



MAHATMA GANDHI MISSION

**Academic Calendar for EVEN Semester -- 2017 [Tentative]**

**F.E., S.E., T.E., B.E., M.E.(I)**

S. No	Date/Duration	Week	Activity
1.	January 9, 2017		<p>Pre semester activities :</p> <ul style="list-style-type: none"> <li>(i) Individual Time tables to be given to all faculty members</li> <li>(ii) Room time table and class timetables to be displayed.</li> <li>(iii) Lab timetable should be displayed along with rotation chart</li> <li>(iv) to prepare and keep ready Course File as per the Guide Lines provided - HoD/Dean (FE) to verify.</li> <li>(v) Formation of Department Students' Association</li> <li>(vi) Visit of the Institute Laboratory committee to various labs to ascertain the readiness</li> </ul>
2	January 10, 2017		<p>Faculty Members:</p> <ul style="list-style-type: none"> <li>(i) to submit Course Plan via email to the Dean Academics, Principal and DG Sir</li> <li>(ii) Assignment – I on first 20% syllabus to be submitted by faculty via email to Dean Academics, Principal and DG Sir</li> <li>(iii) HoD's and Dean (FE) present details of Departmental activities planned for current semester utilizing the service of Adjunct faculties and Resource and Faculty In-charge for this action to be informed. [Atleast 12 number of 2 hours activity each for SE, TE and BE to be planned]</li> <li>(iv) Proposal for receipt of organizing National Conference/Seminars/conferences submitted by departments to Principal.</li> </ul>
3	January 11, 2017	1	<p>Semester begins – Welcome to Students</p> <p>Faculty Members :</p> <ul style="list-style-type: none"> <li>(1) to announce Course Plan and Class Tests to the Students,</li> <li>(2) Assignment – I to be given to students.</li> <li>(3) HoDs should submit the List of students adopted for Department Students' Association to Principal.</li> </ul>
4.	January 12, 2017		<ul style="list-style-type: none"> <li>1. HoDs and Dean FE to submit report to the Principal 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> <li>2. Academic calendar for activities of Departmental slots and names of the Departmental students Association to be submitted to Principal.</li> <li>3. Proposal for AVISKAR participation to be submitted to Principal</li> <li>4. Competitive activities by departmental students association</li> </ul>
5.	January 16 2017	2	<ul style="list-style-type: none"> <li>1. Project details of BE SEM VIII to be submitted to exam cell by all departments in the prescribed university format.</li> </ul>
6.	January 25, 2017	3	<ul style="list-style-type: none"> <li>1. Completion of 20% of Syllabus</li> <li>2. Assignments – II on next 20% syllabus to be submitted by faculty via email to Dean Academics, Principal and DG Sir</li> <li>3. Approval by the committee to the proposals submitted by departments regarding National Conference/Seminar/Conferences.</li> </ul>
7.	January 27, 2017		<ul style="list-style-type: none"> <li>1. Submission of Assignment - I by the students</li> <li>2. Assignment - II on next 20% Syllabus to be handed over to the students</li> </ul>
8.	February 3, 2017	4	<ul style="list-style-type: none"> <li>1. Return of corrected Assignment 1 to students.</li> <li>2. Panel of Examiners in the prescribed format to be submitted to the Exam Cell [Minimum two examiners name in each subject]</li> </ul>
9.	February 9, 2017	5	<ul style="list-style-type: none"> <li>1. Completion of 40% of Syllabus</li> <li>2. Assignment - III on next 20% Syllabus to be submitted by faculty via email to Dean Academics, Principal and DG Sir</li> </ul>
10.	February 10, 2017	6.	<ul style="list-style-type: none"> <li>1. Submission of Assignment – II by the Students</li> <li>2. Assignment - III on next 20% Syllabus to be given to the students</li> <li>3. Display of Attendance in the Class and laboratory till February 10, 2017</li> <li>4. Monthly Report by HoD's &amp; Dean (FE) regarding lecture and Practical Classes in the given format - Email to Convener, Attendance Committee, Dean Academics, Principal and DG Sir</li> <li>5. Departmental Attendance Committee to submit report of defaulters in the given format to the Convener, Attendance Committee and Principal</li> <li>6. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean Academics &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</li> <li>7. Submission of course file by the faculty to the respective HoD/Dean (FE)</li> </ul>

