



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Calendar of Events for ACADEMIC YEAR 2018 - 19

S.No	Event	Dates	Responsibility
July-2018			
1	Organizing Faculty Orientation Lectures (One each week)	July-2018	All HODs
2	Departmental Association Activities (Once in 2 weeks)	July-2018	All HODs
3	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	July-2018	All HODs
4	Salesforce-*One Day Orientation Session for students.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
5	Amazon (AWS)-*Identify the students registered for AWS educate.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
6	Google-*Initiate the program and arrange Orientation session on 'Google ADF'.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
7	IBM-*Confirmation of Specializations and Modules, Commercials, Deliverables, Pedagogies, Certification/Badge, Skilling.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
8	Oracle-*Finalizing the list of faculty for the training session . * Faculty Development Program .	July-2018	Dean-Skill Development(Dr.V. Srikanth)
9	Cisco-*Initiate the program and arrange Orientation session on 'CISCO'. *Completing the process of MoU .	July-2018	Dean-Skill Development(Dr.V. Srikanth)
10	ServiceNow-*Finalizing the list of faculty and students for the training session *Start the Training Sessions.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
11	HP/Micro Focus- *Finalizing the list of faculty for the training session .	July-2018	Dean-Skill Development(Dr.V. Srikanth)
12	SAP *Initiate the program and arrange Orientation session on 'ABAP'.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
13	Internshala *Providing the Internships.	July-2018	Dean-Skill Development(Dr.V. Srikanth)
14	Induction program for all I/IV B.Tech. 2018-19 admitted students	1st Week, July-2018	Dean, Academics
15	Department Advisory Board Meeting (Once in an Academic Year)	1st Week, July-2018	All HODs
16	Consultancy brochures Designs	1st Week, July-2018	All HODs & Dean, Planning & Development (Dr. K. Sarat Kumar)
17	IQAC internal meeting	1st Week, July-2018	Dean, Quality
18	Constitution of Internal Quality Advisory Committee	1st Week, July-2018	Dean, Quality & Registrar
19	Issue of handbooks to all I/IV B.Tech. 2018-19 admitted students	5th July-2018	Dean, Academics
20	Monthly Audit Report Statistics to be submitted by Departments	5 th July-2018	Departments
21	KLU/ KLCE Alumni Silver Jubilee Celebrations for 1989-93 batch	07 July 2018 & 08 July 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
22	PRACTICE SCHOOL-Orientation & documentation at the Campus	7 th July 2018	Dean, Academics & Dean, Placements & Progression (Dr. N. B. V. Prasaad)

S.No	Event	Dates	Responsibility
23	List of Faculty Incharges from Departments for Hobby Clubs and Extension Activities	2nd week of July-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
24	1 st Quality Circle meeting	2 nd Monday of July 2018	Dean, Quality
25	Audit of Departments	2 nd & 3 rd Week, July-2018	Dean, Quality
26	Issue of Faculty and Non Teaching Staff Appraisal Forms (Joining date should be from January to June and completed more than ONE Year service in KLU)	2nd Week, July 2018	Dean-F&SA (Dr. V Rajesh)
27	Pre Ph.D. Exams / Reviews for Batches I to XIV	9th July 2018 to 11th July 2018 / 26th July 2018 to 11th August 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
28	ODD SEM COMMENCEMENT FOR 2018-19 (REGISTRATIONS)	9th July 2018 to 10th July 2018	Dean (Academics)
29	COMMENCEMENT OF CLASSWORK FOR 2018-19 ODD SEM	12th July 2018	Dean (Academics)
30	Scholarship Data Collection	12 July 2018 to 15 July 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
31	Campus Placement Drive - Season - 1 (for Engineering)	12 July 2018 to 30 July 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
32	Ph.D. Registrations for XV Batch	12th July 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
33	Pre Ph.D. Course Work for XV Batch	13th July 2018 to 15th July 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
34	Reviews of Summer Internship Program for Y15 admitted batch	14th July 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
35	Academic Registrations for PG Engineering (I/II) for A. Y. 2018 - 19 - Odd Semester	3rd Week, July 2018	Dean, Academics
36	Commencement of Class work for PG Engineering (I/II) for A. Y. 2018 - 19 - Odd Semester	3rd Week, July 2018	Dean, Academics
37	Formation of batches for Final Year Projects / Term Papers	3rd Week, July-2018	All HODs
38	Grouping of students into various research groups of the department	3rd Week, July-2018	All HODs
39	Call for registrations from students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	3rd Week, July-2018	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
40	University Research Board Meeting	3rd Week, July, 2018	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh), Dean, R & D (Dr. K. L. Narayana)
41	Conduction of Sensitizing programes by Hobby Clubs/CEA/YRC/NSS	3rd week of July-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
42	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	3rd Week, July 2018	Dean-F&SA (Dr. V Rajesh)
43	1 st IQAC Advisory Committee meeting	3rd Week, July-2018	Dean, Quality

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44	Submission of 'List of annual workshops to be conducted with respect to quality specification of themes'	3rd Week, July-2018	Dean, Quality
45	Allocation of Projects / Term Papers to the students	3rd Week, July-2018	All HODs
46	Student Progression Analysis	17 July 2018 to 22 July 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
47	INDUCTION PROGRAM TO BBA, MBA BHM, M.Sc PROGRAMS,	19th JULY 2018	HOD, PRINCIPAL, DEAN, ACADEMICS
48	Allocation of Student Counsellors and Display in Dept. Notice Boards	19th JULY 2018	Associate Dean, Counseling (Dr. K.V.Narasimha Rao), Dean, Academics & All HODs
49	Preliminary Feedback on faculty by students – Online process (Engg.)	20 July 2018 to 22 July 2018	Dean, Academics
50	Registration of volunteers into CEA/NSS/YRC	4th week of July-2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
51	Compliances report by IQAC	4 th Week, July -2018	Dean, Quality
52	Registrations of students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	4 th Week, July -2018	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
53	Finalization of Increments for Faculty and Non Teaching Staff	Last Week, July 2018	Dean-F&SA (Dr. V Rajesh)
54	Academic Council Meeting	25th July 2018	Dean (Academics) & Registrar
55	Kargil Vijay Diwas Celebrations	26th Jul 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
56	Board of Management Meeting	28th July 2018	Registrar (Dr. T. Umamaheswara Rao)
August-2018			
57	Organizing Faculty Orientation Lectures (One each week)	August-2018	All HODs
58	Departmental Association Activities (Once in 2 weeks)	August-2018	All HODs
59	Salesforce-*Finalizing the list of faculty and students for the training session	August-2018	Dean-Skill Development(Dr.V. Srikanth)
60	Amazon (AWS)- Innovator program Conduction.	August-2018	Dean-Skill Development(Dr.V. Srikanth)
61	Google-*Complete the process of making MoU .	August-2018	Dean-Skill Development(Dr.V. Srikanth)
62	IBM-*Memorandum of Understanding (MoU)	August-2018	Dean-Skill Development(Dr.V. Srikanth)
63	Oracle-*Integration of Course curriculum should be integrated	August-2018	Dean-Skill Development(Dr.V. Srikanth)
64	Cisco-*Finalizing the list of faculty and students for the training session . * Clear with Fee Details and payment methods. Release of Training schedules Training Sessions starting.	August-2018	Dean-Skill Development(Dr.V. Srikanth)
65	ServiceNow-*Continue the Training Sessions.	August-2018	Dean-Skill Development(Dr.V. Srikanth)

