

GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY: NELLORE

DEPARTMENT OF MECHANICAL ENGINEERING

EVENTS CALENDAR 2018-2019

Name of the Event	Month		
Inauguration of I B.Tech classes	12.06.2018		
Fresher's Day	21.07.2018		
Industrial Visit for III & IV Mech	August		
1day FDP On 3D PRINTING	August		
Teacher's Day	5 th September		
Engineers day	15 th September		
Spoken Tutorial QCAD (II MECH)	September		
APSSDC Workshop (IV Mech)	April		
Guest lecture (Mech)			
Association activities & Dept. Fest			
Student Workshop			
Industrial Visit for IV Mech			
National youth week			
Department Association Function			
Industrial Visit for II Mech			
Guest Lecture (III MECH)			
National Conference on "Recent Trends in Mechanical Engineering"			
Farewell day			
Skill Development Program for Mech Autocad			
5day faculty development program on Composite Materials	gram on Composite Materials May		

HoD/ME



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY: NELLORE

DEPARTMENT OF MECHANICAL ENGINEERING

DEPARTMENT LEVEL ADMINISTRATIVE CALENDAR 2018-2019

for	DEPARTMENT LEVEL ADMINISTRATIVE CALENDAR 2018-2019								
		period of	Probable	Members to be	No. of	Description			
of	submission		conduct	present for the	times to				
	minutes			meetings	be				
the	reports to t				conducted				
	Principal				in a				
		-4			semester				
	Within 2 days	1 st & 3 rd	_	All Department faculty	8	Department			
		1 4	Thursday	members		faculty meeting			
		2 nd & 4 th	R&D -						
of	Before 19 th	th of every	Before 15 th	All the faculty members	3	Class Committee			
	every month		month	handling theory and		meeting			
				practical subjects for					
				the concerned class					
of	Before 25 th	rd week of	1 st and 3 ^r	Mentors and students	6	Mentor - student			
	every month	h	every month	assigned to them		meeting			
uly	Before 20 th Ju	week of the	1 st and 9 th	HOD designated staff	2	Anti ragging			
30^{th}	/ 10 th Sept. / 3		semester	(teaching and non-		subcommittee			
rch	Dec. / 5 th Mar			teaching) members (4		meeting			
	of every year			to 9 members)					
ug.	Before 20 th Au	week of the	4 th and 10 th	HOD designated staff	2	Disciplinary			
				(teaching and non-		committee			
5 th	30 th Jan. /			teaching) members (4		meeting			
ery	April of eve			to 9 members)					
•	year			ŕ					
ing	Last worki	ek of the	Last weel	HOD designated senior	1	Grievance			
the	day of t		semester	faculty members (2 to 3		subcommittee			
	semester			members)		meeting			
one	Within o	ree days of	Within thre	All the faculty members	1	Results analysis			
of	week	ent of	announceme	who have handled		meeting			
t	announcement		results	theory and practical					
	of results			subjects for the					
				concerned class in the					
				previous year/semester					
eek	3 rd and 9 th we	week of the	2 nd and 9 th		2	Department			
er	of the semester		semester	members		Association			
						meeting			
u s(control of the control of the co	Before 25 th every month Before 20 th Ju / 10 th Sept. / 3 Dec. / 5 th Mar of every year Before 20 th Au / 10 th Oct 30 th Jan. / April of every year Last working day of the semester Within of week announcement of results	week of the week of the week of the ek of the ree days of the of	R&D – Monday Before 15 th month 1st and 3r every month 1st and 9 th semester 4th and 10 th semester Last weel semester Within threannouncemeresults	All the faculty members handling theory and practical subjects for the concerned class Mentors and students assigned to them HOD designated staff (teaching and nonteaching) members (4 to 9 members) HOD designated staff (teaching and nonteaching) members (4 to 9 members) HOD designated staff (teaching and nonteaching) members (4 to 9 members) HOD designated senior faculty members (2 to 3 members) All the faculty members who have handled theory and practical subjects for the concerned class in the	2 2 1	Class Committee meeting Mentor - student meeting Anti ragging subcommittee meeting Disciplinary committee meeting Grievance subcommittee meeting Results analysis meeting			