem Theory, Practical & Skill Make Up Exams* for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	30-01-2025 to 03-02-2025	All Principals & HoDs-MHS	Dean Academics
157	Parakram Diwas (Netaji)	23-01-2025	NSS CELL	Dean SA
158	Academic Counselling Meeting	23.01.2025	ALL HODs	Dean Academics
159	Career Counselling Committee Meeting	23.01.2025	ALL HODs	Dean Academics
160	Hobby Club s/NSS Activity	23.01.2025	HOD - Architecture	Dean SA
161	Guest Lecture to M. Sc students	23.01.2025	HOD - CHEMISTRY	Principal MHS
162	DRC Meeting (Once in a month)	23.01.2025	HOD - CSE	Dean R&D
163	Netaji Subhas Chandra Bose Birth Anniversary by Hobby clubs	23.01.2025	Director (SAC)	Dean SA
164	Parakram Diwas (Netaji)	23-01-2025	NSS, Director (SAC)	Dean SA
165	Soil Health Workshops	23-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
166	Department Hostels Committee Meeting	24.01.2025	ALL HODs	Dean SA
167	Addressing of Research Backlog Faculty meeting with Pro-Vice chancellor	24.01.2025	HOD - CSE	Dean R&D
168	Workshop	24.01.2025	HOD - ARTS	Dean MHS
169	R&D Meeting	25.01.2025	HOD-ECE	Dean R&D
170	Student Grievances Committee Meeting	25.01.2025	ALL HODs	Dean SA
171	National Voters Day	25-01-2025	NSS, Director (SAC)	Dean SA
172	Schedule for Course Delivery by foreign faculty	25.01.2025	HOD - MBA	Dean MHS
173	SPRG Guest Lecture	25.01.2025	HOD-ECE	Dean R&D
174	Declaration of Results for End-Sem Makeup Exams for MHS II, III, IV & V years and PG (MBA and MCA) Odd Semester	25.01.2025	All Principals & HoDs-MHS, Controller of Examinations	Dean Academics
175	Basic education quiz competition	26-01-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC

176	Republic Day Celebrations	26.01.2025	Assoc. Dean, Sports & Games, Assoc. Dean Extension Activates & Director SAC, All HODs	Dean SA
177	MESA - Think Positive Thursday	27.01.2025	HOD-ME	Principal CoE
178	IQAC files updation	27.01.2025	DIIs	ALL HODs
179	Department Canteen Committee Meeting	27.01.2025	ALL HODs	Dean SA
180	FOL	27.01.2025	HOD-ME	Principal CoE
181	Seminar on Chemical usage & Fertilizer	27-01-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator	Director - SAC
182	Yantrik	27-01-2025& 28-01-	HOD-ME	Principal CoE
183	A 5-day FDP on Game Design and Gaming	-01-2025 to 31-1-20	Academic Staff College	Dean Academics
184	Notification for Academic Council Meeting - 03	28-01-2025	Dean Academics	Registrar
185	Sustainable Business Models and Practices	28-01-2025 to 29-02-2025	HoD,-MBA, Finance, Marketing, HR and Analytics Dr.K.Tripathy Dr. S.Ramesh Babu	Dean MHS
186	Department Transport Committee Meeting	29.01.2025	ALL HODs	Dean SA
187	Guest lecture/training programme on content development & pedagogy	29.01.2025	DEPT BBA	Dean Academics
188	NSS Activity	29.01.2025	Dept BBA	Dean SA
189	Release of Notification for Re-Evaluation / Personal Verification for All UG MHS Phase-II and PG ALL Year Odd Semester	30-01-2025	All HoDs, Principals, Controller of Examinations	Dean Academics
190	Declaration of Results for All UG MHS Phase-II and PG ALL Year Odd Semester	30-01-2025	All HoDs, Principals, Controller of Examinations	Dean Academics
191	Final Result Analysis Reflection along with OBE Analysis for All UG MHS Phase-II and PG ALL Year Odd Semester	30-01-2025 to 03-02-2025	All HoDs, Principals	Dean Academics
192	Academic Audit - End Semester for All UG MHS Phase-II and PG ALL Year Odd Semester	01-2025 to 03-02-20	All HoDs, Principals	Dean Academics
193	Submission of Compliance report on Academic Calendar Year of events to the Registrar	31.01.2025	All Functionaries	All Functionaries

194	Research Diary Submission & Verification	31.01.2025	ALL HODs	Dean R&D
195	Submission of Compliance report on Academic Calendar Year of events to the Registrar	31-01-2025	All HoDs, Principals	Registrar
196	Parents Meeting	31.01.2025	HOD-ECE	Principal CoE
197	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-ECE	4th week of January 2025	Director-Alumni & HoD-ECE	Principal CoE
198	Non conformance Report to all department HODs & Principal	4th week of January 2025	Dean - Quality	Dean - Quality
199	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week of January 2025	All Principals	All Principals
200	Circular for Quality Circles Students meeting-03	4th week of January 2025	Dean - Quality	Registrar
201	Quality Circles Students meeting-03	4th week of January 2025	Dean-Quality	Dean-Quality
202	Sending Feedback from Quality Circles Students to the concerned Deans	4th week of January 2025	Dean - Quality	Dean - Quality
203	Final Approved(Third Level) Question Papers of all programs	4th week of January 2025	All HoD's, Principals	Dean-Academics
204	Parents Meeting for 2nd Years	4th week of January 2025	ALL HODs	Principal CoE
205	Industry Connect Program/ Expert talk	4th week of January 2025	Engg HODs	Principal CoE
206	Alumni Guest Lecture	4th week of January 2025	ALL HODs except Non-Applicable branches (AI&DS, CS&IT, IoT), Director (Alumni)	Dean-Academics
207	ERP Audit for Research/Profile/Leaves	4th week of January 2025	ALL HODs	Dean R&D
208	Central facilities Non conformance Report to concern Dean	4th week of January 2025	Dean-Quality	Dean-Quality
209	HOD's Compliance report	4th week of January 2025	ALL HODs	Principal
210	Central facilities Non conformance Report reply to Dean Quality	4th week of January 2025	Concerned Deans	Dean SA
211	Quality Circle meeting in the department for faculty	4th week of January 2025	All HODs	Dean-Quality
212	Quality Circle meeting in the department for students	4th week of January 2025	All HODs	Dean-Quality
213	RPAC meeting	4th week of January 2025	ALL HODs	Dean R&D
214	Research Group Meeting	4th week of January 2025	ALL HODs	Dean R&D

215	Students compliant and grievances about evaluation, analysis report, action taken (Previous Semester)	4th week of January 2025	Controller of Examinations	Dean Academics
216	Thyroid Awareness Program by YRC	4th week of January 2025	Director (SAC), Principal (Pharmacy) & HoD-BT	Dean SA
217	KL Panorama- kl newsletter-Quarterly	4th week of January 2025	Associate Dean - Publishing	Registrar
218	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-IoT	4th week of January 2025	Director Alumni , HOD IOT	Dean SP&SD
219	Department-wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-Law	4th week of January 2025	Director-Alumni , HoD-Law	Dean MHS
220	Activity 8 - Session on various government Funding Opportunities & schemes towards Startup Initiation	4th week of January 2025	All Engg-HODs, Principal (COE) in association with CIIE, Women's Forum	Dean R&D
221	Evenest- activity 7 Seminar on Property Rights of Women	4th week of January 2025	Principal-College of Law, HOD-Commerce, Women's Forum	Dean SA
222	National girls Child Day instead of Week long Program	4th week of January 2025	Women's Forum	Dean SA
223	Republic Day 26-01-2025	4th week of January 2025	NCC	Dean SA
224	Grievances Redressal Committee meeting(Central level)	4th week of January 2025	Associate Dean-Grievances, Cells, Committees and Forums	Dean SA
225	Internal Complaints Committee meeting	4th week of January 2025	Associate Dean-Grievances, Cells, Committees and Forums	Dean SA
226	II B.Tech. - Industrial Visit and III B.Tech. - Industrial Visit	4th week of January 2025	HoD-EEE	Principal CoE
227	NSS - Farming Techniques	4th week of January 2025	ALL HODs	Dean SA
228	Circular for Department Audits (February month)	4th week of January 2025	Dean - Quality	Dean - Quality
229	Awareness program on Skin care	4th week of January 2025	Women's Forum, Principal (Pharmacy) & HoD-BT	Dean SA
230	Anti Sexual Harassment Committee Meeting (For Students)	4th week of January 2025	Dean (SA)	Registrar

231	SAY NO TO DRUGS Committee Meeting (For Students)	4th week of January 2025	Dean (SA)	Registrar
232	Grievance Redressal Cimmittee for Faculty & Staff	4th week of January 2025	Dean (F&SA)	Registrar
233	Conduct a Session on Achieving Problem-Solution Fit and Product-Market Fit	4th week of January 2025	HOD-MDI&E &CEO KL-TIF	Principal COE/Director CIIE
234	ECE Department Technical FEST-2025	4th week of January 2025	HOD-ECE	Dean Academics
235	Call for Professor of Practice	4th week of January 2025	Director Alumni, Dean Academics, Department HODs	Registrar
236	Voters Day programme	4th week of January 2025	CEA	Dean SA
237	Quarterly(2024-25) audit Non conformance Report reply to Dean Quality	4th week of January 2025	All Deans (Except MHS)	All Deans
238	Review of Attendance & Progress of Syllabus coverage	January 2025 (last week)	ALL HODs	Dean-Academics
239	Cohort Audit w.r.t. Dept	January 2025 (last week)	HoD CS&IT	Principal CoE
240	Compliance report on calendar of activities to Registrar	Last Day of the Month	All Functionaries & All HoD's	Registrar

