

CHIRALA ENGINEERING COLLEGE

(Part) Events Calendar 2014-15

RESPONSIBILITY: PRINCIPAL

ACTIVITY: STUDENT AFFAIRS

Activity	Date	Remarks
New year celebrations	31 Dec 2014	
Orientation programme	NA	
Farewell party (party by juniors to out-going students)	Second week of Mar 2015	
Freshers' Party (Party for freshers by seniors)	TBD	
Hosteler's Nite	Second week of Dec 2014	
Dipawali celebrations	NA	
Ganesh Chaturthi celebrations	Done	
Saptavarna 15*	12-15 Feb 2015	
Project Exhibition	16-18 Apr 2015	
Medical camp covering blood donation, dental and medical checkup	30-31 Jan 2015	
College Tech Fest*	TBD	
Convocation programme*	TBD	
Placement calendar for UG and PG students to be ready*	27 Dec 2014	
Organization of training on personality/professional development for final year students	See activity calendar	
Hobby club activities	See activity calendar	
Professional society activities	See activity calendar	
Intra University Sports Meet*	Second week of Nov 2014	
NSS activities	See activity calendar	
Eco-club/green club activities	See activity calendar	
Issue of circular for receipt of requests for scholarships	Started in Oct 2014	
Issue of circular for receipt of requests for educational loans	Case to case basis	
Processing of cases for scholarships and educational loans	Case to case basis	
College Foundation Day	22 Mar 2015	

Notes:

- * broader time period is given for conducting the event
- If the date indicated happens to be a holiday or declared closed, action should be taken on the next working day

(Prof. T. V. Prasad)

Dean

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RESPONSIBILITY: DEPARTMENTS

ACTIVITY: ONE TIME WORK

Activity	Date	Date
Submission of project proposals to AICTE (at least one per semester)*	Last week of Feb 2015	Last week of Aug 2015
Submission of project proposals to agencies such as DST, NCTE, NBHM, MNRE, DRDO, etc.*	Last week of Feb 2015	Last week of Aug 2015
Organization of Conference	TBD	
Organization of student seminars (at least one per semester)*	Any time during Feb 2015	Any time during Aug 2015
Organization of workshops (at least one per semester)*	Any time during Feb 2015	Any time during May/June 2015
Organization of training/awareness programmes for rural youth (at least one per year)*	May/June 2015	
Organization of corporate trainings	See Training Calendar	
Organization of entrepreneurship programmes for students	See Training Calendar	
Submission of filled in application form for filing IPR (copyrights and/or patents)*	Apr to Jun 2015	
Organization of guest/invited lecture 1*	Any time during Jan 2015	Any time during Aug 2015
Organization of guest/invited lecture 2*	Any time during Feb/Mar 2015	Any time during Sep/Oct 2015
Department Advisory Committee Meeting (Nov 14)	28 Nov 2014	
Department Advisory Committee Meeting (Dec 14)	26 Dec 2014	
Department Advisory Committee Meeting (Jan 15)	25 Jan 2015	
Department Advisory Committee Meeting (Feb 15)	27 Feb 2015	
Department Advisory Committee Meeting (Mar 15)	30 Mar 2015	
Department Advisory Committee Meeting (Apr 15)	24 Apr 2015	
Department Advisory Committee Meeting (May 15)	29 May 2015	
Department Advisory Committee Meeting (Jun 15)	26 Jun 2015	
Department Advisory Committee Meeting (Jul 15)	31 Jul 2015	
Identification and requisition of infrastructure and/or facilities required for next academic year (seeking budget approval)	27 Feb 2015	
Preparation and submission of Self Assessment Reports by all faculty members	07 Apr 2015	
Preparation and submission of Self Assessment Reports by all non teaching staff	07 Apr 2015	
Submission of Annual Report of the department	15 Apr 2015	

Notes:

