

ACADEMIC CALENDAR 2022-2023



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

(An ISO 9001: 2015 certified Institution) (Approved by AICTE, New Delhi & Permanent Affiliated to JNTU, Anantapur) UGC Accorded Status 2F
3rd Mile, Bombay Highway, Gangavaram (V), Kovur(M), SPSR Nellore (Dt),
Andhra Pradesh, India- 524137

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INSTITUTIONAL VISION

To emerge as a center of technical excellence, transforming the engineering aspirants into dynamic and socially responsible technocrats.

INSTITUTIONAL MISSION

- M1. Implementing effective strategies for imparting quality education in a conducive academic ambience to upgrade the intellectual and professional dimensions of the learner's personality.
- M2. Facilitating skill development and research to fulfil societal needs.
- M3. Inculcating moral principles, environmental consciousness and social responsibility among students.
- M4. Grooming the students to handle the career challenges successfully.

QUALITY POLICY

To self-prescribe exacting standards of Academic excellence, continuously strive towards accomplishing quality teaching learning opportunities and providing student associated services.

EVENTS CALENDAR 2022-2023

GEETHANJALI INSTITUTE OF SCIENCE AND TECHNOLOGY

CALENDAR OF EVENTS FOR ODD SEM 2022-23

| Month | Mon | Tue | Wed | Thu | Fri | Sat | Sun | List of Holidays | Events |
|-------|-----|-----|-----|-----|-----|-----|-----|--|--|
| Sep | | | | 1 | 2 | 3 | 4 | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 10 th - EEE Dept. meeting 5 th – Commencement of Class work for IV CE |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 24 th – EEE Dept. meeting 19 th – Commencement of Class work for III CE |
| | 26 | 27 | 28 | 29 | 30 | | | | |
| Oct | | | | | | 1 | 2 | 2 nd -Gandhi Jayanti | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 rd - Durgastami, 4 th - compensatory leave 5 th - Vijayadasami, 9 th -Eid Miladun Nabi | 8 th - EEE Dept. meeting 6 th – Commencement of Class work for II CE |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 10 th to 15 th APSSDC workshop for IV EEE 13 th – Career guidance Program for CE |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 22 nd -EEE Dept. Guest Lecture 18 th – Value added Courses for III CE 22,23-Industrial Visit for IV CE |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 24 th - Dewali | 29 th – EEE Dept. meeting, |
| | 31 | | | | | | | | 31 st Oct 2 nd Nov-IV year Mid 1 31 st to 05 th -11-22-APSSDC Workshop for II years 31 st –Allocation of Projects |
| | | | | | | | | | |
| Nov | | 1 | 2 | 3 | 4 | 5 | 6 | | Industrial Visit for IV EEE students |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 12 th – EEE Dept. meeting 07 th to 12 th APSSDC Workshop for III CE years |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 19 th | 14 th -16 th III year Mid-1, 17 th -26 th CRT training for III years EEE 14 th to 19 th APSSDC Workshop for IV years |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 24 EEE Dept. meeting, 21 st to 26 th APSSDC workshop for II EEE |
| | 28 | 29 | 30 | | | | | | 28-30-II Year- MID 1 |
| Dec | | | | 1 | 2 | 3 | 4 | | Industrial Visit for III EEE students 4 th - One day webinar for IV & III years CE |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 10 th – EEE Dept. meeting 5 th to 10 th APSSDC workshop for III EEE |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 17 th EEE Seminar/ Guest lecture |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 24 th , 25 th - Christmas | 24 th – 27 th IV year-Mid 2 |