K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

February-2025

S. No	Event	Dates	Primary Responsibility/Conducting	Reporting Authority
1	Drills Parades	February (1-4 weeks) 2025	NCC	Dean SA
2	International Conferences by each department	Feb./March 2025	All HoD's	Dean-R&D
3	Commencement of Remedial Class work for All UG MHS Phase-II and PG ALL Year Even Semester	Feb./March 2025	Principal-College of Engineering, All Engineering HoD's	Dean Academics
4	Mother's day -work shop on Parenting	February-2025	WOMEN'S FORUM	Dean Student Affairs
5	Workshop on MS-office to Ward Volunteers(Women)	February-2025	Principal-Sciences, HOD BCA, Women's Forum	Dean SA
6	Activity 12 - National Level Women Startup Expo	February-2025	Principal-College of Engineering (in association with CIIE), HOD CSE, Women's Forum	Dean SA
7	Cleaning of Water Bodies	February-2025	NSS, Dean-P&D	Dean SA
8	Campaign for Cleanliness Roads	February-2025	NSS	Dean SA
9	Stress Management to School Students	February-2025	NSS	Dean SA
10	Special Camp - 10	February-2025	NSS, Director (SAC)	Dean SA
11	Special Camp - 11	February-2025	NSS, Director (SAC)	Dean SA
12	Dean's visit to Hyderabad campus	February-2025	ALL Deans	ALL Deans
13	National-Level Quality Conference/Seminar/workshop	February-2025	Dean-Quality	Dean-Quality
14	Recording the opinion of Prominent Visitors (if any) to the department.	February-2025	ALL HODs	Principals
15	National Level Event (Seminar / workshop / conference) - One in each semester	February-2025	ALL HODs	Dean R&D
16	Parent - Teacher Meeting	February-2025	ALL HODs	Principals
17	Webinar on Legal Entrepreneurship - a skilling event for students.	February-2025	College of LAW	Dean SD&SP
18	Guest Lecture - Chemistry	February-2025	HOD-Chemistry	Principal Sciences
19	The Training for students	February-2025	All HoDs	Director CRT
20	AUTODESK workshop	February-2025	HoD Architecture & HoD CE	Dean SD&SP
21	Orientation programme for the college of Agriculture	February-2025	HOD-Agriculture	HOD-Agriculture
22	Guest Lecture / Industry Connect / Academia Connect - Ph. Chemistry	February-2025	Principal Pharmacy	Director Life sciences
23	Virtual Webinar/ virtual guest lectures/virtual Seminar	February-2025	HOD-Physics	Principal Sciences

24	1. National Science Day. Technical Model Projects Training in for Z.P. School students 2. Organ Donations Awareness programme in villages	February-2025	Director (SAC)	Dean SA
25	World Radio Day Radio Jockey Workshop	February-2025	Director (SAC)	Dean SA
26	Skill Based Expert Talk one per month for students	February-2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
27	Industry Faculty Orientation Lecture one per month for Faculty	February-2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, ECM, EEE, ME	Dean SD&SP
28	Data Collection of Final year student details for Digital Souvenir	February-2025	All HODs & Director Alumni Faculty Co-Ordinators	Director Alumni
29	I-10 Index verification	February-2025	Dean R&D	Dean R&D
30	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	February-2025	All Principals & HOD's	Dean SD&SP
31	Seminar on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs	February-2025	Director (CIIE) in Collaboration with ACIC/TBI	Dean SA
32	Seminar on Innovation/Prototype Validation - Converting Innovation into a Start-up or Session on Achieving "Value Proposition Fit" & "Business Fit"	February-2025	Director (CIIE) in Collaboration with ACIC/TBI	Dean SA
33	Traffic Awareness	February-2025	NSS, SAC	Dean SA
34	Principal & Dean Academics meeting with CCs & Cohort Professor In charges and Faculty In charges	February-2025	Principal COE & Dean Academics	Dean Academics
35	Multidisciplinary Research Design Presentation	February-2025	HOD-IRD	Dean (R&D)
36	Organic Farming Techniques	February-2025	NSS CELL	Dean SA
37	Orientation programme for BBA and MBA departments	February-2025	HOD's -BBA/MBA; Librarian	Dean MHS
38	Vriksharopam Mahotsav (Tree Plantation)(Phase-7)	01-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC
39	Data Breach Security	01-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor	Director - SAC

40	Tree Care and maintenance seminar(Phase-2)	03-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
41	Cryptocurrency trading Simulations	03-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
42	World Wetlands Day	03.02.2025	HOD-CE, Director&HoD- Agriculture	Dean-SA
43	Department website update	03.02.2025	ALL HODs	Principals
44	Last Date to apply for Re-Evaluation / Personal Verification for All UG MHS Phase-II and PG ALL Year Odd Semester	03-02-2025	All HoDs, Principals, Controller of Exams	Dean Academics
45	A 5-day FDP on Setting Quality question Papers and	02-02-2025 to 7-02-2025	Academic Staff College	Dean Academics
46	International Conference on 2025	03-02-2025 & 04-02- 2025 (Mon-Tue)	HoD-Chemistry Dr. K. Deepti Dr. M. Naresh	Principal Sciences
47	Toilet construction awareness program(Phase-1)	04-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC

48	Software development tools	04-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
49	AI in Automotive industry	05-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
50	College Day (College Event) (Tentatively)	05.02.2025	HOD - College of Law	Dean MHS
51	MESA - Motivational Monday	05.02.2025	HOD - ME	Principal CoE
52	Library development program(Phase-2)	05-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
53	Research Felicitation Day	06.02.2025	Dean - Research & Development	Dean R&D

54	Musical Outreach: Sharing the Gift of Music with Our Community	06-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
55	Computer literacy and digital skills training(Phase-2)	06-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
56	Family and Reproductive Education	06-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
57	Dance for a Cause: Charity Fundraising Event	07-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
58	Faculty Social Profile Building	07.02.2025	HOD - CSE	Dean F&SA

59	Workshop on stress management & anxiety	07-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
60	Research Notification	1st week of February 2025	Dean-R&D	Registrar
61	Notification for Planning and Monitoring Board Meeting	1st week of February 2025	Dean-P&D	Registrar
62	Administrative Files Audit by Department Team (Once in a month)	1st week of February 2025	Department IQAC In charges (DIIs)	ALL HODs
63	Release of Faculty Recruitment Advertisement	1st week of February 2025	Dean-F&SA	Dean-F&SA
64	Anti - Tobacco Day	1st week of February 2025	Principal-Pharmacy, HOD-BT, Women's Forum	Dean SA
65	Spot valuation of Pre PhD examination	1st week of February 2025	Dean R&D	Dean R&D
66	IQAC internal meeting	1st week of February 2025	Dean-Quality	Dean-Quality
67	2nd Construction Status Review	1st week of February 2025	Dean SA	Dean SA
68	Course Instructors meeting with course Co-ordinators (weekly Once)	1st week of February 2025	ALL HODs	Dean Academics
69	NSS ACTIVITY	1st week of February 2025	ALL HODs	Dean SA
70	Faculty Orientation Lecture	1st week of February 2025	ALL HODs	Principal CoE
71	Department Sports Committee Meeting	1st week of February 2025	ALL HODs	Dean SA
72	LMS/ERP committee meeting	1st week of February 2025	ALL HODs	Dean Academics
73	Counselling Report Verification by Department Team (Once in a month)	1st week of February 2025	ALL HODs	Principals
74	Cancer Awareness Program	1st week of February 2025	Women's forum, Principal (Pharmacy) & HoD-BT	Dean Student Affairs
75	Circular for audit of Central facilities	1st week of February 2025	Dean-Quality	Dean-Quality
76	EXPATICA-National Level Management Fest	1st week of February 2025	HOD- MBA, HOD-BBA	Dean MHS
77	Addressing Student Grievances (Twice in a month)	1st week of February 2025	All HODs	Dean SA
78	Anti Tobacco Day and stop to junk food	1st week of February 2025	NCC	Dean SA
79	Statue Cleaning program	1st week of February 2025	NCC	Dean SA

80	Webinar on Personality development 10.(A) GBN. KLEF	1st week of February 2025	NCC- Girls	Dean SA
81	Organ Donations Awareness programme in villages	1st week of February 2025	CEA	Dean SA
82	Field/Exposure Visit to Pre-incubation units such as Idea Lab, Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc.	1st week of February 2025	HOD-MDI&E	Principal COE/Director CIIE
83	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSE	1st week of February 2025 - (Once in a Semester)	Director-Alumni & HoD-CSE	Principal CoE
84	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-Ag BSc	1st week of February 2025- (Once in a Semester)	Director-Alumni & HoD-Agriculture	Dean MHS
85	Court Visit to Students	08.02.2025	HOD - College of Law	Dean MHS
86	First-Aid training workshop (CPR)(Phase-7)	08-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
87	Spontaneity Unleashed: Improv Sessions with the Drama Club	08-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
88	First International Conference on "Taxation Trends and Financial Insights: Unveiling the Future of Accounting"	08-02-2025 to 09-02-2025	HoD-Commerce, Accounting, Taxation and finance Dr. Robert Edwin Chester Dr.Debadatta Das	Dean MHS
89	Sem In - 1 Theory Examinations II, III, IV, V BBA-LLB, II, III LLB	09.02.2025 to 12.02.2025	Principal/HOD-Law, Controller of Examinations	Dean Academics
90	Sem In - 1 Theory Examinations IV B.Tech	09.02.2025 to 12.02.2025	All Engineering HoDs	Principal COE
91	Second evaluation reports	10.02.2025	Dean SD&SP	Dean SD&SP