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RESPONSIBILITY: PRINCIPAL

ACTIVITY: ADMINISTRATIVE

Activity	Date	Date	Date
Release of advertisements for recruitment of faculty members	19 Nov 2014	11 Mar 2015	08 Jul 2015
Release of advertisements for technical and non teaching staff	19 Nov 2014	11 Mar 2015	08 Jul 2015
Interviews for recruitment of faculty members	17 Dec 2014	15 Apr 2015	12 Aug 2015
Interviews for recruitment of technical and non teaching staff	18 Dec 2014	16 Apr 2015	13 Aug 2015
Briefing new Faculty members on Deptt. facilities & activities, Attendance Registers, Lectures, Tutorials, Practical and counselling of students	08 Jan 2015	07 May 2015	10 Sep 2015
Stock checking of all departments/sections	18-19 Feb 2015	25-26 Aug 2015	
Stock checking of Library	18-19 Feb 2015	25-26 Aug 2015	
Informing vacation leave period	30 Mar 2015		
Consolidation of requisitions of infrastructure required for next academic year	31 Mar 2015		
Receipt of SARs/ACRs by all faculty members and putting up through HoD to Principal	15 Apr 2015		
Receipt of ACRs of all non teaching staff and putting up through HoD to Principal	15 Apr 2015		
Receipt of vacation leave requests and putting up final status to Principal	22 Apr 2015		
Preparation of Annual Report and College Souvenir of the College	29 Apr 2015		
Publication of Annual Report and College Souvenir of the College	14 May 2015		
Review of SARs/ACRs of faculty member and decision thereon for increments/promotions	04 May 2015		
Review of ACRs of non teaching staff and decision thereon for increments/promotions	09 May 2015		
Display of new bus routes or modification to existing routes as per the new admissions	10 Jun 2015		
Interviews for promotions/review of faculty members	11-13 Jun 2015		
Obtaining feedback by students on teaching learning	01 Dec 2014	20 Feb 2015	24 Apr 2015
Sending feedback on students to parents	01 Dec 2014	20 Feb 2015	24 Apr 2015
Obtaining feedback from faculty members	01 Dec 2014	24 Apr 2015	
Feedback on Library Services by students	01 Dec 2014	24 Apr 2015	
Feedback on Hostel by hostellers	01 Dec 2014	24 Apr 2015	
Feedback on Infrastructure Facilities by students	24 Apr 2015		
Feedback on Curriculum by students	24 Apr 2015		
Feedback on College and Curriculum by parents	02 May 2015		
Exit feedback by out-going students	May 2015		
Organization of FDP for newly inducted faculty members	See training calendar		
Organization of SDP for technical and non teaching staff	See training calendar		
Sending existing 30 faculty members for FDP on Teaching Learning at IIT Madras	2nd week of Dec 2014	1st or 2nd week of Jun 2015	

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RESPONSIBILITY: I/C TRAINING

ACTIVITY: TRAINING DIVN

Activity	By Whom	Audience	Duration	Date
Training on Financial and Purchase Procedures	Mr. T. V. Rao, AO	HoDs and certain functions involving purchase	Half Day	Nov 2014
Conducting Meetings	Prof. T. V. Prasad, Dean	HoDs and Activity Committee Conveners	Half Day	Nov 2014
Workshop on Communication & Soft Skills	Dr. D. Suresh Samson	Faculty members of H&S	1 Day	Nov 2014
FDP on Teaching Learning Process	TLC, IIT Madras	Selected 30 faculty members	3 Days	1st or 2nd Week of Dec 2014
Secretarial Practice and Office Management	Prof. T. V. Prasad, Dean	PAs and Support Staff	Half Day	Dec 2014
How to do PhD Research	Prof. T. V. Prasad, Dean	All faculty members	Half Day	Dec 2014
How to handle Student Projects	Prof. T. V. Prasad, Dean	All faculty members	Half Day	Dec 2014
Writing and Publishing Research Papers	Prof. T. V. Prasad, Dean	All faculty members	Half Day	Jan 2014
Filing Income Tax Returns	Mr. T. V. Rao, AO	All faculty members	Half Day	Feb 2015
Conducting Audit	Prof. T. V. Prasad, Dean	All faculty members	Half Day	Feb 2015
Workshop on Big Data	External Expert(s)	Faculty members and students of CSE and CA	2 Days	Jan 2015
Workshop on CNC Operation	Internal/External	Faculty members and students of ME	1 Day	Feb 2015
Workshop on Matlab	External Expert	Faculty members and students of all engg. depts.	2 Days	Feb 2015
Workshop on CAD/CAM	External Expert(s)	Faculty members and students of ME and CE; with specific emphasis on M.Tech. (CAD/CAM)	2 Days	Feb 2015
Workshop on SAS or SPSS	External Expert(s)	Faculty members and students of BA	1 Day	Mar 2015
Training on Counselling Students	External Expert(s)	All faculty members	1 Day	Mar 2015
FDP on Teaching Learning Process	TLC, IIT Madras	Selected 30 faculty members	3 Days	1st or 2nd Week of Jun 2014
Training on Fire Fighting	Internal/External	Selected 20 faculty members and staff of key functions	Half Day	Mid Dec 2014