11.	February 14, 2017		<ol style="list-style-type: none"> <li>1. HoD &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to the Convener, Attendance Committee and the Principal.</li> <li>2. Announcement of the list of Projects for the B.E. students and M. E. students for 2017-18</li> <li>3. HoD/Dean FE to submit report of (i) Defaulting Faculty members regarding course file to the Principal. (ii) Activities done in the Departmental slot.</li> </ol>
12.	February 15, 2017		<ol style="list-style-type: none"> <li>1. Departmental Faculty Meeting: to discuss cases of defaulters in attendance and action taken to the departmental attendance committee.</li> <li>2. Display the list of students who are in-eligible for Class Test-1 who were not allowed to appear class test : Action Department display the approved list in the departmental notice board and same communicated to parents by sms</li> <li>3. Return of corrected Assignment II to students.</li> </ol>
13.	February 17, 2017		<ol style="list-style-type: none"> <li>1. Return of the corrected Assignments - II to the students</li> <li>2. Attendance Committee to inform the list of students who are in-eligible for Class Test-1</li> <li>3. Question papers [Class Test 1, Class Test 2 and ATKT test] to be approved and submitted to exam cell. Class Test 1, Class Test 2 and ATKT test approved Timetables should display in the notice board</li> <li>4. Conduction team prepare duty charts for class test 1</li> <li>5. Departmental Attendance committee to submit the list of defaulters to the Institute Attendance committee.</li> <li>6. Duty charts of class test 1 given to all faculty members.</li> </ol>
14.	February 20-22 2017	7	<ol style="list-style-type: none"> <li>1. Class Test – 1 (CT1) on 40 % Syllabus</li> <li>2. Attendance defaulters to be given the 1<sup>st</sup> Warning Letter and Collect the acknowledgement by the Parents</li> </ol>
15.	February 27-March 3 2017	8	<ol style="list-style-type: none"> <li>1. Submission of Term Work by the students having 100% attendance in the Practical Classes of FE [Physics and Chemistry]</li> <li>2. In-Semester FEED BACK BY ALL STUDENTS : Action FE Dean, Computer/IT HoD with other HoD's and respective class in charges.</li> </ol>
16.	March 2, 2017		<ol style="list-style-type: none"> <li>1. Class Test 1 marks entry to be completed by all faculty members</li> <li>2. Assignment - IV on next 15% Syllabus [only FE] and 20% syllabus [for SE,TE,BE] to be submitted by faculty via email to Dean Academics, Principal and DG Sir</li> </ol>
17.	March 3 2017		<ol style="list-style-type: none"> <li>1. Completion of 60% of Syllabus</li> <li>2. Class Test 1 results to be displayed.</li> <li>3. Departmental Attendance committee announced the list of students having 75% to 99% in practical and tutorials.</li> <li>4. Time table to be displaced for Extra Turn for students having more than 75% and less than 100% attendance in Physics and Chemistry practical</li> <li>5. Results Analysis of Class Test-1 in the prescribed format to be submitted to Dean Academics Principal and DG Sir</li> </ol>
18.	March 2,3,4 2017		<ol style="list-style-type: none"> <li>1. MANGALAM 2017</li> </ol>
19.	March 7, 2017		<ol style="list-style-type: none"> <li>1. Submission of Assignment III by students</li> <li>2. Assignment IV to be given to students.</li> </ol>
20.	March 6 – 10 2017	9	<ol style="list-style-type: none"> <li>2. In-Semester FEED BACK from students: Action : Dean FE Computer/IT HoD's</li> <li>3. Assignment - V on next 25% Syllabus [only FE] and practice paper submitted by faculty via email to Dean Academics, Principal and DG Sir</li> </ol>
21.	March 10, 2017		<ol style="list-style-type: none"> <li>1. Completion of 75% syllabus for FE SEM II</li> <li>2. Return of corrected Assignment III to students.</li> <li>3. Assignment V and practice papers to be given to students [FE Sem II]</li> <li>4. Monthly Report by HoDs &amp; Dean (FE) regarding lecture and Practical Classes in the given format - Email to Principal and DG</li> <li>5. Revised time table to be approved and displayed in the notice board.</li> <li>6. Submission of course file by the faculty to the respective HoD/Dean FE</li> </ol>
22.	March 14-17,2017	10	<ol style="list-style-type: none"> <li>1. Submission of Term Work by the students having 100% attendance in the Practical Classes : Sem II (Practical other than Physics and Chemistry), Sem IV, VI and VIII</li> <li>2. Submission of time table for extra practicals for students having attendance between 75% to 99% after permission from HoD/Dean(FE)</li> <li>3. Departmental attendance committee finalise the list of defaulter students having attendance 50 % to 74% and same to be approved by Principal.</li> </ol>
23.	March 14, 2017	10.	<ol style="list-style-type: none"> <li>1. Allotment of the Projects to the B. E. students and M. E. students for the year 2017-18</li> <li>2. Display of Attendance in the Class and laboratory till March 10, 2017</li> <li>3. Monthly Report by HoDs &amp; Dean (FE) regarding lecture and Practical Classes in the given format - Email to Convener, Attendance Committee, Dean Academics, Principal and DG Sir</li> <li>4. Departmental Attendance Committee to submit report of defaulters in the given format to the Convener, Attendance Committee and Principal</li> <li>5. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean Academics &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</li> <li>6. Submission of Assignment IV by students [Only FE Sem II]</li> <li>7. Assignment V and practice papers to be given to the students [only FE Sem II]</li> <li>8. HoD/Dean FE to submit report of (i) Defaulting Faculty members regarding course file to the Principal. (ii) Activities done in the Departmental slot.</li> <li>9. Submission of Assignment No. IV [Only FE Sem II] by students</li> </ol>