92	Department Library Committee Meeting	10.02.2025	ALL HODs	Librarian
93	Training programme on Excels	10-02-2025	HOD - COMMERCE	Dean MHS
94	Release of Re-Evaluation Results for All UG MHS Phase-II and PG ALL Year Odd Semester	10-02-2025	All HoDs, Principals, Controller of Exams	Dean Academics
95	World Pulses Day	10.02.2025	Director&HoD- Agriculture & Pro VC	Director/HoD- Agriculture & Pro VC
96	Workshop on Rain water Harvesting techniques	10-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
97	A 5-day FDP on Becoming global professionals and Intellectual Leadership	10-02-2025 to 14-02-2025	Academic Staff College	Dean-Academics
98	In-Sem 1 Theory Exams for MHS II, III, IV & V years and PG (MBA and MCA) Even Semester	10.02.2025 to 15.02.2025	All MHS HoD's, COE (Release of Timetable)	Dean-Academics
99	Water saving practices campaign(Phase-3)	11-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
100	Guest lecture/training programme on US taxation	12-2-2025	DEPT COMMERCE	Dean MHS
101	Guest lecture/training programme on paradigms of Marketing	12-2-2025	DEPT BBA	Dean MHS
102	Guest lecture on Personality Development	12-2-2025	Dept. of BCA	Principal Sciences
103	Periodic Research Opportunities Exploration	12-2-2025	HOD - CSE	Dean R&D
104	NSS - Importance of Education for Dropout Students	12-2-2025	ALL HODs	Dean-SA
105	Subject Based Seminar for Faculty (all Research Groups)	12-2-2025	ALL HODs	Dean R&D
106	Academic Council Meeting-3	12-02-2025	Dean Academics	Registrar
107	Training on Internet safety(Phase-2)	12-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
108	Counselling report for slow learners and backlog students	12-02-2025 - 15-02-2025	All HoDs, Principals	Dean Academics
109	Academic Counselling Week for B.Tech ALL Year Even Semester	12-02-2025 to 15-02-2025	All Engg HoDs, Principal (COE)	Dean-Academics
110	In- Semester Result Analysis Reflection for B.Tech ALL Year Even Semester	12-02.2025 - 15-02-2025	All Engg HoDs, Principal (COE)	Dean-Academics

111	Farm Machinery Demonstrations	13-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
112	Student Short Film Festival: Cine Carnival	13-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
113	Colours of Creativity: Art Competition	14-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
114	Motivational Class	14.02.2025	HOD - ARTS	Dean MHS
115	Research Board Meeting	2nd week of February 2025	Dean-R&D	Registrar
116	Notification for Finance Committee Meeting-3	2nd week of February 2025	Registrar	Registrar
117	Industrial Visit for III/IV B.Tech	2nd week of February 2025	HOD - ME	Principal - COE
118	Lab Monitoring Committee	2nd week of February 2025	ALL HODs	Dean-Academics
119	Workshops/ guest lectures / seminars committee meeting	2nd week of February 2025	HOD - CHEMISTRY	Principal Sciences
120	Sending Proposal for organising South Zone Inter -University Tournament to all India: University Committee	2nd week of February 2025	Assoc. Dean, Sports & Games & Dean (Student Affairs)	Dean SA
121	Awareness program on "Legal rights for women"	2nd week of February 2025	Convener-Women's Forum, HOD-LAW	Dean SA
122	Department Canteen Committee Meeting	2nd week of February 2025	ALL HODs	Dean SA
123	Department Transport Committee Meeting	2nd week of February 2025	ALL HODs	Dean SA
124	Student Grievances Committee Meeting	2nd week of February 2025	ALL HODs	Dean SA
125	HoD meeting with Faculty & Staff	2nd week of February 2025	ALL HODs	Principals
126	Start of Peer Mentoring to pre final year Placement Eligible Students by final Year Placed Students for Core	2nd week of February 2025	ALL HODs	Principals
127	Department Hostels Committee Meeting	2nd week of February 2025	ALL HODs	Dean SA
128	Guest lecture to M.Sc. Students	2nd week of February 2025	HOD - Mathematics	Principal Sciences
129	B Certificate Exam & C Certificate Exam by Battalion	2nd week of February 2025	NCC 22(A)	Dean SA
130	6-day AP State sports Tournament Conduction	2nd week of February 2025	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
131	Even Sem- activity 8- Seminar on Gender Justice at Workplace	2nd week of February 2025	Principal/HOD-College of Law, Women's Forum	Dean SA

132	Workshop on Patent Filing	2nd week of February 2025	Director-IIC, HOD-Chemistry, Women's Forum	Dean SA
133	International day for women & girls in science	2nd week of February 2025	WOMEN'S FORUM	Dean SA
134	SC / ST/ Minority / OBC Cell Meeting	2nd week of February 2025	Dean (SA)	Registrar
135	Grievance Redressal Committee Meeting (For Students)	2nd week of February 2025	Dean (SA)	Registrar
136	Two- day Workshop on Clay Modelling 14-2-2025 & 15-2-2025	2nd week of February 2025	HoD-Fine Arts	Dean-MHS
137	NCC Open Elective exam orientation 10.(A) GBN. KLEF	2nd week of February 2025	NCC- Girls	Dean SA
138	Career Guidance Programme for 9 th & 10 th Class students in Z.P. Students.	2nd week of February 2025	CEA	Dean SA
139	Trekking	2nd week of February 2025	NCC	Dean SA
140	Audit of Central facilities	2nd & 3rd Week, February 2025	Dean-Quality	Dean-Quality
141	Audit of Departments	2nd & 3rd Weeks, February 2025	Dean-Quality	Dean-Quality
142	Guest lecture/training programme on Effective acquisition of Information	15-02-2025	Dept. of Arts	Dean SD&SP
143	Targets met towards Competitive examinations and Progression in Higher education	15-02-2025	Dean SP&SD	Dean SP&SD
144	Word Weave: A Celebration of Literature	15-02-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
145	In-Sem 1 Theory Exams for B.Tech ALL Year Even Semester	16.02.2025 to 19.02.2025 (First Year) & 09.02.2025 to 12.02.2025 (II, III, IV year)	All HODs of Engg. & Principal (COE) and COE (Release of Timetable)	Dean Academics
146	In-Sem 1 Theory Exams for All UG MHS Phase- II and PG ALL Year Even Semester	16-02-2025 to 19- 02-2025	All MHS HoD's, COE (Release of Timetable)	Dean-Academics
147	Sem-In-I Examinations for I M. Pharmacy	16-02-2025 to 19- 02-2025	Prinicipal-Pharmacy,CoE	Dean-Academics
148	Notification for Executive Council Meeting-04	17-02-2025	Registrar	Registrar
149	Parent-Faculty Association Meeting for B.Tech ALL Year Even Semester	17-02-2025	All Engg HoDs, Principal (COE)	Principal CoE
150	Program on Role of Women in Agriculture	17-02-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator	Director - SAC

151	International Conference on Sustainable Mechanical Engineering (ICSME-2025)	17-02-2025 to 18-02-2025	HoD-ME, 1. Design & Manufacturing Research Group(DMRG) 2. Energy & CFD Research Group(ECFD) Dr.T.Vijaya Kumar, Dr.G.Murali, Dr.S.N.Padhi, Dress. Rao	Dean R&D
152	Skill week-2 for I, II and III Pharm. D	17.02.2025 to 22.02.2025	Principal (Pharmacy)	Dean SD&SP
153	Skill week for I, II, III, IV for Engg and MHS	17.02.2025 to 22.02.2025	All Engineering HoDs & MHS HODs, Principal COE	Dean-Academics
154	Skill week for I, II, III, IV B. Pharmacy	17.02.2025 to 22.02.2025	Principal (Pharmacy)	Dean SP&SD
155	Industry-Academics Connect Week for B.Tech 2 Year Even Semester	17.02.2025 to 22.02.2025	All Engg HoDs, Principal (COE)	Dean-Academics
156	Academic Audit - In Semester for B.Tech ALL Year Even Semester	19-02-2025	All Engg HoDs	Principal COE
157	A One-day Technical Workshop on Robotics and Artificial Intelligence	19-02-2025	Academic Staff College	Principal COE
158	Academic Audit - In Semester for B.Tech ALL Year Even Semester	19-02-2025 to 24-02-2025	All Engg HoDs, Principal (COE)	Dean-Academics
159	Koneru Lakshmaiah Memorial Trophy	21.02.2025 to 25.02.2025	Assoc. Dean-Sports & Games	Dean SA
160	Planning and Monitoring Board Meeting	3rd week of February 2025	Dean - P&D	Registrar
161	Research Board Meeting- Meeting Minutes / Action taken report	3rd week of February 2025	Dean-R&D	Registrar
162	Gender Sensitization -Awareness Program	3rd week of February 2025	Asso. Dean-Grievance Cells, Committees and Forums	Dean SA
163	Mid-Term review of Practice School-II for Y21 Batch B.Tech. Students	3rd week of February 2025	Dean, Placements & Internships	Dean, Placements & Internships
164	Research group meeting	3rd week of February 2025	ALL HODs	Dean R&D
165	Last Date for Receiving of Applications for faculty positions	3rd week of February 2025	Dean-F&SA	Dean-F&SA
166	ERP Audit for Research/Profile/Leaves	3rd week of February 2025	ALL HODs	Dean R&D
167	Heart health Awareness Program by YRC	3rd week of February 2025	HOD - Pharmacy	Dean SA
168	HOD's Compliance report	3rd week of February 2025	ALL HODs	Principals
169	Organizing subject based workshop/seminar/conference for faculty -One in each semester	3rd week of February 2025	ALL HODs	Principals
170	RPAC meeting	3rd week of February 2025	ALL HODs	Dean R&D
171	Industry Connect Program	3rd week of February 2025	Engg HODs	Principal CoE
172	5 Days Refresher Program	3rd week of February 2025	HOD-CE	Principal CoE
173	GS-POSH Activity(GS -POSH Awareness program)	3rd week of February 2025	Women's Forum	Dean SA

