



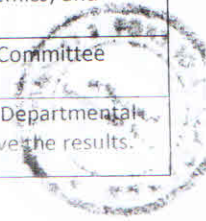
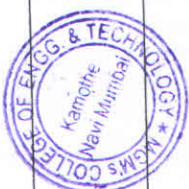
Academic Calendar for Even Semester - 2018 FE/SE/TE/BE/ME


S. No	Date/ Duration	Week	Activity
1	3/1/18		<p>Pre Semester activities:</p> <ol style="list-style-type: none"> 1. Individual time tables to be given to all faculty members by 3rd January 2018 2. Room time table and class time tables to be displayed by 4th January 2018 3. Lab time table should be displayed along with rotation chart by 4th January 2018 4. Course files to be prepared and kept ready as per the Guidelines provided: Action Dean [FE] and HoD's to verify. 5. Faculty members upload their course plan in ERP and HoD's/DEAN (FE) upload time tables in ERP by 3rd January 2018. 6. Departments should prepare the eligible students lists within two days of declaration of the revaluation results. 7. Result analysis of regular students to be done within three days of declaration of results.
2.	5/1/18		<p>Faculty Members :</p> <ol style="list-style-type: none"> 1. To submit Course Plan via email to the Dean Academics, Principal and DG 2. To prepare and keep ready Course File as per the Guide Lines provided – HoD to check 3. HoD's and Dean [FE] present the details of Department activities planned for current semester utilizing the services of Adjunct Faculties and Resource and Faculty-In charge for this action to be informed. [Atleast 12 number of 2 hours activity for SE/TE/BE to be planned] 4. Proposal for organizing National Conference/Seminars/conferences to be submitted by Departments to Principal. 5. Formation of Departmental Students Association and its activities. 6. First week no tutorials should be taken and tutorial periods converted to theory and concerned faculty members to engage theory lectures. Tutorial no.1 will be in second week having portion of theory covered in six lectures of first week. 7 First year Assignments [part of work book] to be checked weekly during tutorial period No separate assignments to be given to students.
3.	8/1/18	1	<p>Semester begins:</p> <p>Faculty members</p> <ol style="list-style-type: none"> 1. To announce Course plan and class test dates to students. 2. Assignment – I [SE/TE /BE & ME] on first 20% syllabus to be submitted by faculty via email to Dean Academics, Principal and DG 3. HoD's should submit the list of students adopted for Department Students Associations to Principal 4. HoD's/DEAN FE verify the course files of faculties and sign on the course file after verifying all documents attached in the file with proper remarks. 5. All 4/5 print pages to be included by every faculty in course file and fill the details as required.
4.	9/1/18		<ol style="list-style-type: none"> 1. HoD's 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 faulty members who did not maintain course files. 2. Academic calendar for activities of the Departmental slots to be submitted to Dean Academics, Principal and DG sir. 3. Assignment – I [SE/TE /BE & ME] to be given to the students
5	10/1/18		Departmental Faculty meeting: Discuss the Course file, course plan and minutes of meeting to be maintained.
6	15/1/18	2	Project details of BE Sem VIII to be submitted to exam cell by all departments in the prescribed university format.
7.	22/1/18	3	<ol style="list-style-type: none"> 1. Completion of 20% of Syllabus 2. Assignments – II [SE/TE /BE & ME] on next 20% syllabus to be submitted by faculty via email to Dean Academics, Principal and DG 3. Approval by the committee to the proposals submitted by Departments regarding National Conference/Seminar/Conferences/competitive activities.
8.	23/1/18		<ol style="list-style-type: none"> 1. Submission of Assignment - I [SE/TE /BE & ME] by the students Submission records to be maintained. NO LATE SUBMISSION 2. Assignment - II [SE/TE /BE & ME] on next 20% Syllabus to be handed over to the students
9.	29/1/18	4	<ol style="list-style-type: none"> 1. Return of the corrected Assignment - I to the students and submission record to be maintained. 2. Panel of Examiners in the prescribed format to be submitted to exam cell. [Minimum two examiners name who taught the subject in each subject]
10.	7/2/18	5	<ol style="list-style-type: none"> 1. Completion of 40% of Syllabus 2. Assignment III [SE/TE /BE & ME] on next 20 % syllabus to be submitted by faculty members via email to Dean Academics, Principal and DG sir.
11.	8/2/18		<ol style="list-style-type: none"> 1. Submission of Assignment – II [SE/TE /BE & ME] by the Students . Submission records to be maintained. NO LATE SUBMISSION 2. Assignment - III [SE/TE /BE & ME] on next 20% Syllabus to be given to the student
12.	9/2/18		<ol style="list-style-type: none"> 1. Monthly Report by HoD's & Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG 2. HoD's & Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean Academics and Principal. 3. Display of list of defaulters [with their attendances] in the Class and laboratory till 8th Feb 2018 with hard copy to Dean [Academics] and Principal