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66	HP/Micro Focus- * Faculty Development Program .	August-2018	Dean-Skill Development(Dr.V. Srikanth)
67	SAP-* Finalizing the list of students for the training session. * Clear with Fee Details and payment methods. Training schedule to be released.	August-2018	Dean-Skill Development(Dr.V. Srikanth)
68	Internshala-*Students should register for internships.	August-2018	Dean-Skill Development(Dr.V. Srikanth)
69	Call for Best Teacher Awards(BTA) for A.Y.2018-19 from All Faculty to the respective HODs	1st Week, August 2018	Dean-F&SA (Dr. V Rajesh) & All HODs
70	Anti-Ragging Awareness Program	1st Week, August - 2018	Assoc. Dean(s), Student Discipline (Dr. V. Krishna Reddy, Dr. K. R. S. Prasad) & Dr.Habibulla Khan, Dean (Student Affairs)
71	Registration of students into clubs	1st Week, August - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
72	Swatch Bharath Programmee	1st Week, August - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
73	IQAC internal meeting	1st Week, August-2018	Dean, Quality
74	Finalization of Convener, Co-Convener and Organization Committee for SAMYAK - 2018	4th August 2018	Dean R & D (Dr. K. L. Narayana) & Registrar (Dr. T. Umamaheswara Rao)
75	Work-shop on "Safety, Security and threat awareness"	4th August 2018	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
76	Half yearly report statistics from the office of Deans, Principals and Registrar	5 th August-2018	Office of Deans, Principals and Registrar (Dr.T.Umamaheswara Rao)
77	Monthly Audit Report Statistics to be submitted by Departments	5 th August-2018	Departments
78	Registration of students 2nd 3rd BBA, 2nd MBA	06th August 2018	HOD, PRINCIPAL, DEAN, ACADEMICS
79	1st In-Semester Evaluation for I/II M.Tech. for A. Y. 2018 - 19 - Odd Semester	07 August 2018 to 12 August 2018	Controller of Exams & Dean Academics
80	Submission of Proposed BTA for the A.Y.2018-19 by the HODs to the Committee Members	2nd Week, August 2018	Dean-F&SA (Dr. V Rajesh) & All HODs
81	Formation of University level Advisory Committee for Hobby Clubs/CEA/YRC/NSS	2 nd Week, August - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
82	Starting of 2019 Admissions Brochure work	2nd Week August - 2018	Associate Dean, Publishing (Dr. M. Kameswara Rao) & Convener, KLEEE, 2018 & Dean (P&D)-Dr.K.Sarath Kumar
83	Action Plan on Consultancy from all Departments	2nd Week, August-2018	All HODs
84	Organizing subject based workshop/seminar/conference for faculty - One in each semester (Engineering)	2nd Week, August-2018	All HODs

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85	Commencement of Classes for Competitive exams coaching between 2:00 P.M. to 5:00 P.M. (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	2nd Week, August-2018 to 1st Week, February-2019	Assoc. Dean, Competitive Exams (Mr. J. Somlal) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
86	Audit of Departments	2 nd & 3 rd Week, August -2018	Dean, Quality
87	Audit of Deans, Principals and Registrar	2 nd & 3 rd Week, August -2018	Dean, Quality
88	Finalization of Guest for SAMYAK	11th August 2018	Dean R & D (Dr. K. L. Narayana) & Registrar (Dr. T. Umamaheswara Rao)
89	Workshop on Communication	3rd Week August 2018	HOD English
90	Finalization of Convener for VIII Convocation	3rd Week August 2018	Registrar (Dr. T. Umamaheswara Rao)
91	Release of Notification for VIII Convocation	3rd Week August 2018	Controller of Exams & Registrar
92	Finalization of Guest for VIII Convocation	3rd Week August 2018	Registrar (Dr. T. Umamaheswara Rao), Convener-VII Convocation
93	Independence Day Celebrations	15th August 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath), Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
94	Mega Blood Donation Camp	18th August 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
95	Health awareness program on obesity and other issues	18th August 2018	Convener-Women's Forum
96	World Photography day celebrations by Photography Club	20th August 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
97	Exam cell Audit	4 th Week, August - 2018	Dean, Quality
98	Compliances report by IQAC	4 th Week, August - 2018	Dean, Quality
99	Declaration of the list of BTA for the A.Y. 2018-19	4th Week, August 2018	Dean-F&SA (Dr. V Rajesh)
100	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	4th Week, August-2018	All HODs
101	Board of Management Meeting	4th week of August 2018	Registrar (Dr. T. Umamaheswara Rao)
102	National Sports Day Celebrations by dept. of Physical Education	29th August 2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
103	Declaration of Pre Ph.D. Examination Results	30th August 2018	Dean R & D (Dr. K. L. Narayana)
September-2018			
104	Organizing Faculty Orientation Lectures (One each week)	September-2018	All HODs
105	Departmental Association Activities (Once in 2 weeks)	September-2018	All HODs
106	Entrepreneurship development activities (One each semester)	September-2018	All HODs

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107	Salesforce-*Submission of Bond by faculty *Clear with Fee Details and payment methods	September-2018	Dean-Skill Development(Dr.V. Srikanth)
108	Amazon (AWS)-*Publicity to the first and second year classrooms. Notice boards, TV advertisements, mails, homepage of LMS portal and university website.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
109	Google-*The ADF Training.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
110	IBM-* Faculty Eligibility Test to attend FDP.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
111	Oracle-* Faculty should teach the course in current semester.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
112	Cisco-* Conducting the Global Certification Exam	September-2018	Dean-Skill Development(Dr.V. Srikanth)
113	ServiceNow-*Continue the Training Sessions. *Students will book the slot for global certification exam.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
114	HP/Micro Focus- *Integration of Course curriculum.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
115	SAP-*Start the Training Sessions.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
116	Internshala-* Registered students internships.	September-2018	Dean-Skill Development(Dr.V. Srikanth)
117	IQAC internal meeting	1st Week, September - 2018	Dean, Quality
118	Quarterly Audit Report	1 st Week, September - 2018	Dean, Quality
119	Closing of 2018 Admissions Brochure work and its Release	1st Week September 2018	Associate Dean, Publishingt (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLEEE, 2018
120	IN-SEM EVALUATION (TEST-1)	1st September 2018 to 5th September 2018	Academics
121	Ph.D. Admissions Notification for XVI Batch	3rd September 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
122	Monthly Audit Report Statistics to be submitted by Departments	5 th September-2018	Departments
123	Half yearly Reports from In-charges of the Central facilities (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)	5 th September-2018	In-charges of Central facilities through their respective Deans (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)
124	Issue of BTA for the A.Y. 2018-19	5th September 2018	Dean-F&SA (Dr. V Rajesh)
125	Teacher's Day Celebrations by the University	5th September 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
126	Seminar on Career Planning and entrepreneurship	6th September 2018	Convener-Women's Forum
127	2 nd Quality Circle meeting	2 nd Monday of September 2018	Dean, Quality

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128	Pharmacy Week Celebration	2 nd Week, September - 2018	HOD & Principal, College of Pharmacy
129	Workshop / Seminar / Conference	2 nd Week, September - 2018	Dean, Quality
130	Audit of Central facilities	2 nd & 3 rd Week, September -2018	Dean, Quality
131	Audit of Departments	2 nd & 3 rd Week, September -2018	Dean, Quality
132	International Literacy Day celebrations	8th September 2018	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
133	Mega Event by Hobby Clubs - Nruthya (Narthana Club)	11th September 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
134	Mid-Term review of Practice School-I for Y15 Batch B.Tech. Students	13 September 2018 to 15 September 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
135	Rice Challenge by Aastha Club	13th September 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
136	Installation of Ganesh, Pooja	13th September 2018	In-Charge Campus Maintenance (Mr. D. Nageswara Rao) & Dean (P&D)-Dr.K. Sarat Kumar
137	Engineer's Day Celebrations	15th September 2018	HoD-CE, Registrar (Dr. T. Umamaheswara Rao) & All HODs
138	World Ozone Day	16th September 2018	HoD - Civil Engineering (Dr. P. Polu Raju)
139	1st internal Exams BBA, MBA, BHM, LLB, B.Com, B.Sc-VC, M.SC Program	16th September 2018	HoD, Assoc. Dean - Exams, Controller of Exams,
140	Letters Postage to Parents about their wards attendance and marks till test-1 for Odd Sem courses- By each department respectively	18th September 2018	All HODs
141	Start of Remedial Classes for Slow Learners after In-Semester Evaluation	18th September 2018	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics & All HODs
142	Gender Sensitization Awareness Program	20th September 2018	Assoc. Dean, Grievances (Dr. I. Govardhini) & Dr.Habibulla Khan, Dean (Student Affairs)
143	Ganesh Idol Nimmajan	21st September 2018	In-Charge Campus Maintenance (Mr. D. Nageswara Rao)
144	Compliances report by IQAC	4 th Week, September - 2018	Dean, Quality
145	Women's empowerment –principles in Practice	22nd September 2018	Convener-Women's Forum
146	Pharmacist's Day Celebrations	25th September 2018	HoD-Pharmacy & Principal, College of Pharmacy
147	World Heart Day celebrations by NSS	29th September 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
October-2018			
148	Organizing Faculty Orientation Lectures (One each week)	October-2018	All HODs