174	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-BSc VC	3rd week of February 2025- (Once in a	Director-Alumni/ HoD- Fine Arts	Dean-MHS
175	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-CSIT	3rd week of February 2025- (Once in a	Director Alumni /HOD CSIT	Principal CoE
176	Anti Discrimination Committee Meeting	3rd week of February 2025	Associate Dean- Grievances, Cells, Committees and Forums, HoD-CSIT	Dean SA
177	Participation of Students in All India and South Zone Inter University tournaments	3rd week of February 2025	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
178	Activity 9- Workshop on Digital Literacy for Women	3rd week of February 2025	Principal, College of Engineering (in association with CIIE), HOD CSE, Women's Forum	Dean SA
179	Black Day Rally	3rd week of February 2025	NCC	Dean SA
180	Last date for submission of Budget for next Financial Year	3rd week of February 2025	All HoDs/Deans/Directors/Principals/Associate Deans	Registrar
181	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd week of February 2025	Dean (SA)	Registrar
182	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd week of February 2025	Dean (SA)	Registrar
183	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd week of February 2025	All-HODs	Principal COE
184	Organize an Inter/Intra Institutional Innovation competition/Challenge/Hackathon and Reward Best Innovations.	3rd week of February 2025	HOD-MDI&E & ALL-HODs	Principal COE/Director CIIE
185	MERG Seminar	22.02.2025	HOD-ECE	Principal COE
186	Sem-In-II Examinations for I Pharm. D	22.02.2025 to 24.02.2025	Principal-Pharmacy, CoE Controller of Examinations (Release of Timetable)	Dean-Academics
187	Guest Lecture to M. Sc students	23.02.2025	HOD - CHEMISTRY	Principal-Sciences
188	Workshop	24.02.2025	HOD - ARTS	Dean MHS
189	MESA - Sports Saturday	25.02.2025	HOD - ME	Dean SA
190	NSS - Survey on Societal Problems	25.02.2025	ALL HODs	Dean SA
191	Academic counselling activity report sending	28.02.2025	ALL HODs	Dean Academics
192	National Science Day by CEA	28.02.2025	Director (SAC)	Dean SA
193	Research Diary Submission & Verification	28-02.2025	ALL HODs	Dean R&D
194	Grievances Redressal Committee meeting(Central level)	4th week of February 2025- (Once in a	Asso. Dean-Grievance Cells, Committees and Forums	Dean SA
195	Last date for submission of Budget for next Financial Year	4th Week of, February 2025	All HoDs, Principals, Directors	All Deans

196	Faculty Orientation Lecture	4th week of, February 2025	ALL HODs	Dean-F&SA
197	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	4th week of, February 2025	Dean-F&SA	Dean-F&SA
198	Non conformance Report to all department HODs and Principal	4th week of, February 2025	Dean-Quality	Dean-Quality
199	Non conformance Report reply from HODs to principal and principal to Dean Quality	4th week of, February 2025	All Principals	Principal
200	Letters Postage & SMS to Parents about their wards attendance and marks till test-1 for Even Sem courses- By each department respectively	4th week of, February 2025	ALL HODs	Principals
201	SURABHI 2025	4th week of, February 2025	Convener-SURABHI & Registrar	Dean- Students Affairs
202	Circular for Department Audits (March month)	4th week of, February 2025	Dean-Quality	Dean-Quality
203	Central facilities Non conformance Report to concern Dean	4th week of, February 2025	Dean-Quality	Dean-Quality
204	Central facilities Non conformance Report reply to Dean Quality	4th week of, February 2025	Dean-Quality	Dean-Quality
205	Quality Circle meeting in the department for faculty	4th week of, February 2025	All HODs	Dean-Quality
206	Quality Circle meeting in the department for students	4th week of, February 2025	All HODs	Dean-Quality
207	Anti Sexual Harassment Committee Meeting (For Students)	4th week of, February 2025	Dean (SA)	Registrar
208	Grievance Redressal Committee for Faculty & Staff	4th week of, February 2025	Dean (F&SA)	Registrar
209	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-ECE	4th week of February 2025- (Once in a	Director-Alumni, HoD-ECE, Director CIIE	Principal - CoE
210	Preparation of Best Sports Students List by the committee, Prize distribution on the day of SURABHI	4th week of, February 2025	Physical Education HOD, Assoc. Dean, Sports & Games	Dean SA
211	NCC Day Celebrations	4th week of, February 2025	NCC	Dean SA
212	National Seminar on Women Safety Measures	4th week of February, 2025	Principal- School of Architecture, HOD BBA, Women's Forum	Dean SA
213	Professional Societies Activities	4th week of February, 2025	HOD - Commerce	Dean MHS
214	Alumni Sponsored Medals	4th week of February, 2025	Director Alumni, All HODs & All Dept Coordinators	Registrar
215	National Science Day. Technical Model Projects Training in for Z.P. School students	4th week of February, 2025	CEA	Dean SA
216	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Innovations/Prototypes & linkage with Innovation Ambassadors/Experts for Mentorship Support.	4th week of February, 2025	HOD-MDI&E	Principal COE/Director CIIE

217	AAA Non conformance Report reply from Deans, Exam cell & Registrar's office to Dean Quality	4th week of, February 2025	Deans, Controller of Examinations & Registrar	Dean-Quality
218	Circular for Quality Circles Faculty meeting - 03	4th week of, February 2025	Dean-Quality	Registrar
219	Quality Circles Faculty meeting-03	4th week of, February 2025	Dean-Quality	Dean-Quality
220	Declaration of Pre Ph.D. Examination Results	Last week of February 2025	Controller of Examinations	Dean R&D
221	Review of Attendance & Progress of Syllabus coverage	February 2025(last week	ALL HODs	Dean Academics
222	ERP Student Profile Update	February 2025(last week	All-HODs	Principal CoE
223	Cohort Audit w.r.t. Dept	February 2025(last week	All-HODs	Principal CoE
224	Compliance report on Calendar of Activities to Registrar	Last Day of the Month	All Functionaries & All HoD's	Registrar

K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

March-2025

S. No	Event	Dates	Primary Responsibility/Conducting	Reporting Authority
1	Skill Placements by experts from relevant skill Academies to be planned and Conducted between	18th to 23rd Oct'2024 (Odd-Sem), 7th to 12th March'2025 (Even-	Dean SD&SP	Dean SD&SP
2	Fixing dates for KLEEE	Jan & Mar, 2025	Director-Admissions & Convenor	Registrar
3	Awareness on Dehydration	March-2025	NSS CELL	Dean SA
4	Seminar on Oral health hygiene	March-2025	Director (SAC), Director & HoD-Agriculture, Convenor-Women's Forum	Dean SA
5	Special Camp - 12	March-2025	NSS CELL	Dean SA
6	Special Camp - 13	March-2025	NSS CELL	Dean SA
7	Guest lecture on Concepts of Art	March-2025	HOD-Fine arts	Dean MHS
8	Femflare	March-2025	Convenor WOMEN'S FORUM	Dean SA
9	2025 Passedout batch Souvenir Release	March-2025	ALL HODs	Dean Academics
10	Closing Clash Stand Up Comedy	March-2025	Director (SAC)	Dean SA
11	Conservation of Electricity	March-2025	NSS, Director (SAC)	Dean SA
12	Fire Safety Awareness to Villagers	March-2025	NSS, Director (SAC)	Dean SA
13	Skill Based Expert Talk one per month for students	March-2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
14	Industry Faculty Orientation Lecture one per month for Faculty	March-2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Principal-CoE
15	Workshop-Pharm. D	March-2025	Principal Pharmacy	Director Life Sciences
16	Seminar to MSc Physics students	March-2025	HOD-Physics	Principal Sciences
17	Library Advisory Committee Meeting (LAC)	March-2025	Librarian	Dean (P&D)
18	Orientation programme for CSIT, CSE, EEE, AI&DS departments	March-2025	HOD's CS&IT, CSE, EEE, AI&DS, Librarian	Dean (P&D)
19	K L Horizon-student Magazine(Half Year)	March-2025	Associate Dean-Publishing	Registrar
20	Dean's visit to Hyderabad campus	March-2025	ALL Deans	ALL Deans
21	Guest Lecture - Ceutics	March-2025	Principal Pharmacy	Director Life Sciences
22	The Training for students	March-2025	All HoDs	Director CRT
23	Skilling Workshops/Bootcamps.	March-2025	All HoDs	Dean SD&SP
24	Work Shop / National Conference	March-2025	HOD-Commerce	Dean MHS
25	Orientation programme on SAP certification	March-2025	DEPT BBA	Dean MHS

26	1. Career Guidance Programme for 9th & 10th Class students in Z.P. Students. 2. Convergence. Annual events review programme CEA	March-2025	Director (SAC)	Dean SA
27	World Theatre Day - Workshop on Mime -Dramatics Club	March-2025	Director (SAC)	Dean SA
28	EVEN Semester In-Semester - 1 Examination Results	01.03.2025	Controller of Exams	Dean-Academics
29	Vriksharopam Mahotsav (Tree Plantation)(Phase-8)	01-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator	Director - SAC
30	Notification for Finance Committee Meeting-3	01.03.2025	Finance Officer	Registrar
31	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	01-03-2025	All Principals & HOD's	Dean-SP&SD
32	Parent -Teacher Association meeting in MHS department	01-03-2025 to 02-03-2025	MHS HOD's & Principals	Principals
33	Parent-Faculty Association Meeting for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	01-03-2025 to 02-03-2025	All Principals & HoDs (MHS)	Principals
34	In- Semester Result Analysis Reflection for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	01-03-2025 - 02-03-2025	All Principals & HoDs (MHS)	Dean Academics
35	Placement Training	01.03.2025 to	HOD - CSS	Director CRT
36	Workshops/ guest lectures / seminars committee meeting	01.03.2025 to 30.03.2025	ALL HODS	Principals
37	Tree Care and maintenance seminar(Phase-3)	02-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator	Director - SAC
38	Tree adoption Campaign(Phase-4)	03-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC

