



## Koneru Lakshmaiah Education Foundation

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

Accredited by NAAC as 'A++' Approved by AICTE ISO 21001:2018 Certified

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### Calendar of Events for ACADEMIC YEAR 2019-20

S.No	Event	Dates	Responsibility
a	SRP: Phase I (Individual)	16th April 2019 to 21st April 2019	
b	Vacation date of CRT / Coding trained faculty	19th April 2019 to 12th June 2019 23th June 2019 to 30th June 2019	
c	Vacation FED	29th April 2019 to 05th May 2019 & 02nd June 2019 to 22nd June 2019	
d	Admission Counselling	09th May 2019 to 26th May 2019	
e	CRT & Coding Classes	13th May 2019 to 22nd June 2019	
f	SRP: Phase II (Team)	13th May 2019 to 01st June 2019	
g	Completion of Spot Valuation of all programmes of all departments	18th May 2019	
h	FED & 1st year Bridge courses / Induction programs (BC + Orientation)	24th June 2019 to 13th July 2019	
i	Pre-Registration of all programmes of all departments	22nd April 2019 to 27th April 2019	
j	Vacation period (General)	02nd June 2019 to 29th June 2019	
k	Course Handout uploading + Course material uploading in LMS - SRP	07th May 2019	
l	Department vetting of Course Handout on LMS	29th May 2019	
m	HOD consent / approval of Course Handout	30th May 2019	
S.No	Event	Dates	Responsibility
<b>July/2019</b>			
1	Organizing Faculty Orientation Lectures (One each week)	July/2019	All HODs
2	Departmental Association Activities (Once in 2 weeks)	July/2019	All HODs
3	SALESFORCE - Selecting student teams for various roles in K L -Salesforce Student Group.	July/2019	Dean-Skill Development
4	ORACLE - Finalization of Qualified Students list in Oracle iLearning Exams for Database Courses	July/2019	Dean-Skill Development
5	ORACLE -Initiate the iLearning Exams/Quizzes for II-I Students(CSE,BT,ECSE) in Java Foundations and Distributing credentials to students	July/2019	Dean-Skill Development
6	ORACLE - Initiate the iLearning Exams/Quizzes for III-I Students(ECE) in Java Foundations and Distributing credentials to students	July/2019	Dean-Skill Development

7	ORACLE - Co-branded Course Completion Certificate Distribution Ceremony for students of Y17 batch	July/2019	Dean-Skill Development
8	GOOGLE - Cloud Study Jam Training is to be conducted	July/2019	Dean-Skill Development
9	AMAZON WEB SERVICE - Initiate student registration for 2 <sup>nd</sup> and 3rd Year.	July/2019	Dean-Skill Development
10	SERVICENOW - Certification Perspective Training to all certification eligible students.	July/2019	Dean-Skill Development
11	SERVICENOW - Booking of certification exam slots by all eligible students	July/2019	Dean-Skill Development
12	SERVICENOW - Certification exam	July/2019	Dean-Skill Development
13	CISCO - Introduction to IOT course.	July/2019	Dean-Skill Development
14	Academic Council Meeting	1st Week, July -2019	Dean (Academics) & Registrar
15	Induction program for all I/IV B.Tech. 2019-20 admitted students	1st Week, July-2019	Dean, Academics
16	PRACTICE SCHOOL - Orientation & documentation at the Campus	1st Week, July-2019	Dean, Academics & Dean, Placements & Progression
17	IQAC internal meeting	2nd Week, July-2019	Dean, Quality
18	Constitution of Internal Quality Advisory Committee	2nd Week, July-2019	Dean, Quality & Registrar
19	List of Faculty Incharges from Departments for Hobby Clubs and Extension Activities	2nd week of July-2019	All HoDs & Dean (Student Affairs)
20	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 of July 2019	Dean-F&SA
21	Scholarship Data Collection	2nd Week of July 2019	Dean, Placements & Progression
22	Consultancy brochures Designs	3rd Week, July-2019	All HODs & Planning & Development incharge
23	Release of new monthly format and meeting with HoDs and Monthly report Incharges	3rd Week, July-2019	Dean, Quality
24	Pre Ph.D. Course Work for XVI Batch	3rd Week of July 2019	Dean R & D
25	Reviews of Summer Internship Program for Y16 admitted batch	3rd Week of July 2019	Dean, Placements & Progression
26	Formation of batches for Final Year Projects / Term Papers	3rd Week of July-2019	All HODs
27	Grouping of students into various research groups of the department	3rd Week of July-2019	All HODs
28	Call for registrations from students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	3rd Week of July-2019	Dean, Placements & Progression
29	University Research Board Meeting	3rd Week of July, 2019	Dean, R & D
30	Conduction of Sensitizing programmes by Hobby Clubs/CEA/YRC/NSS	3rd Week of July-2019	Dean (Student Affairs)
31	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	3rd Week, July 2019	Dean-F&SA
32	Allocation of Projects / Term Papers to the students	3rd Week of July-2019	All HODs
33	Student Progression Analysis	3rd Week of July-2019	Dean, Placements & Progression
34	Allocation of Student Counsellors and Display in Dept. Notice Boards	3rd Week of July-2019	Dean, Academics & All HODs

35	Issue of handbooks to all I/IV B.Tech. 2019-20 admitted students	4th Week, July-2019	Dean, Academics
36	Quality Circles- students meeting-01	4th week of July-2019	Dean, Quality
37	Registration of volunteers into CEA/NSS/YRC	4th Week of July-2019	Dean (Student Affairs)
38	Registrations of students for Competitive exams coaching from Center for Competitive Exams (GATE, GRE, IELTS, TOEFL, IAS, IES, GMAT etc.)	4 <sup>th</sup> Week, July -2019	Dean, Placements & Progression
39	Annual report on Placement for previous Academic Year	4th Week, July 2019	Dean-P&P
40	Board of Management Meeting	4 <sup>th</sup> Week, July -2019	Registrar
41	Finalization of Increments for Faculty and Non Teaching Staff	Last Week of July 2019	Dean-F&SA
42	SRP: Phase III (Lab training) + (FDPs) - Industry oriented Handout for Labs	01st July 2019 to 06th July 2019	Dean, Academics
43	Approved Course Handouts upload on LMS	11th July-2019	Dean, Academics
44	2018-19 cumulative Monthly Audit Report Statistics to be submitted by Departments	12th July-2019	Departments
45	Pre Ph.D. Exams / Reviews for Batches I to XV	9th July 2019 to 11th July 2019 / 26th July 2019 to 11th August 2019	Dean R & D
46	Registration Authentication (all UG senior students ENGG & Non ENGG)	08th July 2019 to 09th July 2019	Dean, Academics & Pro VC
47	Classwork commencement (all UG senior students ENGG & Non ENGG)	10th July 2019	Dean, Academics & Pro VC
48	FED Classwork commencement	15th July 2019	Dean, Academics
49	Notification of changes if any in academic regulation for Y-18 admitted ug/pg student	20th July 2019	HoDs / Principal
50	Campus Placement Drive - Season - 1 (for Engineering)	12th July 2019 to 30th July 2019	Dean, Placements & Progression
51	Ph.D. Registrations for XVI Batch	12th July 2019	Dean R & D
52	Induction Program to all UG 1st year students Non ENGG	25th to 31st July-2019	HoDs & Pro VC
53	Kargil Vijay Diwas Celebrations	26th July -2019	Dean (Student Affairs)
54	Preliminary Feedback on faculty by students – Online process (Engg.)	before 31st July-2019	HoDs-Engg, Dean, Academics