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149	Departmental Association Activities (Once in 2 weeks)	October-2018	All HODs
150	National Level Event (Seminar/Workshop/Conference) - One each semester	October-2018	All HODs
151	ISO 9001:2008 4th Surveillance Audit	October-2018	Dean, Quality
152	Salesforce-*Start the Training Sessions. *80Hrs Training	October-2018	Dean-Skill Development(Dr.V. Srikanth)
153	Amazon (AWS)-*The interested students are register and participate in the event. If possible we should invite some persons from AWS to initiate the event.	October-2018	Dean-Skill Development(Dr.V. Srikanth)
154	Google-*Gather the student details to create 'Developers Students Club'	October-2018	Dean-Skill Development(Dr.V. Srikanth)
155	IBM-* IBM Lab establishment: Centre of Excellence (CoE)	October-2018	Dean-Skill Development(Dr.V. Srikanth)
156	Oracle-* We are expect them students to earn badges	October-2018	Dean-Skill Development(Dr.V. Srikanth)
157	Cisco-*Providing the Internships.	October-2018	Dean-Skill Development(Dr.V. Srikanth)
158	ServiceNow-*Students should appear the Global Certification Exam	October-2018	Dean-Skill Development(Dr.V. Srikanth)
159	HP/Micro Focus- *Memorandum of Understanding (MoU) * Faculty Eligibility Test to attend FDP.	October-2018	Dean-Skill Development(Dr.V. Srikanth)
160	SAP-*Continue the Training Sessions. *Giving the time to students to prepare for the exam	October-2018	Dean-Skill Development(Dr.V. Srikanth)
161	Internshala-*Continue the Training Sessions.	October-2018	Dean-Skill Development(Dr.V. Srikanth)
162	IQAC internal meeting	1st Week, October - 2018	Dean, Quality
163	2019 Admissions Notification Release	1st Week October 2018	Associate Dean, Publishing (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLEEE, 2018
164	Research Week	1st October 2018 to 6th October 2018	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh)
165	National Voluntary Blood Donation day celebrations by NSS	1st October 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
166	Gandhi Jayanti Celebrations by Hobby Clubs (Literary Event)	2nd October 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
167	Monthly Audit Report Statistics to be submitted by Departments	5 th October-2018	Departments
168	Awareness program on Breast cancer	5th October-2018	Convener-Women's Forum
169	SAMYAK 2K18-19	5th October 2018,6th October 2018	Academics, HoD - MBA/CSE, Dean R & D (Dr. K. L. Narayana)
170	Library Books Purchases and Planning for Even Semester	2nd Week, October - 2018	Librarian, Associate Dean (E-Resources) & Dean, Planning & Development (Dr. K. Sarat Kumar)

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171	Role of Youth in National Building	2 nd Week, October - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
172	Collection of Specialization wise faculty requirement from All HODs	2nd Week, October 2018	Dean-F&SA (Dr. V Rajesh)
173	Audit of Departments	2 nd & 3 rd Week, October -2018	Dean, Quality
174	2 nd IQAC Advisory Committee meeting	3rd Week, October-2018	Dean, Quality
175	Organizing professional Society related acitivity - One in each semester	3rd Week, October-2018	All HODs
176	Self Defence Training to Girl Students	3rd Week, October - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
177	Release of Faculty Recruitment Advertisement	3rd Week, October 2018	Dean-F&SA (Dr. V Rajesh)
178	DUSSEHRA BREAK	15th October 2018 to 20th October 2018	Dean, Academics
179	Finalization of teaching loads for Even Sem of 2018-19 by departments and submission to Dean Academics	17th September 2018	Dean, Academics , All HODs
180	Semester End Feedback on faculty by students – Online process (Engg.)	19 October 2018 to 21 October 2018	Dean, Academics
181	Mega Event by Hobby Clubs - Raga (Swara Club)	20th September 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
182	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	4th Week, October 2018	Dean-F&SA (Dr. V Rajesh)
183	Compliances report by IQAC	4 th Week, October - 2018	Dean, Quality
184	Last Date for payment of Examination Fee for A. Y. 2018 - 19 - Odd Semester without fine	23rd September 2018	Controller of Exams & All HODs
185	Course Exit feedback from identified students- to be collected by respective course coordinators and consolidate (Engineering)	25 October 2018 to 31 October 2018	Dean, Academics, All HODs
186	KLU - IIEC Events	27 October 2018 to 28 October 2018	Assoc. Dean, IRP & IIE (Dr. K. Rajasekhar) & Dean-R&D-Dr.K.L.Narayana
187	Last Date for payment of Examination Fee for A. Y. 2018 - 19 - Odd Semester with fine	30th October 2018	Controller of Exams & All HODs
November-2018			
188	Organizing Faculty Orientation Lectures (One each week)	November-2018	All HODs
189	Departmental Association Activities (Once in 2 weeks)	November-2018	All HODs
190	Salesforce-*Giving the time to students to prepare for the exam	November-2018	Dean-Skill Development (Dr.V. Srikanth)

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191	Amazon (AWS)-*The final year students will resume their learning in AWS educate portal. We are expect them to earn badges	November-2018	Dean-Skill Development(Dr.V. Srikanth)
192	Google-*Initiate Developer Students club to promote Google Activities	November-2018	Dean-Skill Development(Dr.V. Srikanth)
193	IBM-* Faculty Development Program Week-1. * Faculty Development Program Week-2	November-2018	Dean-Skill Development(Dr.V. Srikanth)
194	Oracle-* Conducting the Exam	November-2018	Dean-Skill Development(Dr.V. Srikanth)
195	Cisco-* Placement possibilities for the eligible students	November-2018	Dean-Skill Development(Dr.V. Srikanth)
196	ServiceNow-* Placement possibilities for the eligible students	November-2018	Dean-Skill Development(Dr.V. Srikanth)
197	HP/Micro Focus- * Faculty Development Program	November-2018	Dean-Skill Development(Dr.V. Srikanth)
198	SAP-*Students will book the slot for global certification exam.	November-2018	Dean-Skill Development(Dr.V. Srikanth)
199	Internshala-*Finally students have to submit certificates.	November-2018	Dean-Skill Development(Dr.V. Srikanth)
200	IQAC internal meeting	1st Week, November - 2018	Dean, Quality
201	World Quality Day events (Quiz / essay competitions etc)	1st Week, November - 2018	Dean, Quality
202	NCC Day	1st Week, November - 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NCC (Mr. D. Narasimha Rao) & Dr.Habibulla Khan, Dean (Student Affairs)
203	Last Date for Receiving of Applications for faculty positions	1st Week, November 2018	Dean-F&SA (Dr. V Rajesh)
204	LAST INSTRUCTION DAY	2nd November 2018	Dean, Academics
205	IN-SEM EVALUATION (TEST-2)	3rd November 2018 to 6th November 2018	Dean, Academics
206	Monthly Audit Report Statistics to be submitted by Departments	5 th November -2018	Departments
207	Submission of Condonation, Detention Lists of B.Tech. for A. Y. 2018 - 19 - Odd Semester	7th November 2018 to 10th November 2018	Dean, Academics
208	Fee Fixation Committee Meeting for 2019 Batch Admissions	07th November 2018	Finance Officer, Registrar (Dr. T. Umamaheswara Rao)
209	Evaluation for Sports Certificate Courses	07th November 2018 to 09th November 2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
210	Planning and Monitoring Board Meeting	2nd week November 2018	Dean, P & D (Dr. K. Sarat Kumar) & Registrar (Dr. T. Uma Maheswara Rao)
211	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd Week, November 2018	Dean-F&SA (Dr. V Rajesh)
212	Audit of Departments	2 nd & 3 rd Week, November -2018	Dean, Quality
213	3 rd Quality Circle meeting	2 nd Monday of November 2018	Dean, Quality
214	World Quality Day celebrations	8 th November -2018	Dean, Quality