39	Handling a Cyber Attack	03-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
40	Commencement of Remedial Class work for B.Tech ALL Year Even Semester	03.03.2025	All Engg HoDs, Principal (COE)	Dean-Academics
41	New Programs - PDD submission	03-03-2025	All HoDs, Principals	Dean Academics
42	Commencement of Remedial Class work for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	03.03.2025	All Principals / HoDs (MHS)	Dean Academics
43	Academic Audit - In Semester for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	03.03.2025	All HoDs, Principals of MHS	Dean Academics
44	A 5-day FDP on Work Integrated Learning the new global trends	03-03-2025 to 7-03-2025	Academic Staff College	Dean Academics
45	Executive Council Meeting-04	04.03.2025	Registrar	Registrar
46	News Letter submission	04.03.2025	All Deans, Directors and HODs	Associate Dean (Publishing)/Dean Academics
47	Motivational Class	04.03.2025	HOD - ARTS	Dean MHS
48	ODF Campaign(Phase-2)	04-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
49	Research Paper discussion	04-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
50	Project Expo	04.03.2025 to	Dean-R&D, All HoDs	Dean-R&D
51	Industry-Academics Connect Week for B.Tech 3 Year Even Semester	4-03-2025 to 08-03-2025	HODs, Principal COE	Dean Academics

52	Student Feedback Reflection on Preliminary Feedback for All UG MHS Phase-II and PG ALL Year Even Semester	04-03-2025 to 09-03-2025	All HoDs, Principals	Dean Academics
53	Academic Counselling Week for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	4-03-2025 to 09-03-2025	All Principals & HoDs (MHS), Dean Academics	Dean Academics
54	Academic Audit - In Semester for MHS II, III, IV and V years and PG (MBA and MCA) Even Semester	04-03-2025 to 09-03-2025	All Principals & HoDs (MHS), Dean Academics	Dean Academics
55	Toilet construction awareness program(Phase-2)	05-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
56	Code Challenges	05-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
57	MESA - Technical Tuesday	05.03.2025	HOD-ME	Principal CoE
58	Harmony Unleashed: Concerts and Recitals by Our Musical Stars	05-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
59	Industry 4.0 and Smart Manufacturing	06-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC

60	Life skills workshop(Phase-2)	06-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
61	Dance Creations: Choreography Contest	06-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
62	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)	06.03.2025	In-charges of Central facilities through their respective Deans (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen & Welfare and Wellness Cell (Medical) etc)	Dean SA
63	Alumni-Academics Connect Week for MHS II, III, IV and V years and PG (MBA and MCA) Even Semester	5-03-2025 TO 08-03-2025	Principal (MHS), HoDs (MHS), Director Alumni	Dean Academics
64	Workshop on depression and mental health issues	07-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
65	Capacity Building Programme for Faculty	07.03.2025	HOD - College of Law	Dean MHS
66	Faculty Social Profile Building	07.03.2025	HOD - CSE	Dean F&SA
67	Spotlight On: Festival Theatre Performances by the Drama Club	07-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
68	Administrative Files Audit by Department Team (Once in a month)	1st Week of, March 2025	Department IQAC In-Charge	ALL HODS

69	Industrial Visit for IV/IV B.Tech.	1st Week of, March 2025	HOD-ME	Principal CoE
70	Department Sports Committee Meeting	1st Week of, March 2025	ALL HODS	Dean SA
71	Collection of External Panel Members for Faculty Ratification Interviews from All HODs	1st Week of, March 2025	Dean-F&SA	Dean-F&SA
72	Maintenance of Solar, Windmills, Biogas Plant	1st Week of, March 2025	Dean P&D	Dean P&D
73	IQAC internal meeting	1st Week of, March 2025	Dean-Quality	Dean-Quality
74	Circular for 51st IQAC Advisory Committee meeting	1st Week of, March 2025	Dean-Quality	Dean-Quality
75	Department Library Committee Meeting	1st Week of, March 2025	ALL HODS	Librarian
76	National Nutrition Awareness Month by YRC	1st Week of, March 2025	Director (SAC)	Dean (Student Affairs)
77	University Sports Week	1st Week of, March 2025	Assoc. Dean-Sports & Games	Dean (Student Affairs)
78	Health camp on Haemoglobin testing in blood	1st Week of, March 2025	Convener-Women's Forum & Director (SAC)	Dean (Student Affairs)
79	Entrepreneurship Activity for II B.Tech.	1st Week of, March 2025	All Engineering HODs, Director CIIE	Dean Academics
80	Student Grievances Committee Meeting	1st Week of, March 2025	ALL HODS	Dean SA
81	Department Hostels Committee Meeting	1st Week of, March 2025	ALL HODS	Dean (Student Affairs)
82	Faculty Orientation Lecture	1st Week of, March 2025	ALL HODS	Principals
83	Counselling Report Verification by Department Team (Once in a month)	1st Week of, March 2025	ALL HODs	All Principal
84	LMS/ERP committee meeting	1st Week of, March 2025	ALL HODs	Dean Academics
85	Department National Level Techno Cultural Fest	1st Week of, March 2025	HOD - EEE	Dean SA
86	Departmental talk	1st Week of, March 2025	ALL HODs	Dean R&D
87	Department website updation	1st Week of, March 2025	ALL HODs	Principals
88	Circular for audit of Central facilities	1st Week of, March 2025	Dean-Quality	Dean-Quality
89	Open Elective NCC External Theory exam	1st Week of, March 2025	NCC	Dean SA
90	Evensem- activity 9- Legal Awareness camp on women legal rights	1st Week of, March 2025	Principal-College of Law, HOD-Arts, Women's Forum	Dean SA
91	International Women's Day Celebrations	1st Week of, March 2025	WOMEN'S FORUM	Dean Student Affairs
92	B Exam Certification exam 10.(A) GBN.	1st Week of, March 2025	NCC- Girls	Dean (SA)
93	OMBUDMAN Meeting with Students	1st Week of, March 2025	Dean (SA)	Registrar
94	Awareness on Plastic usage in Z.P. High Schools/Villages	1st Week of, March 2025	CEA	Dean SA
95	Workshop on Prototype/Process Design and Development.	1st Week of, March 2025	HOD-MDI&E	Principal COE/Director CIIE
96	All 1st year Sem-in-I Exams (UG and PG,1st year students Engineering & MHS)	1st week of March 2025(Tentatively)	All Principals & HOD's (Engineering & MHS), FED, Controller of Examinations (Release of Timetable)	Dean-Academics

97	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-B. Arch	1st week of March 2025(Once in a Semester)	Director-Alumni & HoD-B.Arch.	Dean SD&SP
98	Digital Souvenir	1st Week to 3rd Week March 2025	Director-Alumni, All HoDs & Dept. Alumni Coordinators except IoT & Publishing	Dean-Academics
99	Exploring Short Films: A Film Appreciation Workshop	08-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
100	First-Aid training workshop (CPR)(Phase-8)	08-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
101	Commencement of Remedial Class work for All UG MHS Phase-II and PG ALL Year Even Semester	08-03-2025	All Principals & HoDs (MHS)	Dean Academics
102	Finalization of List of CRT Eligible Students	08.03.2025	Director CRT, ALL HODS	Dean SD&SP
103	Orientation programme on R-Programming, AMOS, E-Views.	08.03.2025	DEPT COMMERCE	Dean MHS
104	Orientation programme on Presentation skills, web resources, material development etc	08.03.2025	Dept. of Arts	Dean SD&SP
105	CSRG Seminar	08.03.2025	HOD-ECE	Dean R&D
106	Alumni-Academics Connect Week for All UG MHS Phase-II and PG 2 Year Even Semester	08-03-2025 to 09-03-2025	Principal (MHS), HoDs (MHS), Director Alumni	Dean Academics
107	International Women's Day, Fem Flare 2K25	08.03.2025 to 09.03.2025	Convener - Women's Forum	Dean-Student Affairs
108	Academic Counselling Week for All UG MHS Phase-II and PG ALL Year Even Semester	08-03-2025 - 13-03-2025	All HoDs, Principals	Dean Academics
109	Academic Audit - In Semester for All UG MHS Phase-II and PG ALL Year Even Semester	08-03-2025 to 13-03-2025	All HoDs, Principals	Dean Academics

110	Workshop on Rain water Harvesting techniques(Phase-5)	09-03-2025	Bikas Sharma (7515) Student Trainer T. Siva Krishna (6147) Student Mentor R. Subhakar raju (2898) In charge U.Kanaka Prasad (3230) Dance Trainer Amruth Vardhan (7195) Dance Trainer V. G. Krishna Murthy (2425) Dramatic Trainer	Director - SAC
111	Mobile security workshop(Phase-2)	10-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Dean-Academics
112	Sculpture Studio: Crafting Creativity	10-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
113	Quant Content Preparation for CPT-2025	10.03.2025 to 15.03.2025	HOD- CSS	Director CRT
114	Integrated Pest Management (IPM) Training	11-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
115	Pages Unfolded: Dramatic Literary Readings	11-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
116	Workshop / Seminar / Conference	11.03.2025 & 12.03.2025	HOD - CHEMISTRY	Dean R&D
117	SRP Phase -0 (SRP Preparation Phase)	11-03-2025 to 23-03-2025	All HoDs, Principals	Dean Academics
118	Agri-Research centre Visits	12-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
119	Visiting a site	14.03.2025	HOD - ARTS	Dean MHS
120	R&D Meeting	14-03-2025	HOD-ECE	Dean R&D
121	HoD meeting with Faculty & Staff	2nd Week of, March 2025	ALL HODS	Principals
122	Department Canteen Committee Meeting	2nd Week of, March 2025	ALL HODS	Dean SA
123	Department Transport Committee Meeting	2nd Week of, March 2025	ALL HODS	Dean SA
124	Lab Monitoring committee	2nd Week of, March 2025	ALL HODs	Dean Academics
125	Alumni Guest lecture	2nd Week of, March 2025	ALL HODs, Director Alumni	All Principals
126	Industry Connect Program	2nd Week of, March 2025	Engg HODS	Principals