**August/2019**

55	Organizing Faculty Orientation Lectures (One each week)	August/2019	All HODs
56	Departmental Association Activities (Once in 2 weeks)	August/2019	All HODs
57	SALESFORCE - Orientation program for Y18 Batch students on Salesforce and Salesforce Trailblazer Community.	August/2019	Dean-Skill Development
58	ORACLE - Adding/ Revising the list of Student Ambassadors for the Year 2019-20	August/2019	Dean-Skill Development
59	ORACLE - Students shall complete Java Foundations course	August/2019	Dean-Skill Development
60	GOOGLE - 2019-20 DSC lead summit is scheduled	August/2019	Dean-Skill Development
61	SERVICENOW - Job Fair by ServiceNow for all certified students	August/2019	Dean-Skill Development
62	CISCO - Conducting the FDP on CCNA course	August/2019	Dean-Skill Development

63	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	August/2019	All HODs
64	Submission of Proposed BTA for the A.Y.2019-20 by the HODs to the Committee Members	August-2019	Dean-F&SA, Dean Academics & All HODs
65	Classwork commencement of all UG 1st year students Non ENGG	1st Week of August 2019	Dean, Academics & Pro VC
66	Call for Best Teacher Awards(BTA) for A.Y.2018-19 from All Faculty to the respective HODs	1st Week of August 2019	Dean-F&SA, Dean, Academics & All HODs
67	Sharing Feedback Report with HoDs	1st Week, August-2019	Dean-Academics
68	Academic Registrations for PG for A. Y. 2019 - 20 - Odd Semester	1st Week, August-2019	Dean, Academics
69	Anti-Ragging Awareness Program	1st Week of August - 2018	Dean (Student Affairs)
70	Registration of students into clubs	1st Week of August - 2019	Dean (Student Affairs)
71	Swatch Bharath Programme	1st Week of August-2019	Dean (Student Affairs)
72	IQAC internal meeting	1st Week of August-2019	Dean, Quality
73	Finalization of Convener, Co-Convener and Organization Committee for SAMYAK - 2018	1st Week of August-2019	Dean R & D & Registrar
74	Work-shop on "Safety, Security and threat awareness"	1st Week of August-2019	Convener-Women's Forum & Dean (Student Affairs)
75	2018-19 even sem-report statistics from the office of Deans, Principals and Registrar	1st Week of August-2019	Office of Deans, Principals and Registrar
76	Feedback Analysis and Action Taken Report	2nd Week, August-2019	Dean-Academics
77	Commencement of Class work for PG for A. Y. 2019-20 - Odd Semester	1st Week, August-2019	Dean, Academics
78	Formation of University level Advisory Committee for Hobby Clubs/CEA/YRC/NSS	2nd Week of August-2019	Dean (Student Affairs)
79	Action Plan on Consultancy from all Departments	2nd Week of August-2019	All HODs
80	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 of August-2019 to 1st Week of February-2020	Dean, Placements & Progression
81	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, August -2019	Dean, Quality
82	Starting of 2020 Admissions Brochure work & finalising the convener KLEEE 2020	3rd Week of August-2018	Director Admission, and Registrar
83	Workshop on Communication	3rd Week of August 2019	HOD English
84	Finalization of Convener for IX Convocation	3rd Week of August 2019	Registrar
85	Release of Notification for IX Convocation	3rd Week of August 2019	Controller of Exams & Registrar
86	Finalization of Guest for IX Convocation	3rd Week of August 2019	Registrar, Convener-IX Convocation
87	Mega Blood Donation Camp	3rd Week of August 2019	Dean (Student Affairs)

88	Health awareness program on obesity and other issues	3rd Week of August 2019	Convener-Women's Forum
89	Condemed equipment report for the previous Academic Year	4th Week, August 2019	P&D Incharges
90	World Photography day celebrations by Photography Club	4 <sup>th</sup> Week of August - 2019	Dean (Student Affairs)
91	Compliances report by IQAC	4 <sup>th</sup> Week of August - 2019	Dean, Quality
92	Institutions overall satisfaction survey of Students	4th Week, August 2019	Dean (Quality) & Dean (student Affairs)
93	Quality Circles- Faculty meeting-01	4th week of July-2019	Dean, Quality
94	Declaration of the list of BTA for the A. Y. 2018-19	4th Week of August 2019	Dean-Academics
95	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 2nd year B.Tech. students)	5th Week of August- 2019	All HODs
96	Board of Management Meeting	5th Week of August 2019	Registrar
97	Declaration of Pre Ph.D. Examination Results	5th Week of August 2019	Dean R & D
98	Monthly Audit Report to be submitted by Departments	5th August-2019	Departments
99	Independence Day Celebrations	15th August, 2019	Dean (Student Affairs)
100	List of I-year Engineering students admissions data for submission to AICTE	16th August 2019	Registrar
101	Finalization of Guest for SAMYAK	26th August-2019	Dean R & D & Registrar
102	National Sports Day Celebrations by dept. of Physical Education	29th August 2019	Dean (Student Affairs)
<b>September/2019</b>			
103	Organizing Faculty Orientation Lectures (One each week)	September/2019	All HODs
104	Departmental Association Activities (Once in 2 weeks)	September/2019	All HODs
105	Entrepreneurship development activities (One each semester)	September/2019	All HODs
106	SALESFORCE - Getting space ready for the Salesforce Student Group Community Center at R&D block	September/2019	Dean-Skill Development
107	ORACLE - Conduction of Oracle FDP/ Exclusive Workshop on Java Fundamentals and Programming for Faculty	September/2019	Dean-Skill Development
108	GOOGLE - Cloud Study Jam II training to be conducted by the DSC team	September/2019	Dean-Skill Development
109	AMAZON WEB SERVICE - 2 <sup>nd</sup> and 3rd year students will undergo a self-learning module on Cloud Computing 101.	September/2019	Dean-Skill Development
110	AMAZON WEB SERVICE - Inter college cloud platfrom learning day	September/2019	Dean-Skill Development
111	SERVICENOW - Selection of ServiceNow student ambassadors.	September/2019	Dean-Skill Development
112	CISCO - Conducting the FDP on CCNA cours	September/2019	Dean-Skill Development
113	Women's empowerment –principles in Practice	September 2019	Convener-Women's Forum