S.No	Event	Dates	Responsibility
215	PREPARATION HOLIDAYS FOR STUDENTS	12th November 2018 to 17th November 2018	Dean, Academics
216	Semester Readiness Program for A. Y. 2018 - 19 - Even Semester	13 November 2018 to 25 November 2018	Principal - Academic Staff College (Dr. V. Rajesh) & Dean, Academics
217	World Diabetics Day celebrations by NSS	14th November 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
218	2nd Internal Examinations, BBA, MBA, BHM, LLB, B.Com, B.Sc VC, M.sc	14th November 2018 to 17th November 2018	Dean, Academics, Controller of Exams
219	Letters Postage to Parents about their wards Final attendance and marks for odd Sem courses- By each department respectively	18th November 2018	All HODs
220	EXTERNAL END SEM LABORATORY EXAMINATIONS	19th November 2018 to 24th November 2018	Academics
221	SAP Training MBA / BBA programs	19th November 2018 to 1st December 2018	HoD KLUBS & Principal, College of Management
222	Compliances report by IQAC	4 th Week, November - 2018	Dean, Quality
223	Vigilance Awareness Week	4th Week, November - 2018	Dean, Quality
224	Issue of Medical insurance cards	Last Week, November 2018	Dean-F&SA (Dr. V Rajesh)
225	Interviews for faculty positions	Last Week, November 2018	Dean-F&SA (Dr. V Rajesh) & All HODs
226	Final review of Practice School-I for Y15 Batch B.Tech. Students	22 nd to 24 th November 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
227	International Day for the Elimination of Violence against Women	25th November 2018	Convener - Women's Forum & Dean Student Affairs
228	END SEMESTER THEORY EXAMINATIONS	26th Nov 2018 to 8th Dec 2018	Dean, Academics
229	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Odd Semester	28th November 2018	Controller of Exams
December-2018			
230	Organizing Faculty Orientation Lectures (One each week)	December-2018	All HODs
231	Departmental Association Activities (Once in 2 weeks)	December-2018	All HODs
232	Quality Conference	December-2018	Dean, Quality
233	Salesforce-*Giving the time to students to prepare for the exam	December-2018	Dean-Skill Development(Dr.V. Srikanth)
234	Amazon (AWS)-*During this month we'll identify the 3rd year 2nd semester students and register them for AWS educate. Parallely classes will happen under skill development.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
235	Google-*Complete the ADF training to the students	December-2018	Dean-Skill Development(Dr.V. Srikanth)
236	IBM-* Finalizing the Evaluation Procedure for the Modules of IBM. * Finalization of Handouts, Lab Manuals, Certifications & Badges, Skilling.	December-2018	Dean-Skill Development(Dr.V. Srikanth)

S.No	Event	Dates	Responsibility
237	Oracle-* Faculty should teach the course in next semester.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
238	Cisco-*Initiate the program and arrange Orientation session on 'CISCO'.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
239	ServiceNow-*Finalizing the list of students for the training session *Start the Training Sessions.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
240	HP/Micro Focus- * Semester Readiness & Registrations.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
241	SAP-* Placement possibilities for the eligible students	December-2018	Dean-Skill Development(Dr.V. Srikanth)
242	Internshala-*Providing the Internships.	December-2018	Dean-Skill Development(Dr.V. Srikanth)
243	IQAC internal meeting	1st Week, December - 2018	Dean, Quality
244	Department Development Committee (DDC) Meetings Week	1st Week, December - 2018	All HODs & Dean, Planning & Development (Dr. K. Sarat Kumar)
245	World Anti-AIDS Day celebrations by NSS	1st December 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
246	END SEMESTER THEORY EXAMINATIONS BBA/ MBA/ B.Com/ BBA-LLB, / B.Sc-VC, B.Pharm / BFA / Bs.HM,M.Sc	3rd December 2018 to 20th December 2018	Dean, Academics, Controller of Exams
247	Formation of Committee for release of List of Holidays for Calendar Year 2018	03rd December 2018	Registrar (Dr. T. Umamaheswara Rao)
248	Finalization of Convener, Co-Convener and Organization Committee for SURABHI - 2019	03rd December 2018	#REF!
249	Planning and Monitoring Board Meeting	4th December 2018	Dean, P & D (Dr. K. Sarat Kumar) & Registrar (Dr. T. Uma Maheswara Rao)
250	Monthly Audit Report Statistics to be submitted by Departments	5 th December-2018	Departments
251	Registrations for Practice School-II for Y15 Batch B.Tech students	7th December 2018	Dean, Academics & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
252	National conference for women	7th December 2018	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
253	2018 Convocation Hand Book	2nd Week, December- 2018	Associate Dean, Publishingt (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Registrar (Dr. T. Umamaheswara Rao)
254	Finance Committee Meeting	2nd Week, December- 2018	Finance Officer & Registrar (Dr. T. Umamaheswara Rao)
255	Audit of Departments	2 nd & 3 rd Week, December -2018	Dean, Quality
256	Organizing Inter departmental orientation visits - Once in a Semester	2nd Week, December- 2018	All HODs
257	Start of Registrations for placements for Y16 Batch Students	2nd Week, December- 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
258	Nomination of member from corporate/executive as special invitee in BoS	8th December 2018	All HODs, Registrar (Dr. T. Umamaheswara Rao)
259	Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	8th December 2018	All HODs

S.No	Event	Dates	Responsibility
260	A. Y. 2018-19 Even Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in KLU-LMS	10th December 2018	Dean, Academics , All HODs
261	A. Y. 2018-19 even Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	10th December 2018	Dean, Academics , All HODs
262	Even Sem-Courses, Question Paper Sets submission to Exam Section	10th December 2018	Controller of Exams , Dean, Academics & All HODs
263	National Immunization Day celebrations by NSS	10th December 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
264	Finalization of Guest for SURABHI 2018	10th December 2018	Dean, Students Affairs (Dr. Habibulla Khan) & Registrar (Dr. T. Umamaheswara Rao)
265	Human Right's Day celebrations by NSS	10th December 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
266	Release of Holidays List for Calendar Year 2019	10th December 2018	Registrar (Dr. T. Umamaheswara Rao)
267	SEMESTER BREAK / SRP PROGRAM	10th December 2018 to 15th December 2018	Dean, Academics
268	Finalization of Guest for Women's Day	11th December 2018	Convener - Women's Forum & Dean - Student Affairs
269	Campus Placement Drive - Season - 2	11th December 2018 to 30th March 2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
270	Declaration of A. Y. 2018-19 - Odd Sem End Examination Results	13th December 2018	Controller of Exams
271	Commencement of Practice School-II for Y15 Batch B.Tech. Students	13th December 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
272	National Energy Conservation Day	14th December 2018	HoD - EEE (Dr. O. Chandrasekhar)
273	Reporting week for Newly Recruited Faculty	3rd Week, December-2018	Dean-F&SA (Dr. V Rajesh) & All HODs
274	Intramurals for Faculty and Staff	3rd Week, December-2018	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore)
275	Quality Conference	3rd Week, December - 2018	Dean, Quality
276	Board of Management Meeting	3rd week Dec-2018	Registrar (Dr. T. Umamaheswara Rao)
277	BoS Meetings week	15th December 2018 to 19th December 2018	All HODs
278	Ph.D. Admission Test for XVI Batch	16th December 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
279	EVEN SEM COMMENCEMENT FOR 2018-19 (REGISTRATIONS)	17th December 2018 to 18th December 2018	Dean, Academics
280	Ph.D. Admission Test Result Declaration for XVI Batch	18th December 2018	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
281	COMMENCEMENT OF CLASSWORK FOR 2018-19 EVEN SEM	19th December 2018	Dean,,Academics