127	Academic counselling activity report sending to Dean Academics	2nd Week of, March 2025	ALL HODs	Dean Academics
128	Department Advisory Meeting (Once in a month)	2nd Week of, March 2025	ALL HODs	Principals
129	Meeting with parents of IV year MHS	2nd Week of, March 2025	ALL HODs	Dean MHS
130	NSS Extension Activity	2nd Week of, March 2025	ALL HODs	Dean SA
131	Interviews for faculty positions	2nd Week of, March 2025	All HODs	Dean-F&SA
132	51st IQAC Advisory Committee meeting	2nd Week of, March 2025	Dean-Quality	Dean-Quality
133	International Conference	2nd Week of, March 2025	HOD - COMMERCE	Dean R&D
134	Activity 5: Identification of people with anaemia and awareness	2nd Week of March 2025	Principal (Pharmacy), Women's Forum	Dean SA
135	Evensem- activity 10- Legal Awareness camp on women legal rights	2nd Week of March 2025	Principal-College of Law, HOD-Commerce, Women's Forum	Dean SA
136	Open Elective NCC - External Practical exam	2nd week of March, 2025	NCC	Dean SA
137	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible staff	2nd Week, March 2025	Dean-F&SA	Dean-F&SA
138	SC / ST/ Minority / OBC Cell Meeting	2nd Week, March 2025	Dean (SA)	Registrar
139	Grievance Redressal Committee Meeting (For Students)	2nd Week, March 2025	Dean (SA)	Registrar
140	Session/ Workshop on Business Model Canvas (BMC)	2nd Week, March 2025	HOD-MDI&E	Principal COE/Director CIIE
141	C Exam Certification exam 10.(A) GBN.	2nd week March-2025	NCC- Girls	Dean SA
142	Department - wise 2 Alumni Lectures one from Industry and one from start-up / Entrepreneurship-B. Pharmacy	2nd week of March 2025 (Once in a Semester)	Director-Alumni, Principal-B.Pharmacy	Director Life Sciences
143	Audit of Departments	2nd & 3rd Weeks of March 2025	Dean-Quality	Dean-Quality
144	Audit of Central facilities	2nd & 3rd Weeks of March 2025	Dean-Quality	Dean-Quality
145	Admission related TV interviews, campaign etc. by highest authorities of University	2nd or 3rd week of March - 2025	Director - Admissions	Dean SA
146	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible staff	2nd Week of, March 2025	Dean-F&SA	Dean-F&SA
147	CRC meeting	2nd Week of, March 2025	Principal-CoE	Dean R&D
148	Third evaluation reports	15.03.2025	Dean SD&SP	Dean SD&SP
149	Guest Lecture to M. Sc students	15.03.2025	HOD - CHEMISTRY	Principal Sciences
150	Finance Committee Meeting	15-03-2025	Finance Officer	Registrar
151	Alumni-Academics Connect Week for All UG MHS Phase-II and PG 2nd Year Even Semester	15-03-2025 TO 16-03-2025	HoDs (MHS), Director Alumni	Dean Academics

152	Awareness on Immunization	16-03-2025	NSS CELL	Dean (SA)
153	National Vaccination Day	16-03-2025	B.Rambabu (7271) Assistant Professor P.V. Satyanarayana (6148) SVR Co-Ordinator Y. Vijaya (2434) Handicrafts Trainer	Director - SAC
154	Reasoning Content Preparation for CPT-2025	17.03.2025 to 23.03.2025	HOD- CSS, Director-CRT	Dean Academics
155	Declaration of Results for Supplementary for MHS II, III, IV and V YEARS and PG (MBA and MCA) Odd Semester	18-03-2025	COE	COE
156	In- Semester Result Analysis Reflection for All UG MHS Phase-II and PG ALL Year Even Semester	8-03-2025 to 13-03-2025	All HoDs, Principals	Dean Academics
157	A One-day Workshop on Stress Management and Emotional Intelligence	19-03-2025	Academic Staff College	Dean-Academics
158	Closure Feedback Week on Academic Quality, Student Satisfaction & TLP for B.Tech ALL Year Even Semester	20-03-2025 to 27-03-2025	All HoDs, Principals	Dean-Academics
159	Organizing parents' meet	21.03.2025	HOD - MBA	Dean MHS
160	Project Expos Week	21-03-2025 to 26-03-2025	Dean SD&SP	Dean-Academics
161	Counselling report for slow learners and backlog students	21-03-2025 to 26-03-2025	All Principals & HoD's and Controller of Exams	Dean-Academics
162	Student EXIT Feedback (Only Final Years)	21-03-2025 to 26-03-2025	All Principals & HoD's	Dean-Academics
163	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd Week of, March 2025	Dean (SA)	Registrar
164	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd Week of, March 2025	Dean (SA)	Registrar
165	HOD meeting with CCs & Cohort Professor In charges and Faculty In charges	3rd Week of, March 2025	All-HODs	Principal COE
166	Field/Exposure Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre such as Atal Incubation Centre etc.	3rd Week of, March 2025	HOD-MDI&E & CEOs of KL-ACIC & KL-TIF	Principal COE/Director CIIE
167	ERP Audit for Research/Profile/Leaves	3rd Week of, March 2025	ALL HODS	Dean F&SA
168	2nd Stock Verification (HVAC,Fire,Lift,Electrical Appliances and Electrical Projects, Construction)	3rd Week of, March 2025	Dean P&D	Dean P&D
169	Active Learning Test-BBA-LLB, LLB	3rd Week of, March 2025	HoD-Law	Dean-Academics
170	Anti-Discrimination Awareness Program	3rd Week of, March 2025	Dean (Student Affairs)	Dean (Student Affairs)
171	Entrepreneurship Activity for IV B.Tech.	3rd Week of, March 2025	All Engineering HODs	Dean (Student Affairs)
172	Department Academic Committee Meeting	3rd Week of, March 2025	ALL HODS	Dean-Academics

173	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	3rd Week of, March 2025	ALL HODs	Principals
174	HOD's Compliance report on IQAC MONTHLY REPORT	3rd Week of, March 2025	ALL HODs	Principal
175	2nd Stock Verification (Technical Maintenance and Electrical Projects, Construction)	3rd Week of, March 2025	Dean-P&D	Dean-P&D
176	Finalization of teaching loads for ODD Sem of 2025-26 by departments and submission to Dean Academics	3rd Week of, March 2025	All HODs	Dean-Academics
177	Women's Forum Monthly meeting	3rd Week of, March 2025	Women's Forum	Dean (SA)
178	Internal Complaints Committee meeting	3rd Week of, March 2025	Associate Dean- Grievances, Cells, Committees and Forums	Dean -SA
179	Finalization of teaching loads for ODD Sem of 2025-26 by departments and submission to Dean Academics	3rd Week of, March 2025	All HoDs, Principals	Dean Academics
180	Women summit	3rd Week of, March	Women's Forum	Dean SA
181	Conservation of Water	22-03-2025	NSS CELL	Dean (SA)
182	SPRG Workshop	22.03.2025 to	HOD-ECE	Dean R&D
183	4th International Conference on Advances in Civil Engineering (ICACE 2025)" from 22th and 23rd March, 2025	22-03-2025 & 23-03-2025	HoD-CE, 1. Structural Engineering and Construction Management Research Group (SECMRG) 2. Geotechnical, Environmental, Water Resources and Transportation Engineering Research Group (GEWTRG) Dr. A. Aravindan, Dr. Sanjeet Kumar Dr. Umesh Kumar Singh, Dr. N. Lingeshwaran,	Dean R&D
184	Cultural Events	24.03.2025	HOD - ARTS	Dean MHS
185	Last Date to Pay End-Sem Exam Fee with Penalty for B.Tech ALL Year Even Semester	24-03-2025	COE	COE
186	LAB Internal Examinations with regular class work I, II, III, IV B. Pharmacy	24-03-2025 to 29-03-2025	Principal (Pharmacy)	Dean Academics
187	Lab-In-Examinations-3 for II and III Pharm. D	4.03.2025 to 29.03.2025	Principal-Pharmacy, CoE	Dean Academics
188	Internal Lab exams	24-03-2025 to 29-03-2025 & 31-03-2025 to	ALL HODs	Dean Academics
189	LAB Internal Examinations with regular class work III, IV, V B.Arch	24-03-2025 to 29-03-2025	Principal/HoD-Architecture	Dean Academics
190	In-Sem Lab Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	24-03-2025 to 29-03-2025	All MHS HoD's	Dean Academics
191	In-Sem Lab Exams for B.Tech ALL Year Even Semester	24-03-2025 to 29-03-2025 & 31-03-2025 to	All Engg HoDs, Principal (COE)	Dean Academics

192	LAB Internal Examinations with regular class work IV B.Tech	24-03-2025 to 29-03-2025 & 31-03-2025 to 05-04-2025	All Engineering HoD's, Principal (College of Engineering)	Dean Academics
193	Verbal Content Preparation for CPT-2025	24.03.2025 to 31.03.2025	HOD- CSS	Dean Academics
194	Release of Notification for End-Sem Thoery, Practical and Skill Exams for B.Tech ALL Year Even Semester	25-03-2025	Controller of Examinations	COE
195	Release of Notification for Supplementary End-Sem Thoery, Practical and Skill Exams for B.Tech ALL Year Even Semester	25-03-2025	Controller of Examinations	COE
196	Entrepreneurship development activities (one in each semester)	25.03.2025	HOD - MBA	Dean MHS
197	CSE DRC Meeting (Once in a month)	25-03-2025	HOD - CSE	Dean R&D
198	Dept Counselling Committee Meeting	28-03-2025	HOD-ECE	Dean Academics
199	Research Group Meetings	28.03.2025	HOD - Architecture	Dean R&D
200	Declaration of detention list, Pharmacy	28.03.2025	Principal-Pharmacy	Dean Academics
201	Preparation Holidays B.Tech	28-03-2025 to 03-04-2025	Principal-College of Engineering, All Engineering HoD's	Dean Academics
202	Research Group Meetings	31-03-2025	HOD-CSE	Dean R&D
203	Research Diary Submission & Verification	31-03-2025	ALL HODs	Dean R&D
204	Counselling reports verification by Dept Team	31-03-2025	HOD-CSE	Principal COE
205	Sem-In-I Lab examinations for I M. Pharmacy	31.03.2025 to 05.04.2025	Prinicpal-Pharmacy, CoE	Dean -Academics
206	Central facilities audit report to Concerned Dean	4th Week of, March 2025	Dean Quality	Dean Quality
207	Central facilities audit report reply to Dean Quality	4th Week of, March 2025	Concern Deans	Concern Deans
208	Grievances Redressal Committee meeting(Central level)	4th Week of March 2025	Associate Dean-Grievances, Cells, Committees and Forums	Dean -SA
209	Non conformance Report to all department HODs and Principal	4th Week of, March 2025	Dean-Quality	Dean-Quality
210	Circular for Quality Circles Students meeting-04	4th Week of, March 2025	Dean-Quality	Registrar
211	Quality Circles Students meeting-04	4th Week of, March 2025	Dean-Quality	Dean-Quality
212	Sending Feedback of Quality Circles-students-04 from Dean Quality to concern Deans	4th Week of, March 2025	Dean-Quality	Dean-Quality
213	Quality Circle meeting in the department for faculty	4th Week of, March 2025	All HODs	Dean-Quality
214	Quality Circle meeting in the department for students	4th Week of, March 2025	All HODs	Dean-Quality
215	Course Instructors meeting with course Co-ordinators (weekly Once)	4th Week of, March 2025	ALL HODs	Dean Academics
216	IQAC files updation	4th Week of, March	ALL HODs	Principals

