



Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), Medchal District.

Department of ECE

Detailed Academic Schedule: 2025-26 – 2nd and 3rd B.Tech II Semester

S. No	Event	Remarks	Day	Week No.
1.	Finalization of Electives, Division of Project Batches, Allotment of Workload and Additional duties	At least 3 weeks before the commencement of a semester	08.12.25	3 Weeks before commencement of class work
2.	<ul style="list-style-type: none">• Program Coordinator meeting with Course coordinators• Group Head Meeting with Faculty mentees• Course Coordinator's first meeting• Recommendations to the library for purchase of textbooks	<ul style="list-style-type: none">• Two (2) weeks before commencement of a semester• Implementation of PBL, Innovations in teaching, attainments obtained during last year and methodologies to improve need to be discussed in the first course coordinator's meeting	15.12.25	2 Weeks before commencement of class work
3.	<ul style="list-style-type: none">• Preparation of Course files and Lab workbooks• Department faculty meeting• Conduct of internal FDPs in all lab courses• Preparation of Time-tables	One (1) week before commencement of semester	22.12.25	1 Week before commencement of class work
4.	Commencement of Class work	Starting date	29.12.25	Week 1
5.	<ul style="list-style-type: none">• Class Teacher meeting with other faculty taking the same section	Identify the irregular students and inform their parents through mentors	05.01.26	Week 2
6.	<ul style="list-style-type: none">• Verification of Mentor books by the department coordinators along with Report• CRC first Meeting and Submission of ATR• Term-1 feedback on TLP and ATR	Verification of data of previous semesters/ years Online feedback on TLP by IQAC and ATR	12.01.26	Week 3
7.	<ul style="list-style-type: none">• Parent-Teachers Meeting – First		18.01.26	Week 3

8.	<ul style="list-style-type: none"> • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 	At least one guest lecture per course, one workshop or PBL per course and one industrial visit for each section per semester	19.01.26	Week 4
9.	<ul style="list-style-type: none"> • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 	Guest Lectures, Student Workshops, Industrial visits, Peer learning activities are to be arranged in 4,5 and 6 weeks spreading uniformly	27.01.26	Week 5
10.	<ul style="list-style-type: none"> • Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 		02.02.26	Week 6
11.	<ul style="list-style-type: none"> • Group Head Meeting with Faculty mentees • Course coordinators' meeting • Class Teacher meeting 		09.02.26	Week 7
12.	<ul style="list-style-type: none"> • First Mid-term Examinations in Labs • CRC Second Meeting and Submission of ATR 	Lab exams in the respective lab slots	16.02.26	Week 8
13.	<ul style="list-style-type: none"> • First Mid-term Examinations 	5 days	23.02.26 to 27.02.26	Week 9
14.	<ul style="list-style-type: none"> • Display of first Mid-semester Exam marks 	Solutions of Mid paper to be discussed in class	06.03.26	Week 10
15.	<ul style="list-style-type: none"> • Remedial Classes for students who scored less than 50% marks in Mid-1 • Verification of Mentor books by the department coordinators along with Report 	Schedule of remedial classes is to be prepared by course coordinators with the help of class teachers	09.03.26 to 04.04.26	Week 11 To Week 14
16.	<ul style="list-style-type: none"> • Parent-Teachers Meeting - Second 		15.03.26	Week 12
17.	<ul style="list-style-type: none"> • CRC Third Meeting and Submission of ATR • Course coordinators' meeting • Class Teacher meeting • Group Head Meeting with Faculty mentees 		23.03.26	Week 13
18.	<ul style="list-style-type: none"> • Taking options from students regarding electives for the next semester 		06.04.26	Week 15

19.	<ul style="list-style-type: none"> • Second Mid-term Examinations in Labs • Term- 2 feedback on TLP and ATR • Course End Survey Feedback and Analysis 	<p>One week before the end of the semester</p> <p>During the week of second internal lab exams</p>	15.04.26 to 21.04.26	Week 16 and 17
20.	Last day of Instructions		24.04.26	Week 17
21.	<ul style="list-style-type: none"> • Second Mid-term Examinations 	5 Days	25.04.26 to 30.04.26	Week 17
22.	<ul style="list-style-type: none"> • Preparation Holidays and Semester End Practical Examinations • Consolidation of Attendance and display of detained and condoned students. • Faculty options for teaching courses of next semester 		01.05.26 to 07.05.26	Week 18 and 19
23.	<ul style="list-style-type: none"> • Consolidation of Internal Marks • Display of Second Mid-semester Exam marks 		07.05.26	Week 19
24.	<ul style="list-style-type: none"> • End Semester Theory Examination • Presentations by Faculty Members • Submission of Mentor-Mentee Reports • Verification of Mentor books by the department coordinators • Program Assessment Committee meeting 	<p>Regarding their contribution to the department</p> <p>After the completion of the semester</p>	08.05.26 to 19.05.26	Week 20 and 21
	Summer Vacation/ Internships/ Mini Project/ Training.	33 Days	20.05.26 to 21.06.26	