| | | | | | | | | | |
|--------------------|------------|------------------|------------|-----------------------|------------------|----------|----------|---|--|
| | 26 | 27 | 28 | 29 | 30 | 31 | | | 26 th – EEE Dept. meeting |
| Jan | | | | | | | 1 | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | Industrial Visit for II EEE students 7 th – EEE Dept. meeting 03rd to 07th APSSDC Workshop for IV years CE 9th- Mentoring Book Checking, |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 th -Bhogi, 15 th - Sankranti | 09 th -11 th - III year Mid-2, 09th to 11th II Mid Exams for III-I 13th- Sankranti Sambaralu 10th - DC Meeting in CSE |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 19 th - EEE Dept. meeting 21 st -EEE Guest Lecture 21 st –Alumni Talk to CE |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 26 th -Republic day | 23th – Commencement of Class work for IV-II CE, 27th to 30th II Mid Exams for II-I 25th-31st value added Course for IV year CSE 23th – Commencement of Class work for IV-II CE, 27th -CSE DC Meeting 31st- Principal Meeting |
| | 30 | 31 | | | | | | | |
| Description | Start | End | Mid - I,II | Guest Lect. / seminar | Industrial visit | Workshop | Holidays | | |
| I Year | 06.10.2022 | 25.01.2023 | | | | | | | |
| III Year | 19.09.2022 | 07.01.2023 | | | | | | | |
| IV Year | 05.09.2022 | 23.12.2022 | | | | | | | |
| Department meeting | | Twice in a month | | | | | | | |

| Month | Week. No | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Holidays | Activities |
|----------|----------|-----|-----|-----|-----|-----|-----|-----|----------|--|
| February | 1 | | | 1 | 2 | 3 | 4 | 5 | | 4th-CSE Alumni Interaction for IV year |
| | 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 9th-CSE Mentoring Book Checking, 10th – CSE DC Meeting 06 th – Commencement of Class work for III-II CE |

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|-------|---|----|----|----|----|----|----|----|--|--|
| | 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 18 th - Maha Shivaratri | 13 th to 17 th APSSDC Workshop for III years |
| | 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 25 th - 4 th Saturday | 21 st – Commencement of Class work for II-II CE |
| | 5 | 27 | 28 | | | | | | | 27 th – CSE DC Meeting 28 th -Principal Meeting |
| March | 1 | | | 1 | 2 | 3 | 4 | 5 | | |
| | 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 8 th - Holi | 7 th - Celebrations of Women’s Day, 10 th to 11 th I Mid Exams for IV-II 09 th -Mentoring Book Checking 10 th - DC Meeting, 6 th -10 th Value added Course for II year |
| | 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 18 th - 3 rd Saturday | 13 th -17 th Value added Course for III year CSE |
| | 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 22 nd - Ugadi | |
| | 5 | 27 | 28 | 29 | 30 | 31 | | | 30 th - Sri Rama Navami | 27 th – CSE DC Meeting 31 st - Principal Meeting |
| April | 1 | | | | | | 1 | 2 | | 1 st Alumni interaction for III CSE Year |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 th - Good Friday | 04 th to 06 th I Mid Exams for III-II 8 th - Alumni Interaction for II CSE Year |
| | 3 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 th - Ambedkar Jayanthi 15 th - 3 rd Saturday | 10 th – CSE DC Meeting, 11 th -CSE Mentoring Book Checking 13 th - CSE Dept, Conference |
| | 4 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 nd - Ramzan | 19 th to 21 st I Mid Exams for II-II 22 nd -24 th workshop for IV |

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|------|---|----|----|----|----|----|----|----|---|--|
| | | | | | | | | | | year CSE |
| | 5 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 28 th to 29 th II Mid Exams for IV-II, 30 th to 28 th May Summer Vacation for II-II, III-II CE 27th - DC Meeting 29th - Principal Meeting |
| May | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 4,5,6 th - Project Viva Voice for IV CE 1st to 5th value added course for II Year CSE |
| | 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 09th-CSE Mentoring Book Checking 8th -12th value added course for III Year CSE 10th – CSE DC Meeting |
| | 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20 th - 3 rd Saturday | |
| | 4 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 27th – CSE DC Meeting |
| | 5 | 29 | 30 | 31 | | | | | | 31st - Principal Meeting |
| June | 1 | | | | 1 | 2 | 3 | 4 | | |
| | 2 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 5 th - Celebration of World's Environment Day 6 th to 10 th - Value added courses for II CE 09th-CSE Mentoring Book Checking |
| | 3 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 17 th - 3 rd Saturday | |
| | 4 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 21 st - Celebration of International Yoga day, 23 rd to 24 th Industrial Visit for II CE |
| | 5 | 26 | 27 | 28 | 29 | 30 | | | 29 th - Bakrid | |