24.	March 15, 2017		<ol style="list-style-type: none"> <li>1. Departmental Faculty meeting: to discuss (i) cases of defaulters in attendance and action taken to the Departmental Attendance committee.</li> <li>2. (ii) Results Analysis of Class Test 1</li> <li>3. Finalization of the cases of the students having genuine problems and missed greater than 40% but less than 75% laboratory turns <b>by respective departmental attendance committee</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>4. 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>
25.	March 17, 2017		<ol style="list-style-type: none"> <li>1. Completion of 80% syllabus [SE,TE,BE,ME]</li> <li>2. Submission of <b>Assignment IV</b> by students [SE,TE,BE,ME]</li> <li>3. Return of corrected <b>Assignment No. IV</b> to students [only FE]</li> <li>4. Assignment - V on next 20% Syllabus and practice paper [SE,TE,BE &amp; ME] submitted by faculty via email to Dean Academics, Principal and DG Sir</li> </ol>
26.	March 20, 2017	11	<ol style="list-style-type: none"> <li>1. Return of corrected Assignment No. IV to students [SE,TE,BE &amp; ME]</li> <li>2. Assignment - V on next 20% Syllabus and practice paper [SE,TE,BE &amp; ME] to be given to students.</li> <li>3. Duty charts of Class test 2 [FE Sem II] to be given to concern faculties.</li> <li>4. Report of the Faculty regarding Term Work Submission of the students having 100% attendance (by email to Dean (Academics), Principal and DG)</li> </ol>
27	March 22-24, 2017		Class Test 2 [FE SEM II] on 35 % syllabus
28	March 24, 2017		Return of corrected Assignment IV to students [SE,TE,BE & ME]
29	March 27, 2017	12	Duty Charts of Class test II [SE,TE,BE & ME] to be given to faculties.
30.	March 29-31, 2017		Class Test 2 on next 40 % syllabus [SE,TE,BE & ME]
31.	April 3-7, 2017	13	<ol style="list-style-type: none"> <li>1. ATKT TEST [All Semesters]</li> <li>2. Submission of Term work by students having attendance 75% to 99% after permission from HoD/Dean (FE)</li> </ol>
32.	April 7 2017		CLASS TEST II results to be declared.
33	April 10 2017	14	<ol style="list-style-type: none"> <li>1.Oral/Practical schedule and budget to be submitted to exam cell</li> <li>2. Submission of course file by the faculty to the respective HoD/Dean Fe</li> <li>3.Report of the Faculty regarding Term Work Submission of the students having 75% to 99% attendance (by email to Dean (Academics), Principal and DG)</li> </ol>
34	April 12, 2017		<ol style="list-style-type: none"> <li>1. HoD/Dean FE to submit report of (i) Defaulting Faculty members regarding course file to the Principal. (ii) Activities done in the Departmental slot</li> </ol>
	April 10-13 2017		1.End - Semester FEED BACK BY ALL STUDENTS : Action FE Dean, Computer/IT HoD with respective class teachers
35.	April 18 2017	15	<ol style="list-style-type: none"> <li>1.Departmental Faculty meeting : class test 2 result analysis, 3<sup>rd</sup> month defaulter list and final list of detained students .</li> <li>2.Submission of term work files for students having attendance between 50% to 74% after approval from departmental attendance committee.</li> </ol>
36.	April 19,2017		<ol style="list-style-type: none"> <li>1.100% completion of syllabus</li> <li>2. Submission of Assignment V and practice paper by students.</li> <li>3. Submission of list of Defaulter Faculty list w.r.t. course files to Principal.</li> <li>4. Submission of the list of Defaulter students w.r.t. attendance to the Principal</li> </ol>
37	April 20, 2017		<ol style="list-style-type: none"> <li>1. Convener of attendance committee to submit the final Detained students list to Principal.</li> <li>2. HoD/Dean(FE) should submit faculty wise work load for the odd semester 2017-18</li> </ol>
38.	April 22, 2017		3. Term end
39.	April 24 – May 4 2017		1. Conduction of practical/oral examinations
40.	April 26		1. Submission of Term work/Class test marks to exam cell
41.	May 11 2017		1. Commencement of Theory Examinations
42.	May 12 2017		1. Commencement of College CAP
43.	May 15 2017		Commencement of University CAP
44.	July 10 2017		Commencement of next turn [Tentative date]

