



# MGM's College of Engineering and Technology,

Kamothe, NAVI MUMBAI - 410 209

No : MGM/CET/2015-16/76

January 1, 2016

## Academic Calendar for EVEN TERM -- 2015-16 F.E., S.E., T.E., B.E., M.E.(I)

S. No	Date/Duration	Week	Activity
1.	January 4, 2016	1	<b>Semester begins – Welcome to Students</b> Faculty Members (1) to announce Course Plan and Class Tests to the Students, (2) to submit Course Plan <b>via email</b> to the Dean (FE), Principal and DG (3) to prepare and keep ready Course File as per the Guide Lines provided – HoD to check.
2.	January 5, 2016		<b>Assignment – I</b> on <b>first 20% syllabus</b> to be submitted by faculty <b>via email</b> to Dean (FE), Principal and DG
3.	January 6, 2016		<ol style="list-style-type: none"> <li><b>Assignment– I</b> to be given to the students</li> <li>HoDs to submit report on the strict adherence of the Faculty regarding Course Files maintained by the Faculty Members with clear identification of those Faculty members who did not maintain Course Files.</li> </ol>
4.	January 11-15, 2016		Class In-charges to collect the examination forms from the regular students of Semester IV and VI and submit the same to the Exam Section on or before <b>January 18, 2016</b> .
4.	January 19, 2016	3	<ol style="list-style-type: none"> <li><b>Completion of 20% of Syllabus</b></li> <li><b>Assignments – II</b> on <b>next 20% syllabus</b> to be submitted by faculty <b>via email</b> to Dean (FE), Principal and DG</li> </ol>
5.	January 20, 2016		<ol style="list-style-type: none"> <li><b>Submission of Assignment - I</b> by the students</li> <li><b>Assignment - II</b> on next 20% Syllabus to be handed over to the students</li> </ol>
6.	January 25, 2016	4	<b>Return of the corrected Assignment - I</b> to the students
7.	January 27, 2016		<b>Panel of Examiners in the prescribed format to be submitted to the Exam Cell</b>
8.	February 4, 2016	5.	<ol style="list-style-type: none"> <li><b>Monthly Report by HoDs &amp; Dean (FE)</b> regarding lecture and Practical Classes in the given format - Email to Convener, Attendance Committee, Principal and DG.</li> <li><b>HoDs to submit Hardcopy in the given format to the Attendance Committee and Principal</b></li> <li><b>HoDs &amp; Dean (F. E.) to submit Har Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to the Convener, Attendance Committee and the Principal.</b></li> <li><b>Display of Attendance</b> in the Class and laboratory till <b>February 3, 2016</b></li> <li><b>SMS</b> to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</li> <li><b>Assignment - III</b> on next 30% Syllabus to be submitted by faculty <b>via email</b> to Dean (FE), Principal and DG</li> </ol>
9.	February 5, 2016		<ol style="list-style-type: none"> <li><b>Completion of 40% of Syllabus</b></li> <li><b>Announcement of the list of Projects for the B.E. students and M. E. students for 2016-17</b></li> </ol>
10.	February 8, 2016	6	<ol style="list-style-type: none"> <li><b>Submission of Assignment – II</b> by the Students</li> <li><b>Assignment - III</b> on next 30% Syllabus to be given to the students</li> <li><b>Attendance Committee to finalise its recommendations regarding the Students who are ineligible to take Class Text-1 due to attendance deficiency and submit to the Principal for approval.</b></li> </ol>
11.	February 10, 2016		<ol style="list-style-type: none"> <li><b>Faculty Meeting</b> to discuss cases of defaulters in attendance and action taken</li> <li><b>Attendance Committee to inform the list of students who are in-eligible for Class Test-1</b></li> <li>Return of the corrected <b>Assignments - II</b> to the students</li> </ol>
12.	February 11-13, 2016		<ol style="list-style-type: none"> <li><b>Class Test – 1 (CT1) on 40 % Syllabus</b></li> <li><b>Attendance defaulters to be given the 1<sup>st</sup> Warning Letter and Collect the acknowledgement by the Parents</b></li> <li><b>Class Incharges to get the Examination forms filled up by those students who failed to fill the same as per scheduled date.</b></li> </ol>
13.	February 15-18, 2016	7	<ol style="list-style-type: none"> <li><b>In-Semester FEED BACK BY STUDENTS - Action: Dean (FE)</b></li> <li><b>Submission of Term Work by the students having 100% attendance in the Practical Classes of FE (Physics and Chemistry) practicals.</b></li> <li><b>Extra Turns for Physics and Chemistry Practical for the students with attendance &gt;50% as per the approval of the Dean FE.</b></li> </ol>
14.	February 18, 2016		<ol style="list-style-type: none"> <li>Display of Class Test – 1 (CT1) Results</li> <li><b>SMS</b> to the Parents/Guardians of the poor performers in CT1 and Email to Dean (AP) &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators, Dean (FE)</li> </ol>
15.	February 29 –March 4, 2016	9	<ol style="list-style-type: none"> <li><b>Submission of Term Work by the students having 100% attendance in the Practical Classes : Sem II (Practicals other than Physics and Chemistry), Sem IV, VI and VIII</b></li> <li><b>Extra Turns for Physics and Chemistry Practical for the students with attendance &gt;50% as per the approval of the Dean FE and respective HoDs.</b></li> </ol>
16.	March 4, 2016		<ol style="list-style-type: none"> <li>Results Analysis of Class Test-1 in the prescribed format to be submitted to the Principal.</li> <li><b>Monthly Report by HoDs &amp; Dean (FE)</b> regarding lecture and Practical Classes in the given format - Email to Principal and DG</li> <li><b>HoDs &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance</b></li> </ol>