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|--|---|----|----|----|----|----|-----------------------|----|--|
| July | 1 | | | | | 1 | 2 | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 06 th to 08 th II Mid Exams for III-II |
| | 3 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 th to 17 th II Mid Exams for II-II |
| | 4 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 5 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 th - Muharram |
| Note | 6 | 31 | | | | | | | 31 st – Commencement of Class work for IV-I CE |
| 1. No Separate Circulars will be issued regarding Activities mentioned above. | | | | | | | | | |
| 2. Holidays*- Refer list of Holidays for year 2023 | | | | | | | | | |
| Commencement/ Closing Day | | | | | | | 23-01-2023/30-07-2023 | | |
| Holidays | | | | | | | | | |
| Activities | | | | | | | | | |

ACADEMIC CALENDAR 2022-2023

EXAMINATION CELL

2022-23 Planner of Cell (Odd Sem)

| S.No | Exams/Circulars schedules | Duration |
|-----------------------|---|------------|
| August 2022 | | |
| 1 | Finalize Tentative Nominal Rolls of IV B.Tech I Semester and III B.Tech I Semester. | 08-08-2022 |
| September 2022 | | |
| 1 | Commencement of IV B.Tech I Semester class work | 05-09-2022 |

| | | |
|----------------------|---|---------------------------------|
| 2 | Commencement of III B.Tech I Semester class work | 19-09-2022 |
| 3 | Induction Program for I B.Tech I Semester | 26-09-2022 |
| October 2022 | | |
| 1 | Finalize Nominal Rolls of II B.Tech I Semester | 04-10-2022 |
| 2 | Commencement of II B.Tech I Semester class work | 06-10-2022 |
| 3 | Send Circular to receive papers and duties for IV B.Tech I semester I Mid examinations | 20-10-2022 |
| 4 | Commencement of I B.Tech I Semester class work | 20-10-2022 |
| 5 | Last Date to receive papers for IV B.Tech I semester Mid I Examinations | 29-10-2022 |
| November 2022 | | |
| 1 | I Mid Exams for IV B.Tech I Semester students | 31-10-2022 to 02-11-2022 |
| 2 | Finalize Mid I Marks of IV B.Tech I Semester Students | 05-11-2022 |
| 3 | Send Circular to receive papers and duties for III B.Tech I semester I Mid examinations | 09-11-2022 |
| 4 | Last Date to receive papers for III B.Tech I semester Mid I Examinations | 12-11-2022 |
| 5 | I Mid Exams for III B.Tech I Semester students | 14-11-2022 to 16-11-2022 |
| 6 | Finalize Mid I Marks of III B.Tech I Semester Students | 19-11-2022 |
| 7 | Send Circular to receive papers and duties for II B.Tech I semester I Mid examinations | 08-11-2022 |
| 8 | Last Date to receive papers for II B.Tech I semester Mid I Examinations | 26-11-2022 |
| 9 | I Mid Exams for II B.Tech I Semester students | 28-11-2022 to 30-11-2022 |
| 10 | Finalize Mid I Marks of II B.Tech I Semester Students | 05-12-2022 |