217	RPAC meeting	4th Week of, March	ALL HODs	Dean R&D
218	Fire Mock Drill for Teaching & Non Teaching Staff	4th Week of, March 2025	Dean-P&D	Dean-P&D
219	Counselling Drive	4th Week of, March 2025	Principal- School of Architecture, HOD Architecture	Dean Academics
220	Review -5 meeting for the women empowerment teams	4th Week of, March 2025	WOMEN'S FORUM	Dean Student Affairs
221	Workshop on business model canvas	4th Week of, March 2025	Director-Alumni, Women's Forum, HOD -MBA, BBA, Commerce	Dean MHS
222	Finalization of Year end vacation	4th Week of, March 2025	Dean-F&SA	Dean-F&SA
223	Anti Sexual Harassment Committee Meeting (For Students)	4th Week of, March 2025	Dean (SA)	Registrar
224	Grievance Redressal Committee for Faculty & Staff	4th Week of, March 2025	Dean (F&SA)	Registrar
225	Session on "How to plan for Start-up and legal & Ethical Steps"	4th Week of, March 2025	HOD-MDI&E	Principal COE/Director CIIE
226	Convergence. Annual events review programme	4th Week of, March 2025	CEA	Dean -SA
227	Circular for Department Audits (April month)	5th Week of March 2025	Dean-Quality	Dean-Quality
228	MESA - Aloha	Last Week of	HOD-ME	Principal CoE
229	Review of Attendance & Progress of Syllabus coverage	March 2025 (last week)	ALL HODs	Dean Academics
230	Compliance report on Calendar of Activities to Registrar	Last Day of the Month	All Functionaries & All HoD's	Registrar
231	"Once More by Swara club"	Bi-monthly Event	Director (SAC)	Dean (Student Affairs)
232	Cohort Audit w.r.t. Dept	Last week of March 2025	All-HODs	Principal CoE

K L E F Deemed to be University (Vijayawada)

Calendar of Events for the Academic Year 2024-25

April-2025

S. No	Event	Dates	Primary Responsibility/ Conducting	Reporting Authority
1	Identifying the Potential Alumni to serve as BOS Members	Once in a Semester	Director Alumni & Department HODs	Dean Academics
2	Drills Parades	April 2025 (1-4	NCC	Dean SA
3	Principal & Dean Academics meeting with CCs & Cohort Professor In charges and Faculty In charges	April 2025	Principal COE & Dean Academics	Dean Academics
4	Departmental Association Activities (Once in 2 weeks)	April 2025	ALL HODs, SAC	Dean Academics
5	Course Instructors meeting with course Co-ordinators (weekly Once)	April 2025	ALL HODs	Dean Academics
6	HoD meeting with Faculty & Staff	April 2025	ALL HODs	Principals
7	Lab Monitoring Committee	April 2025	ALL HODs	Dean P&D
8	Dean's visit to Hyderabad campus	April 2025	ALL Deans	ALL Deans
9	Release of new prospectus for lateral entry students admission and posting in website	April 2025	Director Admissions & Convener	Dean Academics
10	Release of syllabus and posting in website (including Aptitude, Verbal and Reasoning) for lateral entry students online exam	April 2025	Director, Admissions & Convener	Dean Academics
11	Observance of "World Health Day" conduction of health Camps	April 2025	NSS CELL	Dean SA
12	Orientation programme for College Of Agriculture	April 2025	Librarian, HoD-Agriculture	Dean MHS
13	Release of Application form and posting in website for lateral entry students online exam	April 2025	Director, Admissions & Convener	Dean Academics
14	Releasing KLEEE Counselling Schedule	April 2025	Director, Admissions & Convener	Dean Academics
15	Revision/ updating of cyber policies (related to software usable by students)	April 2025	Chief Technical Officer (CTO)	Dean Academics
16	Internal and external financial audit	April 2025	Finance Officer	Registrar
17	Guest Lecture Pharmacology	April 2025	Principal Pharmacy	Director Life sciences
18	CRT training	April 2025	All Dept. HODs, Director CRT	Dean SD&SP
19	Student Certifications	April 2025	All HODs	Dean SD&SP
20	Consultancy/Social Entrepreneurship from your Skill Centre.	April 2025	DEPT ME	Dean SD&SP
21	The Training and certification for faculty	April 2025	DEPT ME	Dean SD&SP
22	AUTODESK workshop	April 2025	School of Architecture and Dept of CE	Dean SD&SP
23	Orientation for summer internship	April 2025	HOD-Commerce	Dean MHS
24	Skill Based Expert Talk one per month for students	April 2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Dean SD&SP
25	Virtual Webinar/ virtual guest lectures/virtual Seminar	April 2025	HOD-Physics	Principal Sciences
26	Industry Faculty Orientation Lecture one per month for Faculty	April 2025	ENGG Depts-AI&DS, BT, CE, CSE, CS&IT, ECE, IOT, EEE, ME	Principal CoE
27	Workshop on Skin Care	April 2025	Director-IIC, HOD-Chemistry, Women's Forum	Dean SA

28	Outreach Activity Women's Health Team Beneficiaries: Distribution of Hygiene Kits for women	April 2025	Women Empowerment & HOD - Pharmacy	Dean SA
29	Guest Lecture / Industry Connect / Academia Connect - M.Pharma	April 2025	Principal Pharmacy	Director-Life Sciences
30	Workshop on Multi work Embroidery Club	April 2025	Director (SAC), Women's Forum	Dean SA
31	I-10 Index verification	April 2025	Dean R&D	Dean R&D
32	Financial audit	April 2025	Finance Officer	Registrar
33	Submission of Govt. (or) Non. Govt. Scholarships, Placement, Higher Studies, and Competitive Exam Proofs to Dean Student Progression (Both Recent Passed out Batch and Present Final Year Batch)	April 2025	All Principals & HOD's	Dean SP&SD
34	Report on Activities conducted for promotion of Universal values	April 2025	Academic Staff College	Dean Academics
35	4th Koneru Lakshmaiah National Moot Court Competition	01.04.2025	College of LAW	Dean Academics
36	Industry Connect Program	01.04.2025	Engg HODs	Principal COE/Director CIIE
37	Submission of Condonation, Detention Lists of B.Tech.	01-04-2025 to 04-04-2025	Principal (College of Engineering), All Engineering HODs, Controller of Examinations	Dean Academics
38	A 5 day FDP on Industry-Academia Interaction and Industry expectations	1-04-2025 to 5-04-2025	Academic Staff College	Dean Academics
39	Skill Development Week for All UG MHS Phase-II and PG 2nd Year Even Semester	-04-2025 to 06-04-2025	Principal & HoDs-MHS	Dean Academics
40	Placement Training	01.04.2025 to 09.04.2025	HOD - CSS, Director CRT	Dean SD&SP
41	Last Date to upload Social Immersive Learning Proofs in ERP for B.Tech ALL Year Even Semester	-04-2025 to 20-04-2025	All Engg.HoDs, Principal (COE)	Dean Academics
42	EVEN Semester End Semester Invigilation duties list release date	03.04.2025	HoDs	COE
43	Information regarding introduction of new programs/ course/ departments/ school/ centres to UGC (Within one month after the BOM)	03.04.2025	Registrar	Registrar
44	Industry-Academics Connect Week for MHS II, III, IV and V years and PG (MBA and MCA) Even Semester	-04-2025 to 06-04-2025	All Principals & HoDs- MHS	Dean MHS
45	Internal Faculty Development Programme	04.04.2025 to 09.04.2025	HOD - CSS, Director CRT	Dean Academics
46	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty for B.Tech ALL Year Even Semester	05-04-2025	All Engg HODs, Principal (COE)	Dean-Academics
47	SPRG Webinar	05.04.2025	HOD-ECE	Dean Academics
48	Last Date to Pay End-Sem Exam Fee with Penalty for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	05.04.2025	Controller of Examinations (COE)	Controller of Examinations (COE)
49	World Health Day celebrations by NSS	07.04.2025	Dean - Student Affairs	Dean - Student Affairs