S.No	Event	Dates	Responsibility
282	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	19th December 2018	All HODs
283	Anti-Discrimination Awareness Program	20th December 2018	Assoc. Dean, Grievances (Dr. I. Govardhini) & Dr.Habibulla Khan, Dean (Student Affairs)
284	Last Date for Applying for Revaluation for A. Y. 2018 - 19 - Odd Sem	20th December 2018	Controller of Exams
285	Academic Council Meeting	21th December 2018	Dean(Academics) & Registrar (Dr. T. Umamaheswara Rao)
286	Induction Program for Newly Recruited Faculty by KLU-ASC	4th Week, December-2018	Principal, Academic Staff College (Dr. V. Rajesh) and Dean-F&SA (Dr. V Rajesh)
287	National Mathematics Day	22nd December 2018	HoD - Mathematics
288	CONVOCATION	22nd December 2018	Registrar (Dr. T. Umamaheswara Rao)
289	Mega Event by Hobby Clubs - Movie Magic (Chalana Chitra Club)	22nd December 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
290	Kisan Diwas	24th December 2018	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
291	COMMENCEMENT OF CLASSWORK FOR 2018-19 EVEN SEM BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma, M.Sc	26th December 2018	Dean, Academics
292	Student Progression Analysis	26th December 2018 to 30th December 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
293	Declaration of Revaluation Results for A. Y. 2018 - 19 - Odd Sem	27th December 2018	Controller of Exams
294	Commencement of corporate/executive based Diploma/UG/PG Program	27th December 2018	All HODs
295	Scholarship Data Collection	27th December 2018 to 30th December 2018	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
296	Compliances report by IQAC	4 th Week, December - 2018	Dean, Quality
297	Preliminary feedback on faculty by students – Online process (Engg.)	28th December 2018 to 30th December 2018	Dean, Academics
298	Workshop on Gender sensitization	29th December 2018	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
January-2019			
299	Organizing Faculty Orientation Lectures (One each week)	January-2019	All HODs
300	Departmental Association Activities (Once in 2 weeks)	January-2019	All HODs
301	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	January-2019	All HODs
302	Application for UGC approval & committee formation	January-2019	Dean(Quality) & Registrar(Dr. T. Umamaheswara Rao)
303	Salesforce-*Students will book the slot for global certification exam.	January-2019	Dean-Skill Development(Dr.V. Srikanth)

S.No	Event	Dates	Responsibility
304	Amazon (AWS)- *During this month we are expecting to complete the registration process and the students are exposed working of AWS educate platform.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
305	Google-*Giving the time to students to prepare for the exam	January-2019	Dean-Skill Development(Dr.V. Srikanth)
306	IBM-* Semester Readiness & Registrations.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
307	Oracle-*Faculty have to teach the course.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
308	Cisco-*Finalizing the list of students for the training session . * Clear with Fee Details and payment methods. Training schedule to be released. *Start the Training Sessions.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
309	ServiceNow-*Continue the Training Sessions.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
310	HP/Micro Focus- *Faculty have to teach the course.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
311	SAP-*Initiate the program and arrange Orientation session on 'ABAP'.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
312	Internshala-*Students should register for internships.	January-2019	Dean-Skill Development(Dr.V. Srikanth)
313	IQAC internal meeting	1st Week, January - 2019	Dean, Quality
314	Quarterly Audit Report	1 st Week, January - 2019	Dean, Quality
315	2019 Pass out batch Souvenir Release	1st Week of January 2019	All HODs & Dean, Planning & Development (Dr. K. Sarat Kumar)
316	2019 Pass out batch Souvenir Release	1st Week of January 2019	Associate Dean, Publishingt (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLEEE, 2018
317	Students Intramurals	1st Week of January 2019	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
318	Awareness Program on Traffic Rules and Driving	1st Week, January - 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
319	FEM-Flare	1st Week of January 2019	Convener - Women's Forum & Dean Student Affairs
320	Ph.D. Registrations for XVI Batch	2nd January 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
321	Pre Ph.D. Course Work for XVI Batch	03rd January 2019 to 5th January 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
322	Monthly Audit Report Statistics to be submitted by Departments	5 th January-2019	Departments
323	Fem Flare 2K19	5 th January-2019	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)

S.No	Event	Dates	Responsibility
324	Pre Ph.D. Exams / Reviews for Batches I to XV	07th January 2019 to 09th January 2019/2nd January 2019 to 31st January 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
325	Close of Registrations for placements for Y16 Batch Students	2nd Week, January-2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
326	Audit of Departments	2nd week and 3 rd Week, January -2019	Dean, Quality
327	Issue of Faculty and Non Teaching Staff Appraisal Forms (Joining date should be from July to December and completed more than ONE Year service in KLU)	2nd Week, January-2019	Dean-F&SA (Dr. V Rajesh)
328	4 th Quality Circle Meeting	2 nd Monday of January, 2019	Dean, Quality
329	National Youth day Celebrations by Hobby Clubs and NSS	12th January 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
330	PONGAL BREAK	14th January 2019 to 19th January 2019	Dean, Academics
331	University Research Board Meeting	3rd Week, January, 2019	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh) & Dean R & D (Dr. K. L. Narayana)
332	IQAC Advisory Committee meeting	3 rd week of January, 2019	Dean, Quality
333	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	3rd Week, January-2019	Dean-F&SA (Dr. V Rajesh)
334	International Conference by Dept of CSE	19th January 2019 & 20th January 2019	Convener & HoD - CSE
335	Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	19th January 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
336	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 3rd year B.Tech. students)	4th Week, January-2019	All HODs
337	Compliances report by IQAC	4 th Week, January -2019	Dean, Quality
338	Finalization of Increments for Faculty and Non Teaching Staff	Last Week, January-2019	Dean-F&SA (Dr. V Rajesh)
339	National Voters Day	25th January 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
340	Awareness program on Skin care	25th January 2019	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
341	Republic Day Celebrations	26th January 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath), Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
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342	Organizing Faculty Orientation Lectures (One each week)	February-2019	All HODs
343	Departmental Association Activities (Once in 2 weeks)	February-2019	All HODs

S.No	Event	Dates	Responsibility
344	National Level Event (Seminar / workshop / conference) - One in each semester	February-2019	HODs - ME, EEE, PE, BT
345	Salesforce-*Conducting the Global Certification Exam	February-2019	Dean-Skill Development(Dr.V. Srikanth)
346	Amazon (AWS)- *Students are expected to complete the module 1-3 and finish the activities listed in the portal	February-2019	Dean-Skill Development(Dr.V. Srikanth)
347	Google-*Proposed that min 3 Faculty to complete Certification exam conducted by Google	February-2019	Dean-Skill Development(Dr.V. Srikanth)
348	IBM-*Faculty have to teach the course.	February-2019	Dean-Skill Development(Dr.V. Srikanth)
349	Oracle-* Giving the time to students to prepare for the exam	February-2019	Dean-Skill Development(Dr.V. Srikanth)
350	Cisco-*Giving the time to students to prepare for the exam	February-2019	Dean-Skill Development(Dr.V. Srikanth)
351	ServiceNow-*Continue the Training Sessions. *Giving the time to students to prepare for the exam	February-2019	Dean-Skill Development(Dr.V. Srikanth)
352	HP/Micro Focus- *Faculty have to conduct exams.	February-2019	Dean-Skill Development(Dr.V. Srikanth)
353	SAP-* Finalizing the list of students for the training session. * Clear with Fee Details and payment methods. Training schedule to be released.	February-2019	Dean-Skill Development(Dr.V. Srikanth)
354	Internshala-*Students can apply practice school.	February-2019	Dean-Skill Development(Dr.V. Srikanth)
355	Anti Tobacco Day and stop to junk food	1st week of February-2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Incharge NCC (Mr D. Narasimha Rao) & Dr.Habibulla Khan, Dean (Student Affairs)
356	3rd IQAC Advisory Committee meeting	1 st Week, February-2019	Dean, Quality
357	IQAC internal meeting	1st Week, February -2019	Dean, Quality
358	World Wetlands Day	02nd February 2019	HoD - Civil Engineering
359	World Cancer Awareness day celebrations by NSS and Women's Forum	4th February 2019	Convener - Women's Forum & Dean - Student Affairs
360	Monthly Reports from Deans	5 th February-2019	Deans
361	Monthly Audit Report Statistics to be submitted by Departments	5 th February-2019	Departments
362	Research Felicitation Day	5th February 2019	Assoc. Dean, Sponsored & Internal Funded Research (Dr. B. J. K. Singh) & Dean R & D (Dr. K. L. Narayana)
363	Sending Proposal for organising South Zone Inter -University Tournamen to all India University Committee	2nd week of February-2019	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
364	Collection of External Panel Members for Faculty Ratification Interviews from All HODs	2nd Week, February-2019	Dean-F&SA (Dr. V Rajesh)
365	Budget Requests	2nd Week, February-2019	All HODs, Finance Officer & Dean, Planning & Development (Dr. K. Sarat Kumar)