| December 2022 | | |
|----------------------|---|---------------------------------|
| 1 | Send Circular to receive papers and duties for I B.Tech I semester I Mid examinations | 01-12-2022 |
| 2 | Last Date to receive papers for I B.Tech I semester Mid I Examinations | 06-12-2022 |
| 3 | Send Circular to receive papers and duties for IV B.Tech I semester II Mid examinations | 20-12-2022 |
| 4 | Last Date to receive papers for IV B.Tech I semester Mid II Examinations | 22-12-2022 |
| 5 | I Mid Exams for I B.Tech I Semester students | 12-12-2022 to 14-12-022 |
| 6 | II Mid Exams for IV B.Tech I Semester students | 24-12-2022 to 27-12-022 |
| 7 | Send circular for IV B.Tech I Semester Practical Examinations Time Tables and orders | 22-12-2022 |
| 8 | Finalize IV B.Tech I Semester Practical Examinations Time Tables and orders | 26-12-2022 |
| 9 | Finalize Mid I Marks of I B.Tech I Semester Students | 28-12-2022 |
| 10 | Send circular for IV B.Tech I Semester end Examinations duties | 28-12-2022 |
| | Send Circular ,Time table and receive papers and duties for III B.Tech I Semester II Mid examinations | 29-12-2022 |
| 11 | External Practical Exams for IV B.Tech I Semester students | 28-12-2022 to 31-12-2022 |
| 12 | Finalize Mid Marks of IV B.Tech I Semester Students | 30-12-2022 |
| January 2023 | | |
| 1 | IV B.Tech I semester end examinations | 02-01-2023 to 16-01-2023 |
| 2 | Finalize IV B.Tech I semester external practical examinations marks | 04-01-2023 |
| 3 | Last Date to receive papers for III B.Tech I semester Mid II Examinations | 07-01-2023 |
| 4 | Send circular for III B.Tech I Semester Practical Examinations Time Tables and orders | 07-01-2023 |
| 5 | Finalize III B.Tech I Semester Practical Examinations Time Tables and orders | 10-01-2023 |
| 6 | Send circular for III B.Tech I Semester end Examinations duties | 10-01-2023 |
| 7 | II Mid Exams for III B.Tech I Semester students | 09-01-2023 to 11-01-2023 |
| 8 | External Practical Exams for III B.Tech I Semester students | 12-01-2023 to 19-01-2023 |
| 9 | Finalize Mid II Marks of III B.Tech I Semester Students | 14-01-2023 |
| 10 | III B.Tech I semester end examinations | 20-01-2023 to 03-02-2023 |
| 11 | Finalize III B.Tech I semester external practical examinations marks | 24-01-2023 |
| 12 | Send Circular ,Time table and receive papers and duties for II B.Tech I Semester II Mid examinations | 19-01-2023 |
| 13 | Last Date to receive papers for II B.Tech I semester Mid II Examinations | 25-01-2023 |

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|----------------------|---|---------------------------------|
| 14 | Send circular for II B.Tech I Semester Practical Examinations Time Tables and orders | 25-01-2023 |
| 15 | Finalize II B.Tech I Semester Practical Examinations Time Tables and orders | 28-01-2023 |
| 16 | II Mid Exams for II B.Tech I Semester students | 27-01-2023 to 30-01-2023 |
| 17 | External Practical Exams for II B.Tech I Semester students | 31-01-2023 to 04-02-2023 |
| February 2023 | | |
| 1 | Send circular for II B.Tech I Semester end Examinations duties | 01-02-2023 |
| 2 | Finalize Mid II Marks of II B.Tech I Semester Students | 04-02-2023 |
| 3 | Finalize II B.Tech I semester external practical examinations marks | 07-02-2023 |
| 4 | Send Circular ,Time table and receive papers and duties for I B.Tech I Semester II Mid examinations | 04-02-2023 |
| 5 | Send circular for I B.Tech I Semester Practical Examinations Time Tables and orders | 04-02-2023 |
| 6 | II B.Tech I semester end examinations | 06-02-2023 to 20-02-2023 |
| 7 | Last Date to receive papers for I B.Tech I semester Mid II Examinations | 06-02-2023 |
| 8 | II Mid Exams for I B.Tech I Semester students | 13-02-2023 to 15-02-2023 |
| 9 | Finalize I B.Tech I Semester Practical Examinations Time Tables and orders | 13-02-2023 |
| 10 | Send circular for I B.Tech I Semester end Examinations duties | 13-03-2023 |
| 11 | Practical Examinations for I B.Tech I Semester Students | 16-02-2023 to 23-02-2023 |
| 12 | Finalize Mid II Marks of I B.Tech I Semester Students | 16-02-2023 |
| 13 | I B.Tech I semester end examinations | 24-02-2023 to 10-03-2023 |

