



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY: NELLORE

DEPARTMENT OF MECHANICAL ENGINEERING

EVENTS CALENDAR 2019-2020

Name of the Event	Month
Fresher's Day	July
II,III,IV B.Tech I Sem 2019-20 Class work Commencement	08-07-2019
Industrial Visit for II Mech	August
Teachers Day	05-09-2019
Engineers Day	15-09-2019
Industrial Visit for III Mech	September
APSSDC Workshop II Mech	September
IQAC AUDIT	23-10-2019
Industrial Visit for IV Mech	October
Guest lecture on Robocart	October
Value Added courses(NPTEL, MOOCS)	November
Safety Norms Workshop for Technicians	November
Faculty Development Programme on Research Methodology	December
CNC Programming workshop Mech	December
Industrial Visit for II Mech	January
APSSDC Workshop	January
Guest lecture on Composite Materials	February
Industrial Visit for II Mech	February
ISTE Activities	February
Industrial Visit for II Mech	March
Guest lecture on Quality Circles	March
Project Exhibition	March
Technical Symposium	March
Farewell day	April
Faculty Development Programme on MAT LAB for Mechanical Engineers	May

HoD/ME



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DEPARTMENT LEVEL ADMINISTRATIVE CALENDAR 2019-2020

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	Wednesday MECH - 1 st & 3 rd	With in 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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