S.No	Event	Dates	Responsibility
366	Audit of Departments	2 nd & 3 rd Week, February -2019	Dean, Quality
367	Audit of Deans	2 nd & 3 rd Week, February -2019	Dean, Quality
368	Mega Event by Hobby Clubs - Painting (Varna Club)	9th February 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
369	Awareness program on “Legal rights for women”	9th February 2019	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
370	Blood Donation Camp	11th February 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & Dr.Habibulla Khan, Dean (Student Affairs)
371	IN-SEM EVALUATION (TEST-1)	11th February 2019 to 13th February 2019	Dean, Academics
372	IN-SEM EVALUATION (TEST-1), BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharm/M.Sc	11th February 2019 to 14th February 2019	Dean, Academics
373	Organizing subject based workshop/seminar/conference for faculty - One in each semester	3rd Week, February-2019	All HODs
374	Start of Remedial Classes for Slow Learners after In-Semester Evaluation (Engineering)	18th February 2019	Associate Dean, T.L.P (Mr. V. Hari Kiran), Dean, Academics & All HODs
375	Letters Postage to Parents about their wards attendance and marks till test-1 for Even Sem courses- By each department respectively	18th February 2019	All HODs
376	Declaration of Pre Ph.D. Examination Results	20th February 2019	Dean R & D (Dr. K. L. Narayana)
377	Koneru Lakshmaiah Memorial Sports Championship	20th February 2019 to 24th February 2019	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
378	SURABHI 2K18-19	22nd February 2019 to 23rd February2019	Dean, Academics
379	International Conference by Dept of CE - ACE, 2019	22nd February 2019& 23rd February2019	Convener, ACE-2019 HoD - CE
380	Faculty Ratification Interviews	4th Week, February-2019	Dean-F&SA (Dr. V Rajesh)
381	Exam cell Audit	4 th Week, February -2019	Dean, Quality
382	Compliances report by IQAC	4 th Week, February -2019	Dean, Quality
383	Mid-Term review of Practice School-II for Y14 Batch B.Tech. Students	26th February 2019 to 02nd February2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
384	National Science Day	28th February 2019	HODs - Physics (Dr. N. S. M. P. Latha Devi), Chemistry (Dr. J. V. Shanmukh Kumar) & Bio-Tech. (Dr. K. Srinivasulu)
March-2019			
385	Organizing Faculty Orientation Lectures (One each week)	March-2019	All HODs

S.No	Event	Dates	Responsibility
386	Departmental Association Activities (Once in 2 weeks)	March-2019	All HODs
387	Entrepreneurship development activities (one in each semester)	March-2019	All HODs
388	Organizing parents' meet - Once in the Academic Year	March-2019	All HODs
389	Salesforce-Providing the Internships	March-2019	Dean-Skill Development(Dr.V. Srikanth)
390	Amazon (AWS)- *Students are expected to complete the module 1-6 and finish the activities listed in the portal to earn badges	March-2019	Dean-Skill Development(Dr.V. Srikanth)
391	Google-*Make students actively participate in android app development	March-2019	Dean-Skill Development(Dr.V. Srikanth)
392	IBM-*Faculty have to conduct exams.	March-2019	Dean-Skill Development(Dr.V. Srikanth)
393	Oracle-* We are expect them students to registered exam.	March-2019	Dean-Skill Development(Dr.V. Srikanth)
394	Cisco-* Conducting the Global Certification Exam	March-2019	Dean-Skill Development(Dr.V. Srikanth)
395	ServiceNow-*Students will book the slot for global certification exam.	March-2019	Dean-Skill Development(Dr.V. Srikanth)
396	HP/Micro Focus- * Giving the time to students to prepare for the exam	March-2019	Dean-Skill Development(Dr.V. Srikanth)
397	SAP-*Start the Training Sessions for new batch.	March-2019	Dean-Skill Development(Dr.V. Srikanth)
398	Internshala-* Registered students start doing internships.	March-2019	Dean-Skill Development(Dr.V. Srikanth)
399	IQAC internal meeting	1st Week, March -2019	Dean, Quality
400	University Sports Week	01st March-2019 to 07th March-2019	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
401	Monthly Audit Report Statistics to be submitted by Departments	5 th March-2019	Departments
402	Half yearly Reports from the In-charges of Central facilities (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)	5 th March -2019	In-charges of Central facilities through their respective Deans (KLUBS, Library, Transport, Hostels, Physical education, Security, Canteen, Welfare and Wellness Cell (Medical) and Transport etc)
403	Project Expo	05th March-2019 to 10th March-2019	Assoc. Dean, Extensions & Extramural Activities (Dr. K. Subrahmanyam) & Dean (R&D)- Dr.K.L. Narayana
404	KLU - IIEC Events	06th March-2019 to 07th March-2019	Assoc. Dean, IRP & IIE (Dr. K. Rajasekhar)
405	4 th Quality Circle Meeting	2 nd Monday of March, 2019	Dean, Quality
406	Workshop / Seminar / Conference	2 nd Week, March - 2019	Dean, Quality
407	Audit of Departments	2 nd & 3 rd Week, March -2019	Dean, Quality
408	Audit of Central facilities	2 nd & 3 rd Week, March -2019	Dean, Quality
409	Infrastructure Planning	2 nd Week, March - 2019	Dean, Planning & Development (Dr. K. Sarat Kumar)

S.No	Event	Dates	Responsibility
410	Finance Committee meeting	2nd & 3rd Week, March 2019 (For Budget approvals)	Finance Officer & Registrar(Dr. T. Umamaheswara Rao)
411	International Women's Day	08th March 2019	Convener - Women's Forum & Dean - Student Affairs
412	Academic Council Meeting	12th March 2019	Dean(Academics) & Registrar (Dr. T. Umamaheswara Rao)
413	Anti-Discrimination Awareness Program	3rd Week, March-2019	Assoc. Dean, Grievances (Dr. I. Govardhini)
414	SURABHI	15th March-2019 & 16th March-2019	HoD EEE/CE/BT/FED & Dean Student Affairs (Dr. Habibulla Khan)
415	Compliances report by IQAC	4 th Week, March -2019	Dean, Quality
416	Board of Management Meeting	Last Week, March-2019	Registrar (Dr. T. Umamaheswara Rao)
417	Collection of Specialization wise faculty requirement from All HODs	Last Week, March-2019	Dean-F&SA (Dr. V Rajesh)
418	World Water day celebrations by NSS	22nd March-2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
419	Ph.D. Admissions Notification for XVII Batch	28th March-2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R & D (Dr. K. L. Narayana)
420	Health camp on Haemoglobin testing in blood	29th March-2019	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
April-2019			
421	Organizing Faculty Orientation Lectures (One each week)	April-2019	All HODs
422	Departmental Association Activities (Once in 2 weeks)	April-2019	All HODs
423	Organizing Alumini Specific event in the department - Once in A.Y.	April-2019	All HODs
424	Organizing Department Day	April-2019	All HODs
425	Salesforce-Providing the Placements	April-2019	Dean-Skill Development(Dr.V. Srikanth)
426	Amazon (AWS)- * Giving the time to students to prepare for the exam	April-2019	Dean-Skill Development(Dr.V. Srikanth)
427	Google-*Encourage students to participate in Coding competitions and Hackathons	April-2019	Dean-Skill Development(Dr.V. Srikanth)
428	IBM-* Giving the time to students to prepare for the exam	April-2019	Dean-Skill Development(Dr.V. Srikanth)
429	Oracle-* We are expect them students to earn badges	April-2019	Dean-Skill Development(Dr.V. Srikanth)
430	Cisco-*Providing the Internships.	April-2019	Dean-Skill Development(Dr.V. Srikanth)
431	ServiceNow-*Students should appear the Global Certification Exam	April-2019	Dean-Skill Development(Dr.V. Srikanth)
432	HP/Micro Focus- * We are expect them students to registered exam.	April-2019	Dean-Skill Development(Dr.V. Srikanth)
433	SAP-*Continue the Training Sessions. *Giving the time to students to prepare for the exam	April-2019	Dean-Skill Development(Dr.V. Srikanth)
434	Internshala-*Continue the Training Sessions.	April-2019	Dean-Skill Development(Dr.V. Srikanth)