EXAMINATION CELL

2022-23 Planner of Cell (Even Sem)

| S.No | Exams/Circulars schedules | Duration |
|----------------------|--|---------------------------------|
| January 2023 | | |
| 1 | Finalize Tentative Nominal Rolls of II,III & IV B.Tech II Semester . | 20-01-2023 |
| 2 | Commencement of IV B.Tech II Semester class work | 23-01-2023 |
| February 2023 | | |
| 1 | Commencement of III B.Tech II Semester class work | 06-02-2023 |
| 2 | Commencement of II B.Tech II Semester class work | 21-02-2023 |
| March 2023 | | |
| 1 | Send Circular to receive papers and duties for IV B.Tech II semester I Mid examinations | 03-03-2023 |
| 2 | Finalize nominal rolls of I B.Tech II Semester | 04-03-2023 |
| 3 | Last Date to receive papers for IV B.Tech II semester Mid I Examinations | 06-03-2023 |
| 4 | I Mid Exams for IV B.Tech II Semester students | 10-03-2023 to 11-03-2023 |
| 5 | Finalize Mid I Marks of IV B.Tech II Semester Students | 15-03-2023 |
| 6 | Send Circular to receive papers and duties for III B.Tech II semester I Mid examinations | 27-03-2023 |
| April 2023 | | |
| 1 | Last Date to receive papers for III B.Tech II semester Mid I Examinations | 02-04-2023 |
| 2 | I Mid Exams for III B.Tech II Semester students | 04-04-2023 to 05-04-2023 |
| 3 | Finalize Mid I Marks of III B.Tech II Semester Students | 10-04-2023 |
| 4 | Send Circular to receive papers and duties for II B.Tech II semester I Mid examinations | 11-04-2023 |
| 5 | Last Date to receive papers for II B.Tech II semester Mid I Examinations | 17-04-2023 |
| 6 | I Mid Exams for II B.Tech II Semester students | 19-04-2023 to 21-04-2023 |
| 7 | Finalize Mid I Marks of II B.Tech II Semester Students | 24-04-2023 |
| 8 | Send Circular to receive papers and duties for IV B.Tech II semester II Mid examinations | 24-04-2023 |
| 9 | Last Date to receive papers for IV B.Tech II semester Mid II Examinations | 26-04-2023 |
| 10 | II Mid Exams for IV B.Tech II Semester students | 28-04-2023 to 29-04-2023 |
| 11 | Send circular for IV B.Tech II Semester end Examinations duties | 27-04-2023 |

| May 2023 | | |
|--------------------|--|---------------------------------|
| 1 | Finalize Mid II Marks of IV B.Tech II Semester Students | 01-05-2023 |
| 2 | End examinations for IV B.Tech II Semester | 01-05-2023 to 03-05-2023 |
| 3 | Project work viva-voce for IV B.Tech II Semester | 04-05-2023 to 06-05-2023 |
| 4 | Send Circular to receive papers and duties for I B.Tech II semester I Mid examinations | 13-05-2023 |
| 5 | Last Date to receive papers for I B.Tech II semester Mid I Examinations | 29-05-2023 |
| 6 | I Mid Exams for I B.Tech II Semester students | 31-05-2023 to 02-06-023 |
| June 2023 | | |
| 1 | Finalize Mid I Marks of I B.Tech II Semester Students | 07-06-2023 |
| July 2023 | | |
| 1 | Send Circular to receive papers and duties for I B.Tech II semester II Mid examinations | 17-07-2023 |
| 2 | Last Date to receive papers for I B.Tech II semester Mid II Examinations | 24-07-2023 |
| | Send circular receive papers and duties for III B.Tech II semester II Mid examinations | 24-07-2023 |
| 3 | II Mid Exams for I B.Tech II Semester students | 26-07-2023 to 28-07-2023 |
| 4 | Send circular for I B.Tech II Semester Practical Examinations Time Tables and orders | 26-07-2023 |
| | Send circular for III B.Tech II Semester Practical Examinations Time Tables and orders | 26-07-2023 |
| | Last Date to receive papers for III B.Tech II semester Mid II Examinations | 28-07-2023 |
| 5 | Finalize I B.Tech II Semester Practical Examinations Time Tables and orders | 27-07-2023 |
| | Finalize III B.Tech II Semester Practical Examinations Time Tables and orders | 27-07-2023 |
| | Practical Examinations of I B.Tech II Semester students | 31-07-2023 to 05-08-2023 |
| 6 | Finalize Mid II Marks of I B.Tech II Semester Students | 31-07-2023 |
| 7 | Send circular for I B.Tech II Semester end Examinations duties | 31-07-2023 |
| August 2023 | | |
| 1 | II Mid Exams for III B.Tech II Semester students | 01-08-2023 to 03-08-2023 |
| 2 | Practical Examinations of III B.Tech II Semester students | 04-08-2023 to 09-08-2023 |
| 3 | Finalize Mid II Marks of III B.Tech II Semester Students | 05-08-2023 |
| 4 | Send III B.Tech II Semester end Examinations duties | 05-08-2023 |
| 5 | Send Circular to receive papers and duties for II B.Tech II semester II Mid examinations | 05-08-2023 |
| 6 | Last Date to receive papers for II B.Tech II semester Mid II Examinations | 12-08-2023 |