114	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)	September-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)
115	Seminar on Career Planning and entrepreneurship for women students	September-2019	Convener-Women's Forum
116	Quality Circles-students meeting -02	September-2019	Dean, Quality
117	Rice Challenge by Aastha Club	September-2019	Dean (Student Affairs)
118	Installation of Ganesh, Pooja	September -2019	In-Charge Campus Maintenance
119	Letters Postage to Parents about their wards attendance and marks till test-1 for Odd Sem courses- By each department respectively	September-2019	All HODs
120	Start of Remedial Classes for Slow Learners after In-Semester Evaluation	September-2019	Dean, Academics & All HODs
121	IQAC internal meeting	1st Week of September -2019	Dean, Quality
122	Closing of 2018 Admissions Brochure work and its Release	1st Week of September 2019	Director admission ,& Convener, KLUEEE, 2020
123	Ph.D. Admissions Notification for XVI Batch	1st Week of September 2019	Dean R & D & Registrar
124	Issue of BTA for the A.Y. 2018-19	1st Week of September 2019	Dean-F&SA
125	IN-SEM EVALUATION (TEST-1) all UG senior students ENGG & Non ENGG	2nd Week of September 2019	Principals and all HoDs
126	Pharmacy Week Celebration	2 <sup>nd</sup> Week of September -2019	HOD & Principal, College of Pharmacy
127	Workshop / Seminar / Conference	2 <sup>nd</sup> Week of September -2019	Dean, Quality
128	Audit of Central facilities	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, September -2019	Dean, Quality
129	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, September -2019	Dean, Quality
130	Mega Event by Hobby Clubs - Nruthya (Narthana Club)	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, September -2019	Dean (Student Affairs)
131	Mid-Term review of Practice School-I for Y16 Batch B.Tech. Students	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, September -2019	Dean, Placements & Progression
132	Gender Sensitization Awareness Program	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, September -2019	Assoc. Dean, Grievances & Dean (Student Affairs)
133	Exam cell Audit	3rd week september - 2019	Dean, Quality
134	1st In-Semester Evaluation for I/II M.Tech. for A. Y. 2019-20 - Odd Semester	3rd Week of September 2019	Principal COE and all Engg HoDs
135	1 <sup>st</sup> IQAC Advisory Committee meeting	3rd Week, September-2019	Dean, Quality
136	1st internal Exams all non Engg	4th week September-2019	HoDs
137	Quality Circles- Student meeting-02	4th week September-2019	Dean, Quality
138	Compliances report by IQAC	4 <sup>th</sup> Week of September -2019	Dean, Quality
139	Monthly Audit Report Statistics to be submitted by Departments	5th September 2019	Departments

140	Teacher's Day Celebrations by the University	4th to 6th of September-2019	All HODs
141	List of I-year Non-Engineering students admissions data	15, September 2019	Registrar
142	International Literacy Day celebrations	8th-9thSeptember-2019	Convener-Women's Forum & Dean (Student Affairs)
143	Engineer's Day Celebrations	15th September 2019	All Engg HODs
144	World Ozone Day	16th September-2019	HoD - Civil Engineering
145	Ganesh Idol Nimmajan	11th September -2019	In-Charge Campus Maintenance
146	Pharmacist's Day Celebrations	25th September 2019	HoD-Pharmacy & Principal, College of Pharmacy
147	World Heart Day celebrations by NSS	29th September 2019	Dean (Student Affairs)
<b>October/2019</b>			
148	Organizing Faculty Orientation Lectures (One each week)	October/2019	All HODs
149	Departmental Association Activities (Once in 2 weeks)	October/2019	All HODs
150	National Level Event (Seminar/Workshop/Conference) - One each semester	October/2019	All HODs
151	ISO 9001:2015 Surveillance Audit	October/2019	Dean, Quality
152	SALESFORCE - Conducting a National level Hackathon by K L Salesforce Trailblazers Community Group.	October/2019	Dean-Skill Development
153	ORACLE - One-Day visit Hyderabad Oracle Campus.	October/2019	Dean-Skill Development
154	GOOGLE - DSC to conduct a Workshop/Seminar/Event	October/2019	Dean-Skill Development
155	AMAZON WEB SERVICE - Initiate student registration for 1 <sup>st</sup> Year students	October/2019	Dean-Skill Development
156	AMAZON WEB SERVICE - 2 <sup>nd</sup> and 3rd year student should submit the proof of badge earned to the course instructor to claim Home Assignment marks.	October/2019	Dean-Skill Development
157	SERVICENOW - Two day workshop on ServiceNow for Y17 batch students.	October/2019	Dean-Skill Development
158	CISCO - Conducting the <u>Cyber operations Boot Camp</u>	October/2019	Dean-Skill Development
159	Research Week	October-2019	Dean R & D
160	National Voluntary Blood Donation day celebrations by NSS	October-2019	Dean (Student Affairs)
161	SAMYAK 2K19-20	October-2019	Dean R & D
162	Department day	October-2019	All HODs
163	Finalization of teaching loads for Even Sem of 2018-19 by departments and submission to Dean Academics	October-2019	Dean, Academics , All HODs
164	Semester End Feedback on faculty by students – Online process (Engg.)	October-2019	Dean, Academics
165	Mega Event by Hobby Clubs - Raga (Swara Club)	October-2019	Dean (Student Affairs)
166	Vigilance Awareness Week	October-2019	Dean, Quality
167	IQAC internal meeting	1st Week, October - 2019	Dean, Quality
168	Quarterly Audit Report	1st Week, October - 2019	Dean, Quality

169	2019 Admissions Notification Release	1st Week October 2019	Director Admissions, Planning & Development Incharge & Convener, KLEEE, 2020
170	Library Books Purchases and Planning for Even Semester	2nd Week of October - 2019	Librarian, Planning & Development incharge
171	Role of Youth in National Building	2nd Week of October - 2019	Dean (Student Affairs)
172	Collection of Specialization wise faculty requirement from All HODs	2nd Week, October 2019	Dean-F&SA
173	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, October -2019	Dean, Quality
174	Organizing professional Society related activity - One in each semester	3rd Week of October-2019	All HODs
175	Self Defence Training to Girl Students	3rd Week of October - 2019	Dean (Student Affairs)
176	Release of Faculty Recruitment Advertisement	3rd Week of October 2019	Dean-F&SA
177	Quality Circles- Faculty meeting-02	4th Week, October - 2019	Dean, Quality
178	Collection and Payment of Fee for Medical insurance applications (New additions and deletions) from the eligible employees	4th Week of October 2019	Dean-F&SA
179	Compliances report by IQAC	4 <sup>th</sup> Week of October - 2019	Dean, Quality
180	Last Date for payment of Examination Fee for A. Y. 2019-20 - Odd Semester without fine	4 <sup>th</sup> Week of October - 2019	Controller of Exams & All HODs
181	Course Exit feedback from identified students- to be collected by respective course coordinators and consolidate (Engineering)	4 <sup>th</sup> Week of October - 2019	Dean, Academics, All HODs
182	KLU - IIEC Events	4 <sup>th</sup> Week of October - 2019	Dean-R&D
183	Last Date for payment of Examination Fee for A. Y. 2019-20 - Odd Semester with fine	4 <sup>th</sup> Week of October - 2019	Controller of Exams & All HODs
184	IN-SEM EVALUATION (TEST-2) BBA LLB	4 <sup>th</sup> Week of October - 2019	Principals COL and all HoDs
185	Gandhi Jayanti Celebrations by Hobby Clubs (Literary Event)	2nd October 2019	Dean (Student Affairs)
186	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> October-2019	Departments
187	Awareness program on Breast cancer	5th October-2019	Convener-Women's Forum
188	DUSSEHRA BREAK	3rd to 9th October-2019	Principal, &Registrar
<b>November/2019</b>			
189	Organizing Faculty Orientation Lectures (One each week)	November/2019	All HODs
190	Departmental Association Activities (Once in 2 weeks)	November/2019	All HODs
191	SALESFORCE - Selection of students from the Y18 Batch for student community group.	November/2019	Dean-Skill Development
192	ORACLE - Students need to complete all the assessment tests on both Java Foundations and Fundamentals.	November/2019	Dean-Skill Development