S.No	Event	Dates	Responsibility
435	Finalization of Calander of Events 2019-20	1st Week, April 2019	Dean Quality, All Deans, Registrar
436	Special Package Welfare Schemes to Eligible faculty	1st Week, April 2019	Dean-F&SA (Dr. V Rajesh)
437	IQAC internal meeting	1st Week, April -2019	Dean, Quality
438	Quarterly Audit Report	1 st Week, April -2019	Dean, Quality
439	Fire Service Week	1st Week, April - 2019	3 Associate Deans, Waste, Energy and Water Management) & Assoc. Dean, Maintenance (Mr. P. Vijay Kumar)
440	KLEEE 2019	1st Week, April - 2019	Convener, KLEEE, 2019
441	KLEEE 2019 Online	1st Week, April - 2019	Convener, KLEEE, 2019
442	Semester end feedback on faculty by students – Online process (Engg.)	01st April 2019to 06th April 2019	Dean, Academics
443	TEST -2 INTERNAL EVALUATION BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma/M.Sc	1st to 4th April 2019	Dean, Academics
444	SAP TRAINING TO MBA 1ST AND 2ND YEAR / BBA 3RD YEAR	5th to 10th April -2019	HoD KLUBS & Principal, College of Management
445	Monthly Audit Report Statistics to be submitted by Departments	5 th April -2019	Departments
446	Last Instruction day for A. Y. 2018 - 19 - Even Semester	6th April 2019	Dean, Academics
447	Last Date for payment of Examination Fee for A. Y. 2018 - 19 - Even Semester without fine	06th April 2019	Controller of Exams & All HODs
448	World Health Day celebrations by NSS	7th April 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
449	Release of Faculty Recruitment Advertisement	2nd Week, April 2019	Dean, Faculty & Staff Affairs
450	Social Media Campaign & Live TV Programs	2nd Week, April - 2019	PRO, Marketing Team, HoDs & Dean, Planning & Development (Dr. K. Sarat Kumar)
451	Audit of Departments	2nd & 3rd Week, April -2019	Dean, Quality
452	IN-SEM EVALUATION (TEST-2)	8th April 2019to 10th April 2019	Dean Academics
453	Last Date for payment of Examination Fee for A. Y. 2018 - 19 - Even Semester with fine	12th April 2019	Controller of Exams & All HODs
454	Submission of Condonation, Detention Lists for A. Y. 2018 - 19 - Even Semester	11th Apr 2019 to 13th Apr 2019	Controller of Exams & All HODs
455	PREPARATION HOLIDAYS FOR STUDENTS	15th April 2019 to 20th April 2019	Dean, Academics
456	Semester Readiness Program for A. Y. 2019 - 20 - Odd Semester	16th April 2019 Onwordes	Principal - Academic Staff College (Dr. V. Rajesh) & Dean, Academics
457	Letters Postage to Parents about their wards Final attendance and marks for Even Sem courses- By each department respectively	18th April 2019	All HODs
458	World Heritage day celebrations by Hobby Clubs	18th April 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath)
459	Declaration of KLEEE 2019 ranks	4 th Week, April -2019	Convener, KLEEE, 2019

S.No	Event	Dates	Responsibility
460	Compliances report by IQAC	4 th Week, April -2019	Dean, Quality
461	Last Date for Receiving of Applications for faculty positions	Last week, April 2019	Dean, Faculty & Staff Affairs
462	END SEMESTER THEORY EXAMINATIONS BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma/M.Sc	22nd April 2019 to 10th May 2019	Dean, Academics
463	Lab evaluation week for B.Tech & B.C.A. for A. Y. 2018 - 19 - Even Semester	22nd Apr 2019 to 27th Apr 2019	Controller of Exams & Dean Academics
464	Ending of Practice School-II for Y15 Batch B.Tech. Students	22nd April 2019 to 27th April 2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
465	EXTERNAL END SEM LABORATORY EXAMINATIONS	22nd April 2019 to 27th April 2019	Dean, Academics
466	World Earth Day celebrations by NSS and Bio Tech dept.	22nd April 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
467	END SEMESTER THEORY EXAMINATIONS	29th April 2019 to 11th May 2019	Dean, Academics
May-2019			
468	Salesforce-Establishing the Center of Excellence at K L	May-2019	Dean-Skill Development(Dr. V. Srikanth)
469	Amazon (AWS)- * Placement possibilities for the eligible students.	May-2019	Dean-Skill Development(Dr. V. Srikanth)
470	Google-* Conducting the Exam	May-2019	Dean-Skill Development(Dr. V. Srikanth)
471	IBM-* Conducting the Exam	May-2019	Dean-Skill Development(Dr. V. Srikanth)
472	Oracle-* Conducting the Exam	May-2019	Dean-Skill Development(Dr. V. Srikanth)
473	Cisco-* Placement possibilities for the eligible students	May-2019	Dean-Skill Development(Dr. V. Srikanth)
474	ServiceNow-* Placement possibilities for the eligible students	May-2019	Dean-Skill Development(Dr. V. Srikanth)
475	HP/Micro Focus- * Conducting the Exam	May-2019	Dean-Skill Development(Dr. V. Srikanth)
476	SAP-*Students will book the slot for global certification exam. * Placement possibilities for the eligible students	May-2019	Dean-Skill Development(Dr. V. Srikanth)
477	Internshala-*Finally students have to submit certificates.	May-2019	Dean-Skill Development(Dr. V. Srikanth)
478	Organizing Industrial training/internship for 2nd years - One month during summer	May / June, 2019	All HODs
479	Finalization of Industries for Faculty Summer Internship program	1st week,May-2019	Assoc. Dean, Practice School (Dr. Y. V. Hanumantha Rao) & Dean, Placements & Progression (Dr. N. B. V. Prasaad)
480	Non-Teaching Staff Skill Upgradation Program	1st week,May-2019	All HODs, Principal - ASC (Dr. V. Rajesh)
481	IQAC internal meeting	1st Week, May -2019	Dean, Quality
482	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	1st Week, May 2019	Dean-F&SA (Dr. V Rajesh)
483	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Even Semester	1st May 2019	Controller of Exams & Dean, Academics