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|----|---|---------------------------------|
| 7 | Send circular for II B.Tech II Semester Practical Examinations Time Tables and orders | 12-08-2023 |
| 8 | Finalize II B.Tech II Semester Practical Examinations Time Tables and orders | 15-08-2023 |
| 9 | End examinations for I B.Tech II Semester | 07-08-2023 to 20-08-2023 |
| 10 | II Mid Exams for II B.Tech II Semester students | 14-08-2023 to 17-08-2023 |
| 11 | End examinations for III B.Tech II Semester | 10-08-2023 to 24-08-2023 |
| 12 | Practical Examinations of II B.Tech II Semester students | 18-08-2023 to 23-08-2023 |
| 13 | Send II B.Tech II Semester end Examinations duties | 18-08-2023 |
| 14 | Finalize Mid II Marks of II B.Tech II Semester Students | 19-08-2023 |
| 15 | End examinations for II B.Tech II Semester | 24-08-2023 to 08-09-2023 |



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Gangavaram (V), Kovur(M), SPSR Nellore (Dt), AP, India- 524137, www.gist.edu.in



NSS CALENDAR 2022-2023

Year Planner

| S.No | Name of the Event | Month |
|------------------------|---|---|
| July, 2022 | | |
| 1. | Vanamahotsav Week | 1 st to 7 th July |
| 2. | World Population Day | 11 th July |
| 3. | International Literacy Week | 8 th to 14 th July |
| August, 2022 | | |
| 4. | International Youth day | 12 th August |
| 5. | Independence Day | 15 th August |
| 6. | Anti Ragging Awareness session | 21 st August |
| 7. | Mass tree plantation Programme | 25 th August |
| September, 2022 | | |
| 8. | Teacher's Day | 5 th September |
| 9. | International Literacy Day-Week | 8 th to 14 th September |
| 10. | Engineers day | 15 th September |
| 11. | Blood donation camp – NSS | 16 th September |
| 12. | N.S.S Foundation Day | 24 th September |
| October, 2022 | | |
| 13. | Gandhi Jayanthi | 2 nd October |
| 14. | World Eye Sight Day | 12 th October |
| 15. | Abdul Kalam Birth Day/Global hand Washing day | 15 th October |
| 16. | Traffic Week | 24 th to 30 th October |
| 17. | Saving day /National Integration day/National Unity Day | 31 st October |
| November, 2022 | | |
| 18. | Children's day | 14 th November |
| 19. | Mother's day/World Toilet day | 19 th November |
| 20. | Quami Ekta Week | 19 th to 25 th November |
| 21. | Weaker Section Day | 22 nd November |
| December, 2022 | | |
| 22. | World AIDS Day | 1 st December |
| 23. | International Volunteer's Day | 5 th December |
| 24. | Human Rights Day | 10 th December |
| 25. | Youth Festival | |
| 26. | National youth day | 12 th January |
| 27. | National youth week | 12 th to 19 th January |
| 28. | National Voters Day | 25 th January |
| 29. | Republic day | 26 th January |
| February, 2023 | | |
| 30. | Special Camp - Activity-plantation. | February |
| 31. | Special Camp –Activity - blood donation. | February |
| 32. | Special Camp –Activity - Medical camp | February |