Frequency of Activities

S. No	Activities	Frequency
(i) Weekly Activities		
1.	Submission of weekly reports on TLP	Every Monday
2.	College academic committee meetings	Every Wednesday
3.	Update of the department website	Every Saturday
4.	Head with Group Heads - Meeting	Every Saturday
5.	Research Seminars by Faculty	Every Saturday
(ii) Fortnightly Activities		
1.	Fortnightly attendance of students and display of students' list having shortage of attendance	Fortnightly
2.	Fortnightly report of mentors and submission of Action Taken Report (ATR)	1 st and 16 th of every month
(iii) Monthly Activities		
1.	Department meetings	Monthly
2.	Student attendance registers to be verified and signed by Group Heads HoD and by Dean Academics	Monthly
3.	Alumni interaction through Guest lectures	Monthly
4.	Group Head meeting with mentee faculty	Monthly–Minimum 3 meetings in a semester
5.	Research group meetings in each department	Monthly (Last Saturday in the month)
6.	Activities of NEN <ul style="list-style-type: none"> • Outcome of each activity and ATR • Consolidated report at the end of Semester 	Monthly (One activity per month)
(iv) Twice a Semester		
1.	Verification of Attendance Registers, Lab Manuals, Lab Records, Lab Continuous Evaluation Sheets and Mentor Records	Twice a Semester (IQAC)
2.	Submission of Assignment questions and Tutorials conducted as per the format.	At least one before Mid- 1 and another before Mid - 2
3.	Workshops on Career Guidance by Career Guidance Cell and submission of report on the same.	Twice a Semester (Career Guidance Cell)
4.	Activities of various Professional Bodies (IEEE/ IETE/ ISTE), Centers of Excellence and Srujanastra club Two activities per semester by each body/club and submission of report on the same.	Minimum of Two activities in a Semester
5.	NSS Activities - Two activities per semester and submission of report on the same.	Twice a Semester (NSS team)
(v) Once in a Semester		
1.	Faculty Development Programs (FDP) <ul style="list-style-type: none"> • Need analysis • Identification of speakers and schedule of the FDP/SDP • Preparation of Brochure • Conduct of FDP/SDP • Submission of report on the conducted FDP/SDP with outcomes and recommendations, if any 	One external FDP from each Group to be conducted in the semester/ year break
2.	Submission of Impact of student mentoring, Impact of Remedial classes, Impact of Group Head, Impact of internships, Impact of CRC and Impact of counseling of HoD on TLP	
3.	Submission of CO wise attainments in each course	
4.	PAC meeting	

5.	Submission of Attendance Registers and Answer Scripts, Day-to-Day evaluation sheets (labs)	
6.	Value added course – Plan, Implementation and Impact	
7.	Verification of department files by the in-charges	
8.	Preparation of Dept. Newsletter, Technical Magazine and Dept. Report	by the concerned in-charges
(vi) Once in an Year		
1.	Proposal for a National Conference / International Conference	One proposal from the department - to be conducted during summer vacation or at the beginning of an academic year.
2.	Submission of Faculty Appraisal forms	At the end of academic year

Dr. G. Sreelakshmi
HoD - ECE

Prof. B. Hari Kumar
Dean, SE & CE



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Cheeryal (V), Keesara (M), Medchal District.