- 4.SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.
5. Return of the corrected Assignment - II to the students and submission record to be maintained.
- 6.Submission of course file by the faculty to the respective HoD's/Dean [FE]
7. HoD/DEAN FE verify the course files , lecture notes etc. of faculties and put second sign on the course file after verifying all documents attached in the file with proper remarks.
8. BE/ME Project monthly review by Departmental Committee.
- 9.ERP team submit the list of faculty members (i) who are not filled the data (ii)have taken leave in the month.

13	9/2/18		<p>KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics]</p> <ul style="list-style-type: none"> • Display of Defaulter list with their attendance • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee
14.	12/2/18	6	<ol style="list-style-type: none"> 1. HoD's/Dean [FE] to submit reports of [i] Defaulting Faculty members regarding course file to Principal.[ii] Activities done in the Departmental slot. 2. Question papers CLASS TEST 1[standard format including course out comes and level of Bloom's Taxonomy] and class test time tables to be submitted to Principal for approval. Approved time table to be displayed in departmental notice boards. 3. Last date for appeal by defaulter students along with parents Action: Departmental Attendance Committee
15.	14/2/18		<ol style="list-style-type: none"> 1. After analyzing thoroughly the genuine cases of appealed students, Departmental Attendance Committee should finalize the final defaulter students list of first month and same to be approved by Principal. 2. Departmental Faculty meeting: Discuss the first month defaulter students. Minutes of meeting maintained
16.	15/2/18		<ol style="list-style-type: none"> 1. Display of final list of students who are not allowed to appear CLASS TEST I due to short of attendance in the departmental notice board. 2.Duty charts of CLASS TEST 1 to be given to all faculty members
17.	21/2 to 23/2/18	7.	<ol style="list-style-type: none"> 1. CLASS TEST I
18.	29/2/18	8.	<ol style="list-style-type: none"> 1. Last date for CLASS TEST 1 CAP including marks entry in the system 2. Name of the faculty members who were not completed test assessments to be given to Principal by CAP team
20	1/3/18		Display of class test 1 results by Exam cell
21.	26/2 to 1/3/18		1. In-Semester FEED BACK BY STUDENTS [SE/TE/BE] - Action: Dean (FE)/Computer and IT HoD with all class in charges.
22.	6/3/18		<ol style="list-style-type: none"> 1. Completion of 60% syllabus. 2. Assignment IV [SE/TE /BE & ME] on next 20 % syllabus to be submitted by faculty members via email to Dean Academics, Principal and DG sir. 3..Results Analysis of Class Test-1 in the prescribed format to be submitted to the Principal and Dean Academics 4.SMS to the Parents/Guardians of the poor performers in CT1 and Email to Dean Academics & Principal - Action: Faculty, Class In-Charges, Academic Coordinators
23.	7/3/18	9.	<ol style="list-style-type: none"> 1. Submission of Assignment – III [SE/TE /BE & ME]by the Students Submission records to be maintained. NO LATE SUBMISSION 2. Assignment – IV [SE/TE /BE & ME]on next 20% Syllabus to be handed over to the students
24.	8/3 to 10/3/18		MANGALAM 2018
25.	9/3/18		<ol style="list-style-type: none"> 1. Monthly Report by HoD's & Dean (FE) regarding lecture , Practical and project in the given format - Email to Dean Academics, Principal and DG Sir. 2.HoDs & Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean Academics and Principal. 3. Display of list of defaulters [with their attendances] in the Class and laboratory till 8th March 2018 with hard copy to Dean [Academics], and Principal. 4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) & Principal - Action: Faculty, Class In-Charges, Details of defaulter list and SMS to be attached with course file. 5.Submission of course file by the faculty to the respective HoD/Dean [FE] 6. HoD/DEAN FE verify the course files , lecture notes etc. of faculties and put third signature on the course file after verifying all documents attached in the file with proper remarks. 7. BE / ME Project monthly review by Departmental Committee. 8.ERP team submit the list of faculty members (i) who are not filled the data (ii)have taken leave in the month
26.	9/3/18		<p>KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics]</p> <ul style="list-style-type: none"> • Display of Defaulter list with their attendance • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee • Elective Courses – process for getting the choices of students
27	14/3/18		<ol style="list-style-type: none"> 1.Submission of In-Semester FEED BACK report: Action Computer / IT HoD 2.Return of corrected Assignment III to be given to students.
28.	12/3 to 16/3/18	10	<ol style="list-style-type: none"> 1. Submission of Term Work by the students having 100% attendance in the Practical Classes: Sem II, IV,VI and VIII . A report on this t to be prepared and submit to Dean (Academics) and Principal. 2.After 16th March 2018, submission should not be accepted without permission from Dean(Academics) and Principal
29	13/3/18		<ol style="list-style-type: none"> 1.Last date for appeal by students detained for Second month: Action: Departmental Attendance Committee 2. Allotment of projects to BE/ME students for the academic year 2018-19
30.	14/3/18		1. Departmental Faculty meeting: Discuss the 2 nd month defaulter and final defaulter list given by Departmental committee. Semester result analysis to be discussed and remedial measures to be taken to improve the results.