S.No	Event	Dates	Responsibility
484	1st In-Semester Evaluation for A. Y. 2018 - 19 - Summer Semester	01May2019 to 03May2019	Dean, Academics
485	Monthly Audit Report Statistics to be submitted by Departments	5 th May-2019	Departments
486	4 th Quality Circle Meeting	2 nd Monday of May, 2019	Dean, Quality
487	Audit of Departments	2nd & 3rd Week, May 2019	Dean, Quality
488	KLEEE 2019 Counselling	2nd Week, May - 2019	Convener, KLEEE, 2019
489	Library Books Purchases and Planning for Odd Semester	2nd Week, May - 2019	Dean, Planning & Development (Dr. K. Sarat Kumar)
490	CRT Training classes for Y16 Batch students	2nd Week, May-2019 to 3rd Week, June-2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
491	Summer Internship Program for Engineering Program	2nd Week, May-2019 to 3rd Week, June-2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
492	2018 - 19 Batch Placement Success Meet	10th of May,2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)
493	National Technology Day Celebrations by all Engg. departments	11th May 2019	All HODs
494	International Mother's day celebrations	12th May 2019	Convener-Women's Forum & Dr.Habibulla Khan, Dean (Student Affairs)
495	Registration for Summer Sem for A.Y. 2018 - 19.	13th May 2019	Dean, Academics
496	Commencement of Class work for Summer Sem for A. Y. 2018 - 19	14th May 2019	Dean, Academics
497	Summer Internship Program for BBA / MBA / Bs.HM / B.Com	14th May 2019 to 31st July 2019	HoD, KLUBS, 8 weeks for BBA, 12 weeks for MBA, 45 days for Bs.HM
498	4 th IQAC Advisory Committee meeting	3rd Week, May-2019	Dean, Quality
499	Interviews for faculty positions	3rd Week, May 2019	Dean-F&SA (Dr. V Rajesh) & All HODs
500	Department wise Executive / Corporate Training Program	3rd Week, May 2019	All HODs
501	Summer Break for Faculty and Staff	20th May 2019 to 22nd May 2019	Registrar (Dr. T. Umamaheswara Rao)
502	Compliances report by IQAC	4 th Week, May-2019	Dean, Quality
503	Declaration of A. Y. 2018 - 19 - Even Semester End Examination Results	26th May-2019	Controller of Exams
504	World anti-tobacco day celebrations by CEA	31st May 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy)
June-2019			
505	IQAC internal meeting	1st Week, June -2019	Dean, Quality
506	Quarterly Audit Report	1 st Week, June -2019	Dean, Quality
507	BoS Meeting (If Required)	1 st Week, June -2019	All HODs
508	Monthly Audit Report Statistics to be submitted by Departments	5 th June-2019	Departments
509	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	05th June 2019	All HODs, Deans

S.No	Event	Dates	Responsibility
510	World Environment Day Celebrations	05th June 2019	3 Associate Deans, Waste, Energy and Water Management) & Assoc. Dean, Maintenance (Mr. P. Vijay Kumar) & Dean (P&D)-Dr.K.Sarat Kumar
511	Last Date for Applying for Revaluation for A. Y. 2018-19 - Even Sem	06th June 2019	Controller of Exams
512	PG Admissions Notification and Press Release for A. Y. 2019-20	11th June 2019	Director, Admissions (Mr. P. Srinivasulu), Assoc. Dean, Admissions & Registrar (Dr. T. Umamaheswara Rao)
513	World day against child labor celebrations by CEA	12th June 2019	Assoc. Dean, Extension Activities (Dr. K. Ravindranath) & In-Charge NSS/CEA (Mr. K. Sripath Roy) & Dr.Habibulla Khan, Dean (Student Affairs)
514	Declaration of Revaluation Results for A. Y. 2018 - 19 - Even Semester	13th June 2019	Controller of Exams
515	Academic Council Meeting	3rd Week, June-2019	Dean(Academics) &Registrar (Dr. T. Umamaheswara Rao)
516	Reporting week for Newly Recruited Faculty	3rd Week, June-2019	Dean-F&SA (Dr. V Rajesh) & All HODs
517	Ph.D. Admission Test for XVII Batch	16th June 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
518	Ph.D. Admission Test Result Declaration for XVII Batch	18th June 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavya), Dean R &D (Dr. K. L. Narayana)
519	PG Admission Counseling for A. Y. 2019 - 20	18th June 2019 to 30th June 2019	Director, Admissions (Mr. P. Srinivasulu) & Assoc. Dean, Admissions
520	International Yoga Day Celebrations by Dept. of Physical Education	21th June 2019	Assoc. Dean, Sports & Games (Dr. K. Hari Kishore) & Dr.Habibulla Khan, Dean (Student Affairs)
521	Last Instruction day for A. Y. 2018 - 19 - Summer Semester	21st June 2019	Dean, Academics
522	Conducting Department wise refresher courses for Faculty	4th Week, June-2019	All HODs, Principal - ASC (Dr. V. Rajesh)
523	Industrial Training/Internship for Faculty	4th Week, June-2019	All HODs
524	Preparation of department wise placement brochure for A. Y. 2019 - 20	4th Week, June-2019	Dean, Placements & Progression
525	Compliances report by IQAC	4 th Week, June -2019	Dean, Quality
526	Induction Program for Newly Recruited Faculty by KLU-ASC	Last Week, June-2019	Principal, Academic Staff College (Dr. V. Rajesh) and Dean-F&SA (Dr. V Rajesh)
527	2nd In-Semester Evaluation for A. Y. 2018 - 19 - Summer Semester	22nd June 2019 to 24th June 2019	Dean, Academics
528	Conduction of Supplementary/Summer Term End Semester Exams	27th June 2019	Controller of Exams
529	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Summer Semester	29th June 2019	Controller of Exams & Dean, Academics

S.No	Event	Dates	Responsibility
July 2019			
530	Academic Registrations for both UG (Engineering) and PG (Engineering) for A. Y. 2019 - 20 - Odd Semester	01st July 2019	Dean, Academics
531	Ph.D. Registrations for XVII Batch	3rd July 2019	Assoc. Dean, Academic Research (Dr. K. Ch. S. Kavva), Dean R & D (Dr. K. L. Narayana)
532	KLU/ KLCE Alumni Silver Jubilee Celebrations for 1990-94 batch	08th July 2019 & 09th July 2019	Dean, Placements & Progression (Dr. N. B. V. Prasaad)

ADDITIONAL EVENTS			
533	General, Electrical and Garden Maintenance	As per Charter & Daily Schedules (Supporting Document Enclosed) - Reference P & D Manual 2018-19	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
534	Deputing Faculty for Workshops/Conference/Short term courses etc	As per the norms	All HODs
535	Extension Activities - Atleast 6/department/semester	One Every Month	Assoc. Dean, Extensions & Extramural Activities, All HODs & Dean (R&D)-Dr.K.L.Narayana
536	University Magazine	Half Yearly (Mar, Sep)	Dean, Planning & Development (Dr. K. Sarat Kumar)
537	Organizing Extension activities which are service related	One in Semester	All HODs
538	Organizing International Conference CSE, CE, ME, EEE, & BT	To conduct in 2018-19	HODs CSE, CE, ME, EEE, & BT
539	Schedule for Course Delivery by foreign faculty		All HODs
540	News Letter	Quarterly (Mar, Jun, Sep, Dec)	Associate Dean, Publishingt (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLEEE, 2018
541	University Magazine	Half Yearly (Mar, Sep)	Associate Dean, Publishingt (Dr. M. Kameswara Rao), Dean, Planning & Development (Dr. K. Sarat Kumar) & Convener, KLEEE, 2018
542	Maintenance of Solar, Windmills, Biogas Plant	Bi-Monthly	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
543	HPC and Website Maintenance	Bi-Monthly	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
544	Construction Status Review	Quarterly (Jan, Apr, Jul, Oct)	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
545	Review of Budgets Spending by Departments for Laboratories	Quarterly (Jun, Sep, Dec, Mar)	Dean, Planning & Development (Dr. K. Sarat Kumar) & Accounts Team
546	Stock Verification (Laboratories) by the end of Odd and Even Semesters	Semester Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar) & All HODs
547	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	Semester Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar) & All HODs
548	Department Libraries Stock Verification	Semester Break Time	Dean, Planning & Development (Dr. K. Sarat Kumar)

S.No	Event	Dates	Responsibility
549	a) Review of Short Term Goals, Long Term Goals and other plans of departments and b) Updation of PPTs	a) Semester Break Time and b) Monthly	All HODs, Dean, Planning & Development (Dr. K. Sarat Kumar)
550	Central Library Stock Verification	Summer Break Time	Librarian, Associate Dean (E-Resources) & Dean, Planning & Development (Dr. K. Sarat Kumar)
551	Insurance of All Equipments	Yearly - August 2018	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
552	Swachattha Rankings	As per Notification	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
553	Green Awards	As per Notification	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
554	Environmental Awareness	As per Notification	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
555	Horticulture and Garden Landscaping	Summer and Non Rainy Months	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team
556	Paintings, Furniture Maintenance	As per Need	Dean, Planning & Development (Dr. K. Sarat Kumar) & Team