193	AMAZON WEB SERVICE - 2 <sup>nd</sup> year Student should implement the java project in AWS platform	November/2019	Dean-Skill Development
194	AMAZON WEB SERVICE - 1 <sup>st</sup> year students will undergo a self-learning module on Cloud Inventor Program.	November/2019	Dean-Skill Development
195	AMAZON WEB SERVICE - 1 <sup>st</sup> year student should submit the proof of badge.	November/2019	Dean-Skill Development
196	SERVICENOW - Placement Oppurtunities in our university	November/2019	Dean-Skill Development
197	CISCO - Conducting the Cyber operations Boot Camp.	November/2019	Dean-Skill Development
198	Semester Readiness Program for A. Y. 2019- 20 - Even Semester	November-2019	Dean, Academics
199	SAP Training MBA / BBA programs	November-2019	HoD KLUBS & Principal, College of Management
200	Compliances report by IQAC	November-2019	Dean, Quality
201	Issue of Medical insurance cards	November-2019	Dean-F&SA
202	IQAC internal meeting	1st Week of November 2019	Dean, Quality
203	World Quality Day events (Quiz / essay competitions etc)	1st Week of November 2019	Dean, Quality
204	NCC Day	1st Week of November 2019	Dean (Student Affairs)
205	Last Date for Receiving of Applications for faculty positions	1st Week of November 2019	Dean-F&SA
206	Planning and Monitoring Board Meeting	2nd week November 2019	Dean, P & D & Registrar
207	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	2nd Week, November 2019	Dean-F&SA
208	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, November -2019	Dean, Quality
209	Quality Circles- Student meeting-03	4th Week, November- 2019	Dean, Quality
210	Last date of sharing Feedback Report with HoDs	3rd Week, November- 2019	Dean-Academics
211	Last date of Feedback Anlysis and Action Taken Report	4th Week, November- 2019	Dean-Academics
212	Interviews for faculty positions	Last Week of November-2019	Dean-F&SA & All HODs
213	Active learning Test BBA LLB	4th to 6th November- 2019	Dean, Academics, Principals COL
214	IN-SEM EVALUATION (TEST-2) ALL UG ENGG	4th to 6th November- 2019	Dean, Academics
215	Monthly Audit Report to be submitted by Departments	5 <sup>th</sup> November -2019	Departments
216	Fee Fixation Committee Meeting for 2019 Batch Admissions	07th November 2019	Finance Officer, Registrar
217	Evaluation for Sports Certificate Courses	07th November 2019 to 09th November 2019	Dean (Student Affairs)
218	LAST INSTRUCTION DAY ALL UG ENGG	9th November 2019	Dean, Academics
219	PREPARATION HOLIDAYS FOR STUDENTS ALL UG ENGG	10th to 24thNovember- 2019	Dean, Academics
220	National Immunization Day celebrations by NSS	10th November-2019	Dean (Student Affairs)

221	Submission of Condonation, Detention Lists of B.Tech. for A. Y. 2019-20 - Odd Semester	11th November-2019	Dean, Academics
222	Final review of Practice School-I for Y16 Batch B.Tech. Students	11th to 17th November-2019	Dean, Placements & Progression
223	EXTERNAL END SEM LABORATORY EXAMINATIONS	11th to 17th November-2019	Academics
224	World Quality Day celebrations	14th November-2019	Dean, Quality
225	World Diabetics Day celebrations by NSS	14th November 2019	Dean (Student Affairs)
226	Letters Postage to Parents about their wards Final attendance and marks for odd Sem courses- By each department respectively	November-2019	All HODs
227	International Day for the Elimination of Violence against Women	25th November 2019	Convener - Women's Forum & Dean - Student Affairs
228	END SEMESTER THEORY EXAMINATIONS ALL UG ENGG	26th Nov 2019 to 8th Dec 2019	Dean, Academics
229	LAST INSTRUCTION DAY (2nd 3rd, 4th, 5th BBA,LLB)	25th November 2019	Dean, Academics
230	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Odd Semester	28th November 2019	Controller of Exams
231	LAST INSTRUCTION DAY (1st BBALLB,LLB & 1st LLB)	30th November 2019	Dean, Academics
<b>December/2019</b>			
232	Organizing Faculty Orientation Lectures (One each week)	December/2019	All HODs
233	Departmental Association Activities (Once in 2 weeks)	December/2019	All HODs
234	SALESFORCE - Conducting boot camp on Fundamentals of Salesforce & Trailhead for the students of Y17 Batch	December/2019	Dean-Skill Development
235	ORACLE - Conduct FDP in Database Management Systems iLearning Courses	December/2019	Dean-Skill Development
236	ORACLE - Finalization of Qualified Students list in Oracle iLearning Exams for Java Courses	December/2019	Dean-Skill Development
237	GOOGLE - Shortlist 2 students for DSC Lead 2020, KLEF	December/2019	Dean-Skill Development
238	AMAZON WEB SERVICE - Orientation program for faculties.	December/2019	Dean-Skill Development
239	SERVICENOW - ServiceNow training for new Faculties.	December/2019	Dean-Skill Development
240	CISCO - The CCNA 1,2 course registration for 3 rd year students.	December/2019	Dean-Skill Development
241	END SEMESTER THEORY EXAMINATIONS ALL NON ENGG	December-2019	Dean, Academics, Controller of Exams
242	Formation of Committee for release of List of Holidays for Calendar Year 2020	December-2019	Registrar
243	Finalization of Convener, Co-Convener and Organization Committee for SURABHI - 2020	December 2019	Dean, Students Affairs & Registrar
244	Even Sem-Courses, Question Paper Sets submission to review committee by course coordinators	December-2019	All HODs

245	A. Y. 2019-20 Even Semester – Course handout submission by Course coordinators to Dean Academics after departmental review and uploading the same in KLU-LMS	14th December-2019	Dean, Academics , All HODs
246	A. Y. 2019-20 even Semester - Course Materials submission by course coordinators to Dept. office and Dean Academics, uploading in LMS	14th December-2019	Dean, Academics , All HODs
247	Even Sem-Courses, Question Paper Sets submission to Exam Section	14th December-2019	Controller of Exams , Dean, Academics & All HODs
248	Workshop on Gender sensitization	December-2019	Convener-Women's Forum & Dean (Student Affairs)
249	Nomination of member from corporate/executive as special invitee in BoS	1st Week of December 2019	All HODs, Registrar
250	IQAC internal meeting	1st Week of December 2019	Dean, Quality
251	Department Development Committee (DDC) Meetings Week	1st Week of December-2019	All HODs & Planning & Development incharge
252	Department Advisory Board Meeting (Once in an Academic Year)	1st Week of December-2019	All HODs
253	2019 Convocation Hand Book	2nd Week, December-2019	Associate Dean, Publishing, Planning & Development Incharge & Registrar
254	Finance Committee Meeting	2nd Week, December-2019	Finance Officer & Registrar
255	Organizing Inter departmental orientation visits - Once in a Semester	2nd Week, December-2019	All HODs
256	Start of Registrations for placements for Y16 Batch Students	2nd Week, December-2019	Dean, Placements & Progression
257	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, December -2019	Dean, Quality
258	Reporting week for Newly Recruited Faculty	3rd Week of December-2019	Dean-F&SA & All HODs
259	Intramurals for Faculty and Staff	3rd Week of December-2019	Assoc. Dean, Sports & Games
260	Quality Conference/seminar/workshop	3rd Week of December -2019	Dean, Quality
261	Board of Management Meeting	3rd Week of December-2019	Registrar
262	2 <sup>nd</sup> IQAC Advisory Committee meeting	3rd Week of December-2019	Dean, Quality
263	Quality Circles- Faculty meeting-03	4th Week of December-2019	Dean, Quality
264	Induction Program for Newly Recruited Faculty by KLU-ASC	4th Week of December-2019	Principal, Academic Staff College and Dean-F&SA
265	Compliances report by IQAC	4th Week of December-2019	Dean, Quality
266	Preliminary feedback on faculty by students – Online process (Engg.)	4th Week of December-2019	Dean, Academics
267	Anti-Discrimination Awareness Program	4th week of December-2019	Assoc. Dean, Grievances & Dean (Student Affairs)
268	World Anti-AIDS Day celebrations by NSS	1st December-2019	Assoc. Dean, Extension Activities & In-Charge NSS/CEA
269	Planning and Monitoring Board Meeting	4th December 2019	Planning & Development incharge , Team & Registrar