			2. Result analysis to be send to Dean Academics, Principal and DG
	17/3/18		Parents meet in which class test 1 answer books should be shown to students and parents. Separate records to be maintained.
32.	19/3/18	11	1.Question papers CLASS TEST I to be submitted to Principal for approval 2. . Display of final list of students who are not allowed to appear CLASS TEST I due to short of attendance in the departmental notice board
33.	19/3 to 23/3/18		NO PRACTIALS to be conducted during this period. Departments should prepare the detailed lab time table for all defaulter students. Extra lab turns to be planned during 12 th , 13 th , 14 th and 15 th weeks only.
34.	20/3/18		1. Completion of 80% of Syllabus. 2. Assignment - V [SE/TE /BE & ME] on next 20% Syllabus and Practice Question Paper to be submitted by faculty via email Principal , DG and Dean Academics
35.	21/3/18		1. Submission of Assignment – IV [SE/TE /BE & ME] by the Students Submission records to be maintained. NO LATE SUBMISSION 2. Assignm - V [SE/TE /BE & ME] on next 20% Syllabus and Practice Question Paper to be given to students. 3.List of students option for electives to be submit to Dean [Academics] and Principal
36.	23/3/18		1.Return of the corrected Assignment - IV [SE,TE /BE & ME] to the students and submission record to be maintained 2. Duty charts of CLASS TEST 2 test to be given to all faculty members
37	26/3 to 28/3/18	12	1 CLASS TEST 2
38	4/4/18	13	1.Completion of assessments of CLASS TEST 2 and CAP coordinators should submit the pending assessments to Principal 2.Departments submit the list of students [subject wise] who are appearing ATKT test to conduction team 3.Question papers ATKT TEST II to be submitted to Principal for approval
40.	5/4/18		Display of class test 2 results by Exam cell
41.	6/4/18		1.Duty charts of ATKT test to be given to all faculty members 2.Results Analysis of Class Test-2 in the prescribed format to be submitted to the Principal 3..SMS to the Parents/Guardians of the poor performers in CT2 and Email to Dean Academics & Principal - Action: Faculty, Class In-Charges, Academic Coordinators
42.	7 th April 2018		Parents meet in which class test II answer books should be shown to students and parents. Separate records to be maintained.
43	9/4 to 12/4/18	14	ATKT Test
44.	9/4/18		1. Monthly Report by HoDs & Dean (FE) regarding lectures, Practical and project in the given format - Email to Dean Academics, Principal and DG Sir. 2.HoDs & 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. 3. Display of list of defaulters [with their attendances cumulative of three months] in the Class and laboratory till 8 th April 2018 with hard copy to Dean [Academics], Convener [Attendance Committee] and Principal 4.SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) & Principal - Action: Faculty, Class In-Charges, Academic Coordinators. Details of defaulter list and SMS to be attached with course file. 6.Submission of course file by the faculty to the respective HoD/Dean [FE] 7. HoD's, DEAN FE verify the course files , lecture notes etc. of faculties and put forth signature on the course file after verifying all documents attached in the file with proper remarks. . 8.BE/ME Project monthly review by Departmental Committee 9. ERP team submit the list of faculty members () who are not filled the data (ii) have taken leave in the month
45.	9/4/18		KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics] <ul style="list-style-type: none"> • Display of Defaulter list with their attendance • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee 
46.	9/4 to 12/4/18		1. End Semester FEED BACK by all students: Action DEAN [FE]/ Computer/IT HoD with respective class in charges.
47.	17/4/18	15	1. Report of End Semester FEED BACK by all students to be submitted to Principal 2. Submission of Assignment 5 [SE/TE /3E & ME] and Practice question paper by students.
48.	17/4/18		1.Completion of assessments of ATKT Test and CAP coordinators should submit the pending assessments to Principal 2. Last date for ATKT marks entries in the system [entries to be done in CAP room only with answer books
49.	18/4/18		Declaration of ATKT results by Exam Cell. 1.Submission of work load distribution for Odd Semester of 2018-19 2. Completion of assessments of CLASS TEST 2 and CAP coordinators should submit the pending assessments to Principal
50.	16/4 to 20/4/18		1.BE Project review by all departments 2.Revision Lectures [For those who completed syllabus and requisite number of lectures as per university syllabus] 3. Submission of practice question paper by the students in exchange of solutions of practice question paper by the faculty.
51.	21/4/18		End of the term

