

PET ENGINEERING COLLEGE, VALLIOOR

Academic Calender (PERT Chart)

[To be followed every year]

Sl.No	Particulars	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1	Annual Budget											■	
2	Printing of Brouchers / Application forms	■											■
3	College Magazine	■								■	■	■	■
4	College Calendar Printing	■	■										■
5	Governing Council Meeting	■						■	■				
6	Placement Programme		■					■	■				
7	Staff evaluation for promotion			■	■								
8	Procurement of Text Books, Uniforms & Drawing Instruments			■	■								
9	Dept. Seminars * / Technical Association Inauguration / Validiction			■								■	
10	Freshers' Day			■	■								
11	Series Test / Despatch of Progress report			I ■		II ■		III ■		I ■		II ■	III ■
12	Issue of ID Cards				■	■							
13	Feed back from students on Teachers				■						■		
14	National Level Seminars (Colloquium)				■	■							
15	AICTE Approvals Process						■	■	■				
16	University Exam and related works	■	■	■			■	■	■	■			■
17	School Students Programme							■	■	■	■		
18	Alumni Meet							■	■				
19	Industrial Visits		■	■					■	■			
20	Project Work (Final Year)	Project work (VI Sem April) ----- (VIII Sem March)											

Sl.No	Particulars	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
21	Graduation Day **												
22	Sports Day												
23	National Conference												
24	College Day												
25	University Affiliation Process **												
26	Collection of Tuition Fees												
27	Annual Stock verification												
28	Annual maintenance (College & Hostel)												
29	Vacation												



Base work & Data Collection



Consolidation and review



Submission / Execution

Magazine :

- Call for articles : Jan
- Final year group photos : March
- To Press : April 1st week
- 1st Proof : 3rd week
- 2nd proof : 4th week
- Final print order : May 1st week
- Distribution : May 3rd week

Final year Project Work :

- Selection of project (VI Sem) : March / April
- Literature Survey : June
- Planning & Organisation : July - November
- Results : Dec
- Report Preparation : Jan
- Submission : March 1st week

* If any Dept. plans to organise a Seminar - proposal - a month before the date; organising - two weeks before the date

** Graduation Day and Affiliation Process depends on University's plan

PERT - Programme Evaluation & Review Techniques - chart