270	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> December-2019	Departments
271	Finalization of Guest for SURABHI 2020	6th December-2019	Convener-SURABHI,Dean, Students Affairs & Registrar
272	Registrations for Practice School-II for Y16 Batch B.Tech students	7th December 2019	Dean, Academics & Dean, Placements & Progression
273	National conference for women	7th December 2019	Convener-Women's Forum & Dean (Student Affairs)
274	Human Right's Day celebrations by NSS	10th December 2019	Assoc. Dean, Extension Activities & In-Charge NSS/CEA
275	Release of Holidays List for Calendar Year 2020	10th December 2019	Registrar
276	SEMESTER BREAK / SRP PROGRAM	10th to 16th December-2019	Dean, Academics
277	Finalization of Guest for Women's Day	11th December 2019	Convener - Women's Forum & Dean - Student Affairs
278	Campus Placement Drive - Season - 2	11th December 2019 to 30th March 2020	Dean, Placements & Progression
279	Declaration of A. Y. 2019-20 - Odd Sem End Examination Results	13th December 2019	Controller of Exams
280	Commencement of Practice School-II for Y15 Batch B.Tech. Students	13th December 2019	Dean, Placements & Progression
281	National Energy Conservation Day	14th December 2019	HoD - EEE
282	BoS Meetings Week	16th December 2019 to 20th December 2019	All HODs
283	Ph.D. Admission Test for XVII Batch	16th December 2019	Assoc. Dean, Academic Research, Dean R &D
284	EVEN SEM COMMENCEMENT FOR 2019-20 (REGISTRATIONS) for all UG ENGG	17th December 2019 to 18th December 2019	Dean, Academics
285	Ph.D. Admission Test Result Declaration for XVII Batch	18th December 2019	Assoc. Dean, Academic Research, Dean R &D
286	COMMENCEMENT OF CLASSWORK FOR 2019-20 EVEN SEM	19th December 2019	Dean,,Academics
287	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	19th December 2019	All HODs
288	Last Date for Applying for Revaluation for A. Y. 2019-20 - Odd Sem	20th December 2019	Controller of Exams
289	Academic Council Meeting	2nd week December 2019	Dean(Academics) & Registrar
290	National Mathematics Day	22nd December-2019	HoD - Mathematics
291	Mega Event by Hobby Clubs - Movie Magic (Chalana Chitra Club)	December-2019	Assoc. Dean, Extension Activities & Dean (Student Affairs)
292	Kisan Diwas	24th December 2019	Assoc. Dean, Extension Activities & Dean (Student Affairs)
293	COMMENCEMENT OF CLASSWORK FOR 2019-20 EVEN SEM BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma, M.Sc	26th December 2019	Dean, Academics
294	Student Progression Analysis	26th December 2019 to 30th December 2019	Dean, Placements & Progression
295	Declaration of Revaluation Results for A. Y. 2019-20 - Odd Sem	27th December 2019	Controller of Exams
296	Commencement of corporate/executive based Diploma/UG/PG Program	27th December 2019	All HODs

297	Scholarship Data Collection	27th December 2019 to 30th December 2019	Dean, Placements & Progression
298	KLU/ KLCE Alumni Silver Jubilee Celebrations for 1990-94 batch	26th December 2019 to 30th December 2019	Dean, Placements & Progression
<b>January/2020</b>			
299	Organizing Faculty Orientation Lectures (One each week)	January/2020	All HODs
300	Departmental Association Activities (Once in 2 weeks)	January/2020	All HODs
301	Organizing Guest Lecture (One in each Semester - One by Academician and One by Industrial Expert)	January/2020	All HODs
302	SALESFORCE - Conducting training program for Y17 Batch students on BSX-101	January/2020	Dean-Skill Development
303	ORACLE - Distribute certificates online to students for the completed courses in Oracle Academy iLearning	January/2020	Dean-Skill Development
304	GOOGLE - Initiate Project cum Certification	January/2020	Dean-Skill Development
305	AMAZON WEB SERVICE - 3 <sup>rd</sup> year student registration into the skilling course.	January/2020	Dean-Skill Development
306	SERVICENOW - Hackathon on ServiceNow.	January/2020	Dean-Skill Development
307	CISCO - The course delivery	January/2020	Dean-Skill Development
308	IQAC internal meeting	1st Week, January - 2020	Dean, Quality
309	Quarterly Audit Report	1 <sup>st</sup> Week, January - 2020	Dean, Quality
310	2019 Pass out batch Souvenir Release	1st Week of January 2020	All HODs & Planning & Development incharge
311	Students Intramurals	1st Week of January 2020	Dean (Student Affairs)
312	Awareness Program on Traffic Rules and Driving	1st Week, January - 2020	Dean (Student Affairs)
313	FEM-Flare	1st Week of January 2020	Convener - Women's Forum & Dean - Student Affairs
314	Ph.D. Registrations for XVII Batch	2nd January 2020	Dean R &D
315	Pre Ph.D. Course Work for XVII Batch	January 2020	Dean R &D
316	Monthly Audit Report Statistics to be submitted by Departments	5th January-2020	Departments
317	Fem Flare 2K20	January-2020	Convener-Women's Forum & Dean (Student Affairs)
318	Pre Ph.D. Exams / Reviews for Batches I to XVI	07th January 2020 to 09th January 2020/2nd January 2020 to 31st January 2020	Dean R &D
319	Close of Registrations for placements for Y17 Batch Students	2nd Week of January-2020	Dean, Placements & Progression
320	Audit of Departments(semester Audit)	2nd Week and 3 <sup>rd</sup> Week of January-2020	Dean, Quality