52.	23/4/18	1.Submission of course file to HoD by all faculty members
53.	23/4 to 2/5/18	1. Conduction of Oral/Practical examinations for FE/SE/TE/BE /ME
54.	4/5/18	1.Finalization of work load distribution and same to be approved by Principal 2. Conduction team submit the master time table. 3. Duty charts to be given to all faculty members..
56.	7/5/18	Faculty meeting regarding exam conduction. Action : SS, UFM Convener
57.	1/7/18	1.Submission of course plans to ERP team by all departments as ERP
58.	5/7/18	Faculties should submit course file [Odd semester] to HoD / Dean FE for signature
59.	9/7/18	Commencement of Odd Semester 2018-2019.

Notes:

- Dean Academic should monitor strict implementation on day to day basis and should report weekly to Principal
- HoD's/Dean [FE] should monitor strict implementation on day to day basis and should report weekly to Principal
- Dean Academics to submit weekly report to Principal on implementation of lectures/practical as per time table
- HoD's/Dean [FE] should strictly monitor the implementation of department slots by using the services of Adjunct / Resource persons. .
- 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 HoD's / Dean (FE) should discuss the cases on merit and obtain pre-sanction of the Principal.
- Whenever the no. of lectures available are less than required by university, faculty should take lectures during 3rd month by announcing time table to satisfy requisite number of lectures
- Whenever the lab turns are less than 8, the Department should plan make-up lab turns during the Departmental slots and the same to be informed to students in advance , hard copy of time table to be given to Dean [Academics] and 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 HoDs /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 8th January , 2018
- 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..
- Department Academic committee shall take review of the attendance of students monthly and submit consolidated report to the Principal to be discussed in HoD Meeting.
- Vacation slot **TO BE ANNOUNCED LATER** (1) can be utilized subject to (i) completion of conduct of oral and practical exams and (ii) **PRIOR WRITTEN APPROVAL BY THE PRINCIPAL.**
- Till the completion of theory examinations and assessments
- Non-Vacation Slot for Faculty
- It is mandatory to stick to the various deadlines given including those related to examinations and evaluations. 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: [During the semester except CLASS TEST1 and CLASS TEST 2]*

	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	08.15 - 16.45	09.15 - 17.45		0930-1800
Lectures/Practical/ Workshop	0830	0930		

* Timing during CLASS TEST 1 and CLASS TEST 2 shall be 9.30 am to 6.00 pm for all.

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

Principal.academics@mgmmumbai.ac.in, dg.academics@gmail.com, deanacademics.cet@mgmmumbai.ac.in,
hod.mech.academics@mgmmumbai.ac.in, hod.elec.academics@mgmmumbai.ac.in, hod.extc.academics@mgmmumbai.ac.in,
hod.comp.academics@mgmmumbai.ac.in, hod.civil.academics@mgmmumbai.ac.in, hod.chem.academics@mgmmumbai.ac.in, hod.bm.academics@mgmmumbai.ac.in, hod.bt.academics@mgmmumbai.ac.in, hod.it.academics@mgmmumbai.ac.in, hod.fe.academics@mgmmumbai.ac.in

Holidays during the semester: January 26 (Republic Day), February 13 (Maha Shivrathri) , February 19 (Sivaji Jayanti), March 2 (Holi), March 29 (Gudi Padva), March 30 (Good Friday).



PRINCIPAL