| | | |
|--------------------|---|--|
| 33. | Special Camp –Activity -literacy activities | February |
| 34. | Special Camp – Activity - | February |
| 35. | Special Camp – Activity - | February |
| March, 2023 | | |
| 36. | Water Awareness Week | 1 st to 7 th March |
| 37. | Women's day | 8 th March |
| 38. | World consumer rights day | 15 th March |
| 39. | World forest day | 21 st March |
| April, 2023 | | |
| 40. | World health day | 7 th April |
| 41. | Fire prevention day | 14 th April |
| 42. | Earth Day | 22 nd April |
| May, 2023 | | |
| 43. | May day/Labour day | 1 st May |
| 44. | Nutrition week | 1 st to 7 th May |
| 45. | World Tobacco Day | 31 st May |
| June, 2023 | | |
| 46. | World Environment day | 5 th June |
| 47. | International Yoga Day | 21 st June |

Note: - Dynamic Activities would be done according to the Community demands and needs

Except these various rallies, Personality development programmes, skill development programmes depends on situation.

ADMINISTRATIVE CALENDAR 2022-2023

| Name of the Event | Month |
|---|---|
| HODs meeting with Principal | Twice in a month |
| Anti Ragging meetings | 3 rd week of every month from July through April |
| Grievance Committee meetings | 2 times in a year after completion of semester class work |
| Web development meetings | Every month |
| Literary Committee meetings | Every month |
| Meeting of students of every Class by Principal | Odd months for ECE & CSE branches, Even months for EEE, MECH & CIVIL branches |
| Academic Council meetings | During September and February every year |
| Staff meetings with Principal | Every month |
| Finance Committee meetings | During March every year |
| College Academic Committee meetings | Last week of the year / semester |
| Fine Arts Association & Cultural committee meetings | Every month |
| Student association meetings | Every month |
| Games and Sports association meetings | Every month |

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| Test schedules | Every month |
| Stock verification | Before proceeding for summer vacation |
| Faculty summer vacation | During May/June every year |
| Non teaching staff summer vacation | In June every year |
| R & D Committee meeting | 2 nd week of every month. |
| Time table Committee meeting | 2 weeks before the commencement of class work |
| Self appraisal forms for faculty members | Before 2 nd week of July every year |
| Student feedback sessions | During 3 rd and 10 th week in a semester |
| Quality assurance cell meeting | 2 nd week of every semester |
| Accreditation Committee meeting NBA NAAC/IQAC | 1 st week of every month 2 nd and 4 th Monday of every month 2 nd and 4 th Tuesday of every month |
| Submission of Log registers | 3 rd week and 10 th week in a semester and final submission within one week of completion of mid examinations |
| Geethanjali Publications Committee meeting | Every month |
| Designation of Class/Lab incharges, Mentors | Before commencement of class work |
| Other Govt. online examinations (IBPS, LIC, GATE, RBI, RRB, UI, etc.,) | On specified Saturdays & Sundays |
| CSI / IETE / ISTE / IEEE / Prod. Hub Activities | Minimum one activity every semester |
| FACT Finding Committee visits | As per Govt. instructions |
| AICTE Inspection team Visits | As per Govt. instructions |
| AFRC Inspection team visits | As per Govt. instructions |
| Task Force visit and Inspection | As per Govt. instructions |

DEPARTMENT LEVEL ADMINISTRATIVE CALENDAR 2022-2023

| 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 | ECE – 1 st & 3 rd Monday CSE – 1 st & 3 rd Tuesday EEE – 1 st & 3 rd Wednesday MECH - 1 st & 3 rd Thursday CIVIL - 1 st & 3 rd Friday Saturday R&D – 2 nd & 4 th Monday NR Wardens - 2 nd & 4 th Thursday S&H - 2 nd & 4 th Friday | Within 2 days |
| Class Committee | 3 | All the faculty members | Before 15 th of every month | Before 19 th of every month |

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|-----------------------------------|---|--|---|--|
| meeting | | handling theory and practical subjects for the concerned class | | |
| 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 |