Department of ECE

Detailed Academic Schedule: 2025-26 – 4th B.Tech II Semester

S. No	Event	Remarks	Day	Week No.
1.	Finalization of Electives, Division of Project Batches, Allotment of Workload and Additional duties	At least 3 weeks before the commencement of a semester	08.12.25	3 Weeks before commencement of class work
2.	<ul style="list-style-type: none">• Program Coordinator meeting with Course coordinators• Group Head Meeting with Faculty mentees• Course Coordinator's first meeting• Recommendations to the library for purchase of textbooks	<ul style="list-style-type: none">• Two (2) weeks before commencement of a semester• Implementation of PBL, Innovations in teaching, attainments obtained during last year and methodologies to improve need to be discussed in the first course coordinator's meeting	15.12.25	2 Weeks before commencement of class work
3.	<ul style="list-style-type: none">• Preparation of Course files and Lab workbooks• Department faculty meeting• Conduct of internal FDPs in all lab courses• Preparation of Time-tables	One (1) week before commencement of semester	22.12.25	1 Week before commencement of class work
4.	Commencement of Class work	Starting date	29.12.25	Week 1
5.	<ul style="list-style-type: none">• Class Teacher meeting with other faculty taking the same section	Identify the irregular students and inform their parents through mentors	05.01.26	Week 2
6.	<ul style="list-style-type: none">• Verification of Mentor books by the department coordinators along with Report• CRC first Meeting and Submission of ATR• Term-1 feedback on TLP and ATR	Verification of data of previous semesters/ years Online feedback on TLP by IQAC and ATR	12.01.26	Week 3
7.	<ul style="list-style-type: none">• Parent-Teachers Meeting – First		18.01.26	Week 3

8.	<ul style="list-style-type: none"> Major Project reviews Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 	At least one guest lecture per course, one workshop or PBL per course and one industrial visit for each section per semester	19.01.26	Week 4
9.	<ul style="list-style-type: none"> Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 	Guest Lectures, Student Workshops, Industrial visits, Peer learning activities are to be arranged in 4,5 and 6 weeks spreading uniformly	27.01.26	Week 5
10.	<ul style="list-style-type: none"> Guest Lectures, Student Workshops, Industrial visits, Peer learning activities 		02.02.26	Week 6
11.	<ul style="list-style-type: none"> Group Head Meeting with Faculty mentees Course coordinators' meeting Class Teacher meeting 		09.02.26	Week 7
12.	<ul style="list-style-type: none"> Major Project reviews CRC Second Meeting and Submission of ATR 		16.02.26	Week 8
13.	<ul style="list-style-type: none"> First Mid-term Examinations 	3 days	23.02.26 to 25.02.26	Week 9
14.	<ul style="list-style-type: none"> Display of first Mid-semester Exam marks 	Solutions of Mid paper to be discussed in class	04.03.26	Week 10
15.	<ul style="list-style-type: none"> Remedial Classes for students who scored less than 50% marks in Mid-1 Verification of Mentor books by the department coordinators along with Report 	Schedule of remedial classes is to be prepared by course coordinators with the help of class teachers	09.03.26 to 04.04.26	Week 11 To Week 14
16.	<ul style="list-style-type: none"> Parent-Teachers Meeting - Second 		15.03.26	Week 12
17.	<ul style="list-style-type: none"> CRC Third Meeting and Submission of ATR Course coordinators' meeting Class Teacher meeting Group Head Meeting with Faculty mentees 		23.03.26	Week 13
18.	<ul style="list-style-type: none"> Major Project reviews 		30.03.26	Week 14

	<ul style="list-style-type: none"> • Major Project report submission 		06.04.26	Week 15
19.	<ul style="list-style-type: none"> • Term- 2 feedback on TLP and ATR • Course End Survey Feedback and Analysis 	One week before the end of the semester	13.04.26	Week 16
20.	Last day of Instructions		22.04.26	Week 17
21.	<ul style="list-style-type: none"> • Second Mid-term Examinations 	3 Days	23.04.26 to 25.04.26	Week 17
22.	<ul style="list-style-type: none"> • Preparation Holidays • External Major project review • Consolidation of Attendance and display of detained and condoned students. 		26.04.26 to 01.05.26	Week 18 and 19
23.	<ul style="list-style-type: none"> • Consolidation of Internal Marks • Display of Second Mid-semester Exam marks 		02.05.26	Week 19
24.	<ul style="list-style-type: none"> • End Semester Theory Examination • Presentations by Faculty Members • Submission of Mentor-Mentee Reports • Verification of Mentor books by the department coordinators • Program Assessment Committee meeting 	Regarding their contribution to the department After the completion of the semester	02.05.26 to 06.05.26	Week 20

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3.	Submission of CO wise attainments in each course	
4.	PAC meeting	

5.	Submission of Attendance Registers and Answer Scripts, Day-to-Day evaluation sheets (labs)	
6.	Value added course – Plan, Implementation and Impact	
7.	Verification of department files by the in-charges	
8.	Preparation of Dept. Newsletter, Technical Magazine and Dept. Report	by the concerned in-charges
(vi) Once in an Year		
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2.	Submission of Faculty Appraisal forms	At the end of academic year

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