321	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-2020	Dean-F&SA
322	Quality Circles-student Meeting-04	4 <sup>th</sup> Week, January - 2020	Dean, Quality
323	National Youth day Celebrations by Hobby Clubs and NSS	January-2020	Dean (Student Affairs)
324	PONGAL BREAK	13th - 18th of January-2020	Principal, &Registrar
325	University Research Board Meeting	3rd Week, January, 2020	Dean R & D
326	Collection of Faculty and Non Teaching Staff Appraisal Forms from All HODs	3rd Week, January-2020	Dean-F&SA
327	International Conference by Dept of CSE	January-2020	Convener & HoD - CSE
328	Mega Event by Hobby Clubs - Naatak (Abhinaya Club)	January-2020	Dean (Student Affairs)
329	Industrial Visits for Students – to be planned and undertaken in due course by respective departments (for 3rd year B.Tech. students)	4th Week, January-2020	All HODs
330	Compliances report by IQAC	4 <sup>th</sup> Week, January - 2020	Dean, Quality
331	National Voters Day	25th January 2020	Dean (Student Affairs)
332	Awareness program on Skin care	25th January 2020	Convener-Women's Forum & Dean (Student Affairs)
333	Republic Day Celebrations	26th January 2020	Dean (Student Affairs)
334	Last date for submission of Budget for next Finacial Year	31 January, 2020	All Functionary Heads & HoDs
<b>February/2020</b>			
335	Organizing Faculty Orientation Lectures (One each week)	February/2020	All HODs
336	Departmental Association Activities (Once in 2 weeks)	February/2020	All HODs
337	National Level Event (Seminar / workshop / conference) - One in each semester	February/2020	HODs - ME, EEE, PE, BT
338	SALESFORCE - Conducting training program for Y17 Batch students on ADX-201	February/2020	Dean-Skill Development
339	ORACLE - Conduct a workshop to all those in	February/2020	Dean-Skill Development
340	GOOGLE - To conduct workshop on ADF technologies	February/2020	Dean-Skill Development
341	AMAZON WEB SERVICE - 4 <sup>th</sup> year students will undergo courses on Machine learning, Data Analytics .	February/2020	Dean-Skill Development
342	AMAZON WEB SERVICE - Students will undergo online lecture Cloud Associate Architect	February/2020	Dean-Skill Development
343	AMAZON WEB SERVICE - In-semester evaluation 1 for CCRG students	February/2020	Dean-Skill Development
344	SERVICENOW - Finalizing ServiceNow eligible students for Assessment Test	February/2020	Dean-Skill Development
345	CISCO - CCNA course delivery and conduction of Exam	February/2020	Dean-Skill Development
346	Mega Event by Hobby Clubs - Painting (Varna Club)	February-2020	Assoc. Dean, Extension Activities

347	Awareness program on “Legal rights for women”	February-2020	Convener-Women's Forum & Dean (Student Affairs)
348	Anti Tobacco Day and stop to junk food	1st week of February-2020	Dean (Student Affairs)
349	IQAC internal meeting	1st Week, February - 2020	Dean, Quality
350	IN-SEM EVALUATION (TEST-1), BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma/M.Sc	1st week of February 2020	Dean, Academics
351	Sending Proposal for organising South Zone Inter -University Tournamen to all India University Committee	2nd week of February-2020	Assoc. Dean, Sports & Games & Dean (Student Affairs)
352	Collection of External Panel Members for Faculty Ratification Interviews from All HODs	2nd Week, February-2020	Dean-F&SA
353	Budget Requests	2nd Week, February-2020	All HODs, Finance Officer & Planning & Development incharge
354	Audit of Departments	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, February -2020	Dean, Quality
355	Audit of Deans	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, February -2020	Dean, Quality
356	Organizing subject based workshop/seminar/conference for faculty - One in each semester	3rd Week, February-2020	All HODs
357	SURABHI 2K19-20	4th week of February 2020	Convener-SURABHI,Dean, Students Affairs & Registrar
358	Faculty Ratification Interviews	4th Week, February-2020	Dean-F&SA
359	Quality Circles- Faculty meeting-04	4th week of July-2019	Dean, Quality
360	Exam cell Audit	4 <sup>th</sup> Week, February - 2020	Dean, Quality
361	Compliances report by IQAC	4 <sup>th</sup> Week, February - 2020	Dean, Quality
362	World Wetlands Day	02nd February 2020	HoD - Civil Engineering
363	World Cancer Awareness day celebrations by NSS and Women's Forum	4th February 2020	Convener - Women's Forum & Dean - Student Affairs
364	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> February-2020	Departments
365	Research Felicitation Day	5th February 2020	Dean R & D
366	Blood Donation Camp	11th February 2020	Assoc. Dean, Extension Activities & Dean (Student Affairs)
367	IN-SEM EVALUATION (TEST-1) for all UG ENGG	11th February 2020 to 13th February 2020	Dean, Academics
368	Start of Remedial Classes for Slow Learners after In-Semester Evaluation (Engineering)	18th February 2020	Dean, Academics & All HODs
369	Letters Postage to Parents about their wards attendance and marks till test-1 for Even Sem courses- By each department respectively	18th February 2020	All HODs
370	Declaration of Pre Ph.D. Examination Results	20th February 2020	Dean R & D
371	Koneru Lakshmaiah Memorial Sports Championship	20th February 2020 to 24th February 2020	Dean (Student Affairs)
372	Mid-Term review of Practice School-II for Y16 Batch B.Tech. Students	26th February 2020 to 02nd March2020	Dean, Placements & Progression

373	National Science Day	28th February-2020	HODs - Physics, Chemistry & Bio-Tech.
<b>March/2020</b>			
374	Organizing Faculty Orientation Lectures (One each week)	March/2020	All HODs
375	Departmental Association Activities (Once in 2 weeks)	March/2020	All HODs
376	Entrepreneurship development activities (one in each semester)	March/2020	All HODs
377	Organizing parents' meet - Once in the Academic Year	March/2020	All HODs
378	SALESFORCE - Making students ready to write global certification on ADX-201	March/2020	Dean-Skill Development
379	ORACLE - Conduct of National Level Event	March/2020	Dean-Skill Development
380	GOOGLE - Complete the Projects by students	March/2020	Dean-Skill Development
381	AMAZON WEB SERVICE - 4 <sup>th</sup> year student should submit the proof of badge .	March/2020	Dean-Skill Development
382	SERVICENOW - Assesment Test for all ServiceNow eligible students.	March/2020	Dean-Skill Development
383	CISCO - The course delivery	March/2020	Dean-Skill Development
384	Health camp on Haemoglobin testing in blood	March-2020	Convener-Women's Forum & Dean (Student Affairs)
385	IN-SEM EVALUATION (TEST-2), / BBA-LLB, LLB	1st Week, March -2020	Dean, Academics
386	IQAC internal meeting	1st Week, March -2020	Dean, Quality
387	Workshop / Seminar / Conference	2 <sup>nd</sup> Week, March - 2020	Dean, Quality
388	3rd IQAC Advisory Committee meeting	2nd Week, March-2020	Dean, Quality
389	Audit of Departments	2nd & 3rd Week, March -2020	Dean, Quality
390	Audit of Central facilities	2 <sup>nd</sup> & 3 <sup>rd</sup> Week, March -2020	Dean, Quality
391	Academic Council Meeting	3rd Week, March-2020	Dean(Academics) & Registrar
392	Anti-Discrimination Awareness Program	3rd Week, March-2020	Dean (Student Affairs)
393	Quality Circles-students meeting -05	4 <sup>th</sup> Week, March -2020	Dean, Quality
394	Compliances report by IQAC	4 <sup>th</sup> Week, March -2020	Dean, Quality
395	Active Learning Test-BBA-LLB, LLB	4 <sup>th</sup> Week, March -2020	Dean, Academics
396	Board of Management Meeting	Last Week, March-2020	Registrar
397	Collection of Specialization wise faculty requirement from All HODs	Last Week, March-2020	Dean-F&SA
398	Semester end feedback on faculty by students – Online process (Engg.)	Last Week, March-2020	Dean, Academics
399	University Sports Week	01st March-2020	Dean (Student Affairs)
400	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> March-2020	Departments