### Notes:

1. Dean (Academic) shall monitor strict implementation of the Academic Calendar on day to day basis and should report weekly to the Principal.
2. HoD and Dean (FE) shall monitor strict implement of the Academic calendar on day to day basis and should submit weekly report to Principal.
3. Dean (Academic) to submit weekly report to Principal on implement of lectures/Practical as per time table.
4. HoD/ Dean(FE) shall strictly monitor the implement of Department slots by using the services of Adjunct faculties/Recourse persons.

5. Provision of THREE signatures of HoD /Dean(FE) on the course plan on (10/2/2017 , 10.03.2017 , 10.04.2017)
6. Refer to the University Ordinance for Students' Attendance Monitoring.
7. No. of working days in the semester are 59 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 HoD / Dean (FE) should discuss the cases on merit and obtain pre-sanction of the Principal.
8. 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)
9. 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 HoD / Dean (FE) at the beginning and end of the semester.
10. Course files shall be monitored periodically by the respective HoD / 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.
11. Faculty Members should carry their lecture notes to the Class Room. Taking Text Books and other books is discouraged.
12. Respective HoD / 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 9, 2017
13. Academic Coordinators are required to submit a report to the respective HoD / Dean (FE) on their observations of adherence to the Time Tables during their daily rounds.
14. (i) Weekly reports (hard copy) in the format (already sent to HoD 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.
15. 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.
16. April 24 – May 9, 2017 -- 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.
17. May 10 – June 15, 2017 -- Non-Vacation Slot for Faculty [Tentative Date]
18. It is mandatory to stick to the various deadlines given including those related to examinations and evaluations.
19. June 16 – July 6, 2017 --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.
20. 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.

21. 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	1.00pm – 21.00 pm	0930-1800
Lectures/Practical/ Workshop	0830	0930		--

22. EMAIL IDs (to be used only for Reports related to Academic calendar activities):

principal.academics@mgmumbai.ac.in, dg.academics@gmail.com, deanacademics@mgmumbai.ac.in,  
 hod.mech.academics@mgmumbai.ac.in, hod.elec.academics@mgmumbai.ac.in, hod.extc.academics@mgmumbai.ac.in,  
 hod.comp.academics@mgmumbai.ac.in, hod.civil.academics@mgmumbai.ac.in, hod.chem.academics@mgmumbai.ac.i  
 n, hod.bm.academics@mgmumbai.ac.in, hod.bt.academics@mgmumbai.ac.in, hod.it.academics@mgmumbai.ac.in  
 hod.fe.academics@mgmumbai.ac.in,

Holidays during the semester: Jan 26 (Republic Day), Feb 24 (Mahashivaratri) , March 13 (Holi), March 28 (Gudi Padwa),  
 April 4 (Ram Navami), April 14 (Dr. Babasaheb Ambedkar Jayanti/Good Friday).

PRINCIPAL

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