			<p><b>and Hard Copy of the PPT to the Convener, Attendance Committee and the Principal.</b></p> <ol style="list-style-type: none"> <li><b>4. Display of Attendance</b> in the Class and laboratory till <b>March 3, 2016</b></li> <li><b>SMS</b> to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</li> <li><b>Assignment - IV</b> on next <b>30 % Syllabus</b> and <b>Practice Question Paper</b> to be submitted by faculty <b>via email</b> to HoD, Dean (Acad), Principal and DG</li> </ol>
17.	March 8, 2016	10.	<ol style="list-style-type: none"> <li><b>1. Completion of 70% of Syllabus</b></li> <li><b>Assignment - IV</b> on next <b>30%</b> Syllabus and Practice Question Paper to be submitted by faculty <b>via email</b> Principal and DG.</li> <li><b>Allotment of the Projects to the B. E. students and M. E. students for the year 2016-17</b></li> </ol>
18.	March 8, 2015		<ol style="list-style-type: none"> <li>Report of the Faculty regarding Term Work Submission of the students having 100% attendance (by email to Dean (FE), Principal and DG)</li> <li>Report of the Faculty regarding the students having unsatisfactory attendance (by email to Dean (FE), Principal and DG)</li> <li>Finalisation of the cases of the students having genuine problems and missed =&lt;50% laboratory turns <b>by respective HoDs and Dean (FE)</b> and display time table duly approved by the Principal for execution of the same. Detailed Instructions for the conduction of these extra turns as detailed out in the hand out for Practical Classes must be meticulously followed.</li> <li>Finalisation of the list of the defaulters (having attendance &gt;50% in Practicals) by the Attendance Committee for extra turns of Practicals based on their genuinity of cases.</li> <li>Attendance Committee to recommend the list of students who are not eligible to take Class Test - 2 due to poor attendance to the Principal for approval.</li> </ol>
19.	March 9, 2016		<ol style="list-style-type: none"> <li>Submission of <b>Assignments - III</b> by the student</li> <li><b>Assignment - IV</b> on next <b>30 % Syllabus</b> and <b>Practice Question Paper</b> to be handed over to the students</li> </ol>
20.	March 9, 2016		<ol style="list-style-type: none"> <li><b>HoDs &amp; Dean (FE) to submit Report in the Format regarding Attendance and Hard Copy of the PPT to the Convener, Attendance Committee and the Principal.</b></li> <li><b>Faculty Meeting</b> to discuss (i) cases of defaulters in attendance and action taken and (ii) Results Analysis of Class Test-1</li> </ol>
21.	March 10, 2016		<b>Display of List of students not eligible for Class Test-2 - Action – All HoDs</b>
22.	March 11, 2016		Return of corrected <b>Assignments - III</b> to the students
23.	March 14 - 16, 2016	11	<ol style="list-style-type: none"> <li><b>Class test - 2 (CT2) on 41-70% Syllabus</b></li> <li><b>Attendance defaulters to be given the 2<sup>nd</sup> Warning Letter and Collect the acknowledgement by the Parents</b></li> </ol>
24.	March 21, 2016	12	<ol style="list-style-type: none"> <li>Display of Class Test – 2 (CT2) Results</li> <li>SMS to the Parents/Guardians of the poor performers in CT2 and Email to Dean (AP) &amp; Submission of Term Work by the students who missed Practical Turns (&lt;50 %), approved by the respective HoDs and Dean (FE) as genuine cases.</li> </ol>
25.	March 21 – 23, 2016		
26.	March 28-April 7, 2016	13	<ol style="list-style-type: none"> <li>Extra Turns for the defaulters (having attendance &lt;50% in Practicals) as approved by the Principal.</li> <li>Display time table duly approved by the Principal for execution of the extra turns. Detailed Instructions for the conduction of these extra turns as detailed out in the hand out for Practical Classes must be meticulously followed.</li> </ol>
27.	April 4, 2016	14	<ol style="list-style-type: none"> <li><b>Monthly Report by HoDs &amp; Dean (FE)</b> regarding lecture and Practical Classes in the given format - Email to Principal and DG</li> <li><b>HoDs &amp; Dean (F. E.) to submit Har Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to the Convener, Attendance Committee and the Principal.</b></li> <li><b>Display of Attendance</b> in the Class and laboratory till <b>April 3, 2016</b></li> <li><b>SMS</b> to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</li> </ol>
28.	April 4 - 8, 2016		<ol style="list-style-type: none"> <li><b>"Semester – End" FEED BACK BY STUDENTS - Action: Dean (FE)</b></li> <li><b>ATKT Class Test</b></li> </ol>
29.	April 12, 2016	15	<ol style="list-style-type: none"> <li><b>Completion of 100 % Syllabus</b></li> <li><b>Submission of the Term Work by the students (having &gt;50% attendance) and permitted Convener Attendance Committee &amp; Dean (FE) to present to the Principal a consolidated report in the prescribed format Department-wise regarding detention of the students for poor attendance.</b></li> </ol>
30.	April 15, 2016		<ol style="list-style-type: none"> <li><b>Term Ends</b></li> <li>Submission of <b>Assignments - IV</b> and <b>Solved Practice Question Paper</b> by the students</li> <li>Return of corrected <b>Assignments – IV, Solved Practice Question Paper</b> and <b>Model Solutions of the Practice Question Paper</b> to the students</li> <li><b>Submission of Term Work by the Students, recommended by the attendance Committee and approved by the Principal, who have performed all the experiments in the laboratory.</b></li> <li><b>After approval of the Principal, names of the students to be detained (as per S. No. 29) to be informed to Professor In-charge (Exam) for necessary action.</b></li> </ol>
31.	April 18, 2016		<b>Submission of Term Work and Class Test marks (Hard Copies) to the Exam Section by Faculty Members</b>
32.	April 16 - 25, 2016		Conduction of Oral and Practicals