401	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 <sup>th</sup> March -2020	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)
402	Project Expo	05th March-2020 to 10th March-2020	Dean (R&D)
403	KLU - IIEC Events	06th March-2020 to 07th March-2020	Dean (R&D)
404	Infrastructure Planning	2nd Week, March - 2020	Planning & Development incharge
405	Finance Committee meeting	2nd & 3rd Week, March 2020 (For Budget approvals)	Finance Officer & Registrar
406	International Women's Day	8th-9th March-2020	Convener - Women's Forum & Dean - Student Affairs
407	World Water day celebrations by NSS	22nd-23rd March-2020	Dean (Student Affairs)
408	Ph.D. Admissions Notification for XVIII Batch	28th March-2020	Dean R & D
<b>April/2020</b>			
409	Organizing Faculty Orientation Lectures (One each week)	April/2020	All HODs
410	Departmental Association Activities (Once in 2 weeks)	April/2020	All HODs
411	Organizing Alumni Specific event in the department - Once in A.Y.	April/2020	All HODs
412	Organizing Department Day	April/2020	All HODs
413	SALESFORCE - Workshop for Y18 batch students on BSX-101	April/2020	Dean-Skill Development
414	ORACLE - Finalization of Qualified Students list in Oracle iLearning Exams for Java and Database Courses	April/2020	Dean-Skill Development
415	GOOGLE - Complete the Projects by students	April/2020	Dean-Skill Development
416	AMAZON WEB SERVICE - 3 <sup>rd</sup> year student should submit the proof of badge	April/2020	Dean-Skill Development
417	AMAZON WEB SERVICE - In-semester evaluation 2 for CCRG students	April/2020	Dean-Skill Development
418	CISCO - CCNA Exam	April/2020	Dean-Skill Development
419	SAP TRAINING TO MBA 1ST AND 2ND YEAR / BBA 3RD YEAR	April-2020	HoD KLUBS & Principal, College of Management
420	Finalization of Calander of Events 2020-21	1st Week, April 2020	Dean Quality, All Deans, Registrar
421	Special Package Welfare Schemes to Eligible faculty	1st Week, April 2020	Dean-F&SA
422	IQAC internal meeting	1st Week, April -2020	Dean, Quality
423	Fire Service Week	1st Week, April - 2020	Dean( P&D)
424	KLEEE 2020	1st Week, April - 2020	Convener, KLEEE, 2020
425	KLEEE 2020 Online	1st Week, April - 2020	Convener, KLEEE, 2020
426	Release of Faculty Recruitment Advertisement	2nd Week, April 2020	Dean, Faculty & Staff Affairs

427	Social Media Campaign & Live TV Programs	2nd Week, April - 2020	PRO, Marketing Team, HoDs & Planning & Development incharge
428	Audit of Departments	2nd & 3rd Week, April -2020	Dean, Quality
429	Declaration of KLEEE 2020 ranks	4 <sup>th</sup> Week, April -2020	Convener, KLEEE, 2020
430	Future Plan of Action	4th Week, April 2020	All Functionary Heads & HoDs
431	Compliances report by IQAC	4 <sup>th</sup> Week, April -2020	Dean, Quality
432	Quality Circles- Faculty meeting-05	4th week of July-2019	Dean, Quality
433	Last Date for Receiving of Applications for faculty positions	Last week, April 2020	Dean, Faculty & Staff Affairs
434	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> April -2020	Departments
435	Last Date for payment of Examination Fee for A. Y. 2019-20 - Even Semester without fine	06th April 2020	Controller of Exams & All HODs
436	World Health Day celebrations by NSS	7th April 2020	Dean (Student Affairs)
437	IN-SEM EVALUATION (TEST-2)	8th April 2020 to 10th April 2020	Dean Academics
438	Last Instruction day for A. Y. 2019-20 Even Semester	11th April 2020	Dean, Academics
439	Submission of Condonation, Detention Lists for A. Y. 2019 - 20 - Even Semester	11th Apr 2020 to 13th Apr 2020	Controller of Exams & All HODs
440	PREPARATION HOLIDAYS FOR STUDENTS	15th April 2020 to 20th April 2020	Dean, Academics
441	Semester Readiness Program for A. Y. 2020 - 21 - Odd Semester	16th April 2020 Onwordes	Dean, Academics
442	Letters Postage to Parents about their wards Final attendance and marks for Even Sem courses- By each department respectively	18th April 2020	All HODs
443	World Heritage day celebrations by Hobby Clubs	18th April 2020	Dean (Student Affairs)
444	END SEMESTER THEORY EXAMINATIONS BBA / MBA / Bs.HM / B.Com / BBA-LLB / B.Sc - VC / BFA / B.Pharma/M.Sc	22nd April 2020 to 10th May 2020	Dean, Academics
445	Lab evaluation week for B.Tech & B.C.A. for A. Y. 2019 - 20 - Even Semester	22nd Apr 2020 to 27th Apr 2020	Controller of Exams & Dean Academics
446	Ending of Practice School-II for Y16 Batch B.Tech. Students	22nd April 2020 to 27th April 2020	Dean, Placements & Progression
447	EXTERNAL END SEM LABORATORY EXAMINATIONS	22nd April 2020 to 27th April 2020	Dean, Academics
448	World Earth Day celebrations by NSS and Bio Tech dept.	22nd April 2020	Dean (Student Affairs)
449	END SEMESTER THEORY EXAMINATIONS	29th April 2020 to 11th May 2020	Dean, Academics
<b>May/2020</b>			
450	Salesforce-Establishing the Center of Excellence at K L	May/2020	Dean-Skill Development
451	Amazon (AWS)- * Placement possibilities for the eligible students.	May/2020	Dean-Skill Development
452	Google-* Conducting the Exam	May/2020	Dean-Skill Development
453	IBM-* Conducting the Exam	May/2020	Dean-Skill Development
454	Oracle-* Conducting the Exam	May/2020	Dean-Skill Development

455	Cisco-* Placement possibilities for the eligible students	May/2020	Dean-Skill Development
456	ServiceNow-* Placement possibilities for the eligible students	May/2020	Dean-Skill Development
457	HP/Micro Focus- * Conducting the Exam	May/2020	Dean-Skill Development
458	SAP-*Students will book the slot for global certification exam. * Placement possibilities for the eligible students	May/2020	Dean-Skill Development
459	Internshala-*Finally students have to submit certificates.	May/2020	Dean-Skill Development
460	2019 - 20 Batch Placement Success Meet	May-2020	Dean, Placements & Progression
461	Organizing Industrial training/internship for 2nd years - One month during summer	May / June, 2020	All HODs
462	Finalization of Industries for Faculty Summer Internship program	1st week,May-2020	Dean, Placements & Progression
463	Non-Teaching Staff Skill Upgradation Program	1st week,May-2020	All HODs, Principal - ASC
464	IQAC internal meeting	1st Week, May -2020	Dean, Quality
465	Scrutinizing for Identifying Eligible Applicants for Faculty Positions	1st Week, May 2020	Dean-F&SA
466	Audit of Departments	2nd & 3rd Week, May -2020	Dean, Quality
467	KLEEE 2020 Counselling	2nd Week, May - 2020	Convener, KLEEE, 2020
468	Library Books Purchases and Planning for Odd Semester	2nd Week, May - 2020	Planning & Development incharge
469	CRT Training classes for Y16 Batch students	2nd Week, May-2020 to 3rd Week, June-2020	Dean, Placements & Progression
470	Summer Internship Program for Engineering Program	2nd Week, May-2020 to 3rd Week, June-2020	Dean, Placements & Progression
471	Interviews for faculty positions	3rd Week, May 2020	Dean-F&SA & All HODs
472	Department wise Executive / Corporate Training Program	3rd Week, May 2020	All HODs
473	Compliances report by IQAC	4 <sup>th</sup> Week, May-2020	Dean, Quality
474	Start of Spot Valuation for End Semester Exams for A. Y. 2019 - 20 - Even Semester	1st May 2020	Controller of Exams & Dean, Academics
475	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> May-2020	Departments
476	National Technology Day Celebrations by all Engg. departments	11th May 2020	All HODs
477	International Mother's day celebrations	12th May 2020	Convener-Women's Forum & Dean (Student Affairs)
478	Registration for Summer Sem for A.Y. 2019 - 20.	13th May 2020	Dean, Academics
479	Commencement of Class work for Summer Sem for A. Y. 2019 - 20	14th May 2020	Dean, Academics
480	1st In-Semester Evaluation for A. Y. 2019 - 20 - Summer Semester	28th 31st May-2020	Dean, Academics
481	Summer Internship Program for BBA / MBA / Bs.HM / B.Com	14th May 2020 to 31st July 2020	HoD, KLUBS, 8 weeks for BBA, 12 weeks for MBA, 45 days for Bs.HM
482	Summer Break for Faculty and Staff	20th May 2020 to 22nd June 2020	Registrar

