

National Institute of Technical Teachers Training and Research, Chandigarh
LIST OF IMPORTANT EVENTS/ACTIVITIES WITH PROPOSED DATE (S)
(01 April 2017 – 31 March 2018)

Events/Activities	Date(s)	Events/Activities	Date(s)
1. INSTITUTE DAY	07.09.2017	5.6 Hindi Implementation Committee	23.06.2017 24.08.2017 15.12.2017 16.02.2018
- Annual Report Presentation - Cultural Programme			
2. OTHER IMPORTANT DAYS		6. ADMINISTRATIVE ACTIONS	
2.1 Labour Day	01.05.2017	6.1 Time Schedule for:	
2.2 Anti Terrorism Day	21.05.2017	a) Distribution of blank APAR forms to all concerned	31.03.2018
2.3 World Blood Donor Day	14.06.2017	b) Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15.04.2017
2.4 International Day of YOGA	21.06.2017	c) Submission of reporting officer to reviewing officer	30.06.2017
2.5 International Day against Drug Abuse	26.06.2017	d) Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31.07.2017
2.6 Independence Day	15.08.2017	e) Appraisal by accepting authority, wherever provided.	31.08.2017
2.7 Sadbhavana Diwas	20.08.2017	6.2 Completion of Physical Verification Reports	24.05.2017
2.8 Teachers' Day	05.09.2017	6.3 Submission of Annual Report by HODs For Hindi Translation	19.05.2017 05.07.2017
2.9 Hindi Month	Sept. 2017	Completion of Translation	19.08.2017
2.10 International Literacy Day	08.09.2017	Submission to BOG Members	13.10.2017
2.11 Sardar Vallabhai Patel Divas (National Unity Day)	31.10.2017	Submission to MHRD/AICTE	28.10.2017
2.12 Vigilance Awareness Week	Oct/Nov. 2017	6.4 Completion of Institute Calendar for (2018-19)	29.03.2018
2.13 Vishvakarma Day	12.11.2017	6.5 Circulation of Seniority List	31.05.2017
2.14 Quami Ekta Day	19.11.2017		
2.15 Republic Day	26.01.2018	7. ACTION BY ACCOUNTS SECTION	
2.16 Martyrdom Day	30.01.2018	7.1 Schedule of Internal Audit	01.08.2017 24.12.2017
2.17 Matribhasha Divas	21.02.2018	7.2 Submission of Annual Accounts to AG for audit	30.06.2017
3. ANNUAL PROGRAMMES		7.3 Completion of Audit of Institute Accounts	29.06.2017
3.1 Annual workshop for preparing OPLAN 2017-18 for Polytechnics for the state(s) of:		7.4 Audit report to be obtained from AG	28.10.2017
Haryana	Oct-Nov. 2017	7.5 Completion of Revised Budget and New Budget Estimates	30.08.2017
Himachal Pradesh	Oct-Nov. 2017		
Punjab	Oct-Nov. 2017	8. ANNUAL SPORTS	
Chandigarh	Oct-Nov. 2017	8.1 Organisation of Indoor and Outdoor Games	01.04.2017 to 29.02.2018
Delhi	Oct-Nov. 2017	8.2 Organisation of Prize Distribution Function of Sports	March, 2018
Jammu & Kashmir	Oct-Nov. 2017		
Uttarakhand	Oct-Nov. 2017		
Uttar Pradesh	Oct-Nov. 2017		
Rajasthan	Oct-Nov. 2017		
3.2 Annual workshop for Preparing OPLAN 2018-19 for Engineering Colleges	Nov./Dec. 2017		
4. ACADEMIC ACTIVITIES			
4.1 Meeting of HODs	As and when required		
4.2 Finalisation of Operational Plan Meeting	Jan. 2018		
5. MEETINGS			
(Tentative Schedule)			
5.1 Academic Council	06.10.2017 16.02.2018		
5.2 Finance Committee	23.06.2017 13.10.2017 23.02.2018		
5.3 Board of Governors	23.06.2017 13.10.2017 23.02.2018		
5.4 NITTTR Chandigarh Society	13.10.2017 23.02.2018		
5.5 Campus Planning & Development Committee	As per need		

*Issued by IMCO
With the approval of Director*

In case of a holiday, the event will be conducted on the next working day.