



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)	September
Guest lecture (Mech)	October
Association activities & Dept. Fest	October
Student Workshop	November
Industrial Visit for IV Mech	January
National youth week	12 th to 19 th January
Department Association Function	January
Industrial Visit for II Mech	February
Guest Lecture (III MECH)	March
National Conference on "Recent Trends in Mechanical Engineering"	April
Farewell day	April
Skill Development Program for Mech Autocad	April
5day faculty development program on Composite Materials	May

HoD/ME



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DEPARTMENT LEVEL ADMINISTRATIVE CALENDAR 2018-2019

Description	No. of times to be conducted in a semester	Members to be present for the meetings	Probable period of conduct	Deadlines for submission of minutes / reports to the Principal
Department faculty meeting	8	All Department faculty members	MECH - 1 st & 3 rd Thursday R&D - 2 nd & 4 th Monday	Within 2 days
Class Committee meeting	3	All the faculty members handling theory and practical subjects for the concerned class	Before 15 th of every month	Before 19 th of every month
Mentor - student meeting	6	Mentors and students assigned to them	1 st and 3 rd week of every month	Before 25 th of every month
Anti ragging subcommittee meeting	2	HOD designated staff (teaching and non-teaching) members (4 to 9 members)	1 st and 9 th week of the semester	Before 20 th July / 10 th Sept. / 30 th Dec. / 5 th March of every year
Disciplinary committee meeting	2	HOD designated staff (teaching and non-teaching) members (4 to 9 members)	4 th and 10 th week of the semester	Before 20 th Aug. / 10 th Oct... / 30 th Jan. / 5 th April of every year
Grievance subcommittee meeting	1	HOD designated senior faculty members (2 to 3 members)	Last week of the semester	Last working day of the semester
Results analysis meeting	1	All the faculty members who have handled theory and practical subjects for the concerned class in the previous year/semester	Within three days of announcement of results	Within one week of announcement of results
Department Association meeting	2	All Department faculty members	2 nd and 9 th week of the semester	3 rd and 9 th week of the semester

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