33.	<b>April 18 – April 27, 2016</b>	<b>1. Submission of Practical and Oral marks (Hard Copies) to the Exam Section by Faculty Members (Within three days of completion of Practical and Oral Exam).</b> <b>2. HoDs to submit the Faculty-wise teaching Load distribution for odd semester (2016-17)</b>
34.	<b>May 7, 2016 onwards</b>	Commencement of Theory Exam.
35.	<b>May 7, 2016 onwards</b>	Faculty members to enter the marks of Term Work, Class Test, Practical and Oral Examination in the exam soft ware
36.	<b>May 14 onwards</b>	Commencement of CAP
37.	<b>June 16, 2016</b>	Date of submission of College results (Semesters III, IV, V, VI) for moderation to the University
38.	<b>July 11, 2016</b>	Commencement of New Term

**Notes:**

- Refer to the University Ordinance for Students' Attendance Monitoring.
- No. of working days in the semester are 60 after accounting for holidays, Class Tests, and Students' Activities. Hence it is necessary to plan the Course Plan accordingly and meet University requirements of the lectures meticulously. In view of this, Faculty members are discouraged to take leave during the semester. In case of emergency the respective HoDs / Dean (FE) should discuss the cases on merit and obtain pre-sanction of the Principal.
- The first lecture should be devoted towards introduction, Course Plan, Schedule of Class Tests, One Text Book to be followed, Introduction of the Laboratory Experiments and the process to be followed for submission. (Detailed instructions already circulated)
- Course Files Course-wise must be maintained w.e.f. 1st lecture. Course files need to be maintained by the faculty members for each course every semester with all the necessary documents listed for the Course File - to be certified by the respective HoDs / Dean (FE) at the beginning and end of the semester.
- Course files shall be monitored periodically by the respective HoDs / Dean (FE). Faculty member should submit these files to the Dean (FE) at the end of every semester as per the dates mentioned in the Academic Calendar.
- Faculty Members should carry their lecture notes to the Class Room. Taking Text Books and other books is discouraged.
- Respective HoDs / Dean (FE) to provide list of Academic Coordinators, Class In-Charge, and Laboratory In-Charges along with contact details (Mobile and Email ID) by January 5, 2016
- Academic Coordinators are required to submit a report to the respective HoDs / Dean (FE) on their observations of adherence to the Time Tables during their daily rounds.
- (i) Weekly reports (hard copy) in the format (already sent to HoDs by email) and (ii) Report of the Academic Coordinator (hard copy) put in a file to be submitted by HoD to the Principal. Soft copy of the same to be sent as attachment to Dean (Acad) and DG. Institute level Academic Committee shall take weekly review and report to the Principal to be discussed in the HoD Meeting.