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RESPONSIBILITY: NSS & NCC

ACTIVITY: ONE TIME WORK

Activity	By Whom	Date
NCC Camp at Nasik, Maharashtra	NCC	23 Oct 2014 – 09 Nov 2014
NCC Camp at Chirala	NCC	01 Nov 2014 – 10 Nov 2014
National Integration Day (National Foundation for Communal Harmony)	NSS	19 Nov 2014- 25 Nov 2014
NCC Day	NCC	29 Nov 2014
World AIDS Day	NCC & NSS	01 Dec 2014
World Human Rights Day	NCC & NSS	10 Dec 2014
NCC Camp at Sholapur, Maharashtra	NCC	28 Dec 2014
National Youth Day	NSS	12 Jan 2015
Republic Day	NCC	26 Jan 2015
'B' Certificate Examination	NCC	Mid of Feb 2015
National Science Day	NSS	28 Feb 2015
International Woman's Day	NSS	08 Mar 2015
Service at Old Age Home	NCC	Mid of Mar 2015
World Forestry Day	NSS	21 Mar 2015
World Water day	NSS	22 Mar 2015
World Earth Day	NSS	22 Mar 2015
World Theatre Day	NSS	27 Mar 2015
Financial Assistance to NSS Volunteer	NSS	02 May 2015
World Environment Day	NSS	05 Jun 2015
World Day against Child Labour	NSS	12 Jun 2015
World Blood Donors Day	NCC & NSS	14 Jun 2015
Awareness programme on Women Empowerment	NSS	26 Jun 2015
Proposal for NSS Indira Gandhi National Award 2015	NSS	02 Jul 2015

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RESPONSIBILITY: SPORTS & GAMES COMMITTEE AND PHYSICAL INSTRUCTOR

Activity	Category	Level of Activity	Date
Eenadu Cricket Tournament	Men	District Level	03 Jan 2015 to 24 Jan 2015
Volley Ball	Men	Intramurals	07 Feb 2015
Volley Ball	Faculty	Intramurals	07 Feb 2015
Cricket	Men	Intramurals	09 Feb 2015 onwards
Table Tennis	Faculty	Intramurals	14 Feb 2015
Kho-kho	Men	Intramurals	14 Feb 2015
Cricket	Faculty	Intramurals	11 Feb 2015
Cricket	Faculty	Intramurals	18 Feb 2015
Shuttle/Badminton	Faculty	Intramurals	21 Feb 2015
Ball Badminton	Men	Intramurals	21 Feb 2015
Cricket Tournament for Intermediate College	Men	District	27 Jan 2015 to 31 Jan 2015
Kabaddi	Men	Extramural	14 Feb 2015
Volley Ball	Men	Extramural	21 Feb 2015
Kho-kho	Men	Extramural	28 Feb 2015
Shuttle/Badminton	Men	Intramurals	21 Feb 2015
Ball Badminton	Men	Extramural	04 Apr 2015
Kabaddi	Men	Intramural	04 Apr 2015
Athletics	Men	Intramural	11 Apr 2015
Athletics	Men	Intramural	14 Apr 2015
Sports Day			25 Apr 2015

Notes:

1. Athletics consists of a) 100 m race, b) 200 m race, c) Long jump, d) High jump, e) Shot put, f) Javelin throw and g) Disc throw
2. Cricket matches will be conducted every day after 1510 h but not on Saturdays
3. Those interested to participate should enrol their names before three working days to
 - a. Mr. Krishna Babu (MBA) for all faculty and students of ME and MBA
 - b. Mr. P. Balanagu (ECE) for all faculty and students of ECE, EIE, MCA and CE
 - c. Mr. G. Nagaraju (CSE) for all faculty and students of EEE and CSE

(Prof. T. V. Prasad)

Dean