483	Declaration of A. Y. 2019-20 - Even Semester End Examination Results	26th May-2020	Controller of Exams
484	World anti-tobacco day celebrations by CEA	31st May 2020	Dean (Student Affairs)
<b>June/2020</b>			
485	IQAC internal meeting	1st Week, June -2020	Dean, Quality
486	Quarterly Audit Report	1 <sup>st</sup> Week, June -2020	Dean, Quality
487	Department Advisory Board Meeting (Once in an Academic Year)	1st Week, July-2019	All HODs
488	BoS Meeting (If Required)	1 <sup>st</sup> Week, June -2020	All HODs
489	Monthly Audit Report Statistics to be submitted by Departments	5 <sup>th</sup> June-2020	Departments
490	Submission of Semester End Reports by HoDs, Deans to Hon'ble President & VC	05th June 2020	All HODs, Deans
491	World Environment Day Celebrations	05th June 2020	Dean(P&D)
492	Last Date for Applying for Revaluation for A. Y. 2020-21 - Even Sem	06th June 2020	Controller of Exams
493	PG Admissions Notification and Press Release for A. Y. 2020-21	11th June 2020	Director, Admissions, Assoc. Dean, Admissions & Registrar
494	World day against child labor celebrations by CEA	12th June 2020	Dean (Student Affairs)
495	Declaration of Revaluation Results for A. Y. 2019 - 20 - Even Semester	13th June 2020	Controller of Exams
496	Academic Council Meeting	3rd Week, June-2020	Dean(Academics) &Registrar
497	4 <sup>th</sup> IQAC Advisory Committee meeting	3rd Week, June-2020	Dean, Quality
498	Reporting week for Newly Recruited Faculty	3rd Week, June-2020	Dean-F&SA & All HODs
499	Ph.D. Admission Test for XVII Batch	16th June 2020	Dean R &D
500	Ph.D. Admission Test Result Declaration for XVII Batch	18th June 2020	Dean R &D
501	PG Admission Counseling for A. Y. 2020 - 21	18th June 2020 to 30th June 2020	Director, Admissions
502	International Yoga Day Celebrations by Dept. of Physical Education	June 2020	Dean (Student Affairs)
503	Last Instruction day for A. Y. 2019 - 20 - Summer Semester	21st June 2020	Dean, Academics
504	Conducting Department wise refresher courses for Faculty	4th Week, June-2020	All HODs, Principal - ASC
505	Industrial Training/Internship for Faculty	4th Week, June-2020	All HODs
506	Preparation of department wise placement brochure for A. Y. 2020 - 21	4th Week, June-2020	Dean, Placements & Progression
507	Compliances report by IQAC	4 <sup>th</sup> Week, June -2020	Dean, Quality
508	Induction Program for Newly Recruited Faculty by KLU-ASC	Last Week, June-2020	Principal, Academic Staff College and Dean-F&SA
509	2nd In-Semester Evaluation for A. Y. 2019 - 20 - Summer Semester	22nd June 2020 to 24th June 2020	Dean, Academics
510	Conduction of Supplementary/Summer Term End Semester Exams	27th June 2019	Controller of Exams
511	Start of Spot Valuation for End Semester Exams for A. Y. 2018 - 19 - Summer Semester	29th June 2019	Controller of Exams & Dean, Academics
<b>July 2020</b>			

512	Academic Registrations for both UG (Engineering) and PG (Engineering) for A. Y. 2020 - 21 - Odd Semester	01st July 2020	Dean, Academics
513	Ph.D. Registrations for XVIII Batch	3rd July 2020	Assoc. Dean, Academic Research, Dean R & D
514	KLU/ KLCE Alumni Silver Jubilee Celebrations for 1991-95 batch	08th July 2020 & 09th July 2020	Dean, Placements & Progression

ADDITIONAL EVENTS

515	General, Electrical and Garden Maintenance	As per Charter & Daily Schedules (Supporting Document Enclosed) - Reference P & D Manual 2019-20	Planning & Development incharge & Team
516	Deputing Faculty for Workshops/Conference/Short term courses etc	As per the norms	All HODs
517	Extension Activities - Atleast 6/department/semester	One Every Month	Assoc. Dean, Extensions & Extramural Activities, All HODs & Dean (R&D)-Dr.K.L.Narayana
518	University Magazine	Half Yearly (Mar, Sep)	Planning & Development incharge
519	Organizing Extension activities which are service related	One in Semester	All HODs
520	Organizing International Conference CSE, CE, ME, EEE, & BT	To conduct in 2019-20	HODs CSE, CE, ME, EEE, & BT
521	Schedule for Course Delivery by foreign faculty		All HODs
522	News Letter	Quarterly (Mar, Jun, Sep, Dec)	Associate Dean, Publishing, Planning & Development Incharge & Convener, KLEEE, 2018
523	University Magazine	Half Yearly (Mar, Sep)	Associate Dean, Publishing, Planning & Development Incharge & Convener, KLEEE, 2018
524	Maintenance of Solar, Windmills, Biogas Plant	Bi-Monthly	Planning & Development incharge & Team
525	HPC and Website Maintenance	Bi-Monthly	Planning & Development incharge & Team
526	Construction Status Review	Quarterly (Jan, Apr, Jul, Oct)	Planning & Development incharge & Team
527	Review of Budgets Spending by Departments for Laboratories	Quarterly (Jun, Sep, Dec, Mar)	Planning & Development incharge & Accounts Team
528	Stock Verification (Laboratories) by the end of Odd and Even Semesters	Semester Break Time	Planning & Development incharge & All HODs
529	Stock Verification (ICT, ET, Furniture) (Odd and Even Semester)	Semester Break Time	Planning & Development incharge & All HODs
530	Department Libraries Stock Verification	Semester Break Time	Planning & Development incharge
531	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, Planning & Development incharge

532	Central Library Stock Verification	Summer Break Time	Librarian, Associate Dean (E-Resources) & Planning & Development incharge
533	Insurance of All Equipments	Yearly - August 2018	Planning & Development incharge & Team
534	Swachattha Rankings	As per Notification	Planning & Development incharge & Team
535	Green Awards	As per Notification	Planning & Development incharge & Team
536	Environmental Awareness	As per Notification	Planning & Development incharge & Team
537	Horticulture and Garden Landscaping	Summer and Non Rainy Months	Planning & Development incharge & Team
538	Paintings, Furniture Maintenance	As per Need	Planning & Development incharge & Team