- Institute level Academic committee shall take review of the attendance of students monthly and submit consolidated report to the Principal to be discussed in HoD Meeting.
- April 27 – May 6, 2016 -- Vacation slot (1) can be utilized subject to (i) completion of conduct of oral and practical exams and (II) PRIOR WRITTEN APPROVAL BY THE PRINCIPAL.**
- May 7 – June 9, 2016 -- Non-Vacation Slot for Faculty**
- It is mandatory to stick to the various deadlines given including those related to examinations and evaluations.
- June 10 – July 12, 2016 --Vacation slot (2) can be utilized subject to (ii) completion of conduct exams and completion of assessment work and (II) PRIOR WRITTEN APPROVAL BY THE PRINCIPAL.**
- Faculty members are required to inform to the students (i) Course Plan, (ii) Recommended one text book and handover one copy of Two page write-up on each unit covering basics, theorems, equations etc (iv) Solution to the practice question paper in exchange of their submission.
- TIMINGS:**

	Academic Semester			Rest of the Semester
	F.E. & S.E. (1st Shift)	T.E., B.E., & M.E. (1st Shift)	F.E., S.E., T.E., B.E. (2nd Shift)	
Faculty	0815 - 1645	0915 - 1745	1030 - 1900	0930-1800
Lectures/Practical/ Workshop	0830	0930	1030	--

- EMAIL IDs (to be used only for Reports related to Academic calendar activities):**

[Principal.academics@mgmumbai.ac.in](mailto:Principal.academics@mgmumbai.ac.in), [dg.academics@gmail.com](mailto:dg.academics@gmail.com), [deanacademic@mgmumbai.ac.in](mailto:deanacademic@mgmumbai.ac.in), [hod\\_mech.academics@mgmumbai.ac.in](mailto:hod_mech.academics@mgmumbai.ac.in),  
[hod\\_elec.academics@mgmumbai.ac.in](mailto:hod_elec.academics@mgmumbai.ac.in), [hod\\_extc.academics@mgmumbai.ac.in](mailto:hod_extc.academics@mgmumbai.ac.in),  
[hod\\_comp.academics@mgmumbai.ac.in](mailto:hod_comp.academics@mgmumbai.ac.in), [hod\\_civil.academics@mgmumbai.ac.in](mailto:hod_civil.academics@mgmumbai.ac.in), [hod\\_chem.academics@mgmumbai.ac.in](mailto:hod_chem.academics@mgmumbai.ac.in), [hod\\_bm.academics@mgmumbai.ac.in](mailto:hod_bm.academics@mgmumbai.ac.in),  
[hod\\_bt.academics@mgmumbai.ac.in](mailto:hod_bt.academics@mgmumbai.ac.in), [hod\\_it.academics@mgmumbai.ac.in](mailto:hod_it.academics@mgmumbai.ac.in), [hod\\_fe.academics@mgmumbai.ac.in](mailto:hod_fe.academics@mgmumbai.ac.in)

**Holidays during the semester:**

Jan 26 (Republic Day), Feb 19 (Chhatrapati Shivaji Maharaj Jayanti), March 7 (Mahashivaratri), March 24 (Holi), March 25 (Good Friday), April 8 (Gudi Padwa), April 14 (Dr. Babasaheb Ambedkar Jayanti), April 15 (Ram Navmi)

**PRINCIPAL**