50	Release of Notification for End-Sem Thoery, Practical and Skill Exams for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	07.04.2025	Controller of Examinations (COE)	Controller of Examinations (COE)
51	Circular for 3rd Quarter audit of Deans	1st Week of, April 2025	Dean-Quality	Dean-Quality
52	Administrative Files Audit by Department Team (Once in a month)	1st Week of, April 2025	Department IQAC In-Charge	ALL HODs
53	Hostels Committee Meeting	1st Week of, April	ALL HODs	Dean-SA
54	Grievances Committee Meeting	1st Week of, April	ALL HODs	Dean-SA
55	Sports Committee Meeting	1st Week of, April	ALL HODs	Dean-SA
56	Canteen Committee Meeting	1st Week of, April	ALL HODs	Dean-SA
57	Transport Committee Meeting	1st Week of, April	ALL HODs	Dean-SA
58	Department Library Committee Meeting	1st Week of, April 2025	ALL HODs	Librarian
59	Faculty Social Profile Building	1st Week of, April	HOD - CSE	Dean F&S
60	Fire Service Week	1st Week of, April	Dean P&D	Dean P&D
61	2nd Stock Verification (Water and Waste Management	1st Week of, April 2025	Dean P&D	Dean P&D
62	Finalization of Calendar of Events 2025-26	1st Week of, April 2025	Dean-Quality, All Deans, Registrar-KLEF	Dean-Quality, All Deans, Registrar-KLEF
63	IQAC internal meeting	1st Week of, April	Dean-Quality	Dean-Quality
64	LMS/ERP committee meeting	1st Week of, April	ALL HODs	Dean Academics
65	Department website updation	1st Week of, April	ALL HODs	Principals
66	Organizing Alumini Specific event in the department - Once in A.Y.	1st Week of, April 2025	ALL HODs, Director Alumni	Director Alumni
67	Faculty Orientation Lecture	1st Week of, April	ALL HODs	Principals
68	Preliminary Feedback Analysis & Action Taken Report from MHS HoDs	1st Week of, April 2025	All MHS Principals & HODs	Dean-Academics
69	TLP Academic Audit-II	1st Week of, April	Dean-Academics	Dean-Academics
70	Circular for audit of Central facilities	1st Week of, April 2025	Dean-Quality	Dean-Quality
71	Addressing Student Grievances (Twice in a month)	1st Week of, April 2025	All HODs	Dean-SA
72	All Sports arenas (Indoor and Outdoor) Maintenance works	1st Week of, April 2025	Physical Education HOD, Assoc. Dean-Sports & Games	Dean (SA) & Dean (P&D)
73	Commencement of Sports Certification for EVEN Semester	1st Week of, April 2025	HODs-CSE, CSIT, AI&DS	Dean-SA
74	World Health Day	1st Week of, April 2025	WOMEN'S FORUM	Dean Student Affairs
75	Blood donation program	1st Week of, April	NCC	Dean-SA
76	B exam open elective 10.(A) GBN. KLEF	1st Week of, April 2025	NCC- Girls	Dean (SA)
77	Women Empowerment. Self Employment Guidance for Rural Women	1st Week of, April 2025	CEA	Dean-SA
78	Periodic Research Opportunities Exploration	08-04-2025	HOD - CSE	Dean R&D
79	SRP Phase -1 (Self Learning Phase)	-04-2025 to 20-04-20	All HoDs, Principals	Dean Academics
80	GUEST LECTURE ON RESEARCH	11.04.2025	HOD - Architecture	Dean R&D
81	Fourth evaluation reports	11.04.2025	Dean SD&SP	Dean SD&SP
82	A One-day Technical Workshop on Advances in Material Research	11-04-2025	Academic Staff College	Dean R&D
83	Parent-Faculty Association Meeting for All UG MHS Phase-II and PG ALL Year Even Semester	-04-2025 to 13-04-20	All HoDs	Principals

84	Student Satisfaction Survey (SSS) from selected students	-04-2025 to 16-04-20	All HoDs, Principals	Dean Academics
85	Placement Readiness Programme	11.04.2025 to 30.04.2025	HOD- CSS, Director -CRT	Dean-Placements & Internships
86	Training programme on Video lesson making and question bank making	12.04.2025	Dept. of Arts	Dean Academics
87	CSRG Webinar	12.04.2025	HOD-ECE	Dean R&D
88	Sem end Feedback (TLP)	14.04.2025 to	Dean-Academics	Pro. VC
89	2nd Stock Verification (Systems and Hardware and Network)	2nd week of, April 2025	Dean P&D	Dean P&D
90	World Immunization Awareness by YRC	2nd week of, April 2025	HOD - Pharmacy	Dean - Student Affairs
91	Last Date for payment of Examination Fee for A. Y. 2024- 25 - Even Semester without fine	2nd week of, April 2025	ALL HODs, Controller of Examinations	COE
92	Workshops/ guest lectures / seminars committee meeting	2nd week of, April 2025	ALL HODs	Principals
93	Dean's office Audit on 3rd Quarter (2024-25)	2nd week of, April 2025	Dean-Quality	Dean-Quality
94	Quarterly(2024-25) audit Non conformance Report to concern Dean	2nd week of, April 2025	Dean-Quality	Dean-Quality
95	Motivational webinar- women faculty for applying research proposals	2nd week of, April 2025	Director-SAC, Women's Forum	Dean R&D
96	Activity 6: Workshop on Diabetes and awareness	2nd week of, April 2025	Principal (Pharmacy), Women's Forum	Dean-SA
97	SC / ST/ Minority / OBC Cell Meeting	2nd week of, April 2025	Dean (SA)	Registrar
98	Grievance Redressal Committee Meeting (For Students)	2nd week of, April 2025	Dean (SA)	Registrar
99	B exam open elective 10.(A) GBN. KLEF	2nd week of, April 2025	NCC- Girls	Dean (SA)
100	Workshop / Seminar / Conference	2nd week of, April	HOD - Mathematics	Dean R&D
101	C. Cer Exam (BN Office)	2nd week of, April	NCC	Dean-SA
102	Audit of Departments	2nd & 3rd Weeks, April 2025	Dean-Quality	Dean-Quality
103	Audit of Central facilities	2nd & 3rd Week, April 2025	Dean-Quality	Dean-Quality
104	Stakeholders Feedback	2nd week of April 2025	All Principals & HOD's	Dean-Academics
105	Final Evaluation reports	15.04.2025	Dean SD&SP	Dean SD&SP
106	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	15.04.2025	Registrar	Registrar
107	MULYAPRAVAH: Outreach Program on Human Values and Professional Ethics (To students)	15.04.2025	HOD - COMMERCE	Dean MHS
108	Organizing Department Day	15.04.2025	HOD - MBA	Dean MHS
109	Research Group Meetings	15.04.2025	All Hods	Dean R&D
110	Declaration of Results for Supplementary for All UG MHS Phase-II and PG ALL Year Odd Semester	15-04-2025	Controller of Examinations (COE)	Dean Academics

111	Last Date to Pay End-Sem Exam Fee without Late Payment Penalty for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	15-04-2025	All Principals & HoDs- MHS and Dean Academics	COE
112	Closure Feedback Week on Academic Quality, Student Satisfaction & TLP for MHS II, III, IV AND V YEARS and PG (MBA and MCA) Even Semester	15-04-2025 to 20-04-2025	All Principals & HoDs- MHS	Dean Academics
113	Project / Internship Expo & Final Review for B.Tech 4 Year Even Semester	15-04-2025 to 20-04-2025	All Engg.HoDs, Principal (COE)	Dean Academics
114	Webinar on Sound - Pro Tools	16-04-2025	HOD - Fine Arts	Principal MHS
115	Industry-Academics Connect Week for All UG MHS Phase-II and PG 2 Year Even Semester	15.02.2025 to 22.02.2025	All Principals & HoDs- MHS	Dean MHS
116	R & D Meeting	18.04.2025	HOD-ECE	Dean R&D
117	World Heritage day celebrations by Hobby Clubs	18.04.2025	Director (SAC)	Dean(SA)
118	SIP Orientation	18-04-2025	HOD - Commerce	Dean MHS
119	Semester Grand Hackathon for B.Tech 2 Year Even Semester	15-04-2025 to 19-04-2025	All Engg.HoDs, Principal (COE)	Dean Academics
120	Last Instruction Day for (MHS) except Ist year	19.04.2025	All MHS Principals & HoD's	Dean-Academics
121	Faculty Orientation programmes on Consumer Protection Rights	21.04.2025	Dept- BBA, HoD-Law	Dean Academics
122	Workshop on IQAC activities	21.04.2025	Dean IQAC, Principal ASC	Registrar
123	World Creativity and Innovation Day	21.04.2025	HOD-CE	Principal CoE
124	A 5 day FDP on Case Based Learning and Case Writing	15-04-2025 to 25-04-2025	Academic Staff College, HoD Law	Principal LAW
125	Student Feedback Reflection on End Semester Feedback for B.Tech ALL Year Even Semester	21.04.2025 to 26.04.2025	All Engg.HoDs, Principal (COE)	Dean Academics
126	Gender Sensitization -Awareness Program	3rd Week of, April 2025	Associate Dean-Grievances Cells, Committees and Forums	Dean -SA
127	Faculty Ratification Interviews	3rd Week of, April	Dean-F&SA	Dean-F&SA
128	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 of, April 2025	ALL HODs	Principal CoE
129	INTERNAL COMPLAINTS COMMITTEE Meeting (For Students)	3rd Week of, April 2025	Dean (SA)	Registrar
130	ANTI RAGGING COMMITTEE Meeting (For Students)	3rd Week of, April 2025	Dean (SA)	Registrar
131	ERP Audit for Research/Profile/Leaves	3rd Week of, April 2025	ALL HODs	Dean R&D
132	MERG Workshop	3rd Week of, April	HoD-ECE	Dean R&D
133	SAP training to MBA II, II, & BBA III year	3rd Week of, April 2025	HoD-MBA & HoD-BBA	Principal MHS
134	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	3rd Week of, April 2025	Dean P&D	Dean P&D
135	Last date of sharing end sem Feedback Report with HoDs	3rd Week of, April 2025	Dean-Academics	Dean-Academics
136	DAC Meeting & Stakeholder feedback Analysis and ATR	3rd Week of, April 2025	All Principals & HoD's	Dean-Academics
137	Stakeholders feedback Analysis and ATR website updation	3rd Week of, April 2025	Dean